

## CARDINAL O'HARA

### THE MAN

John Francis O'Hara was born on May 1, 1888 in Ann Arbor, Michigan. His father had been a school teacher, a principal, a newspaper editor, and a postmaster before studying law at the University of Michigan. The elder John O'Hara began his law practice in Peru, Indiana, and his son was educated in the parish school there. In 1905 the family move to Montevideo, Uruguay, where Mr. O'Hara served in the consulate offices; two years later they moved to the consulate in Santos, Brazil. At the age of twenty, John Francis O'Hara returned to Indiana, and entered the University of Notre Dame with a student teaching assistantship. After graduation, he entered the seminary of the Holy Cross Fathers. He studied both at the University of Notre Dame and at Holy Cross College in Washington, DC.

Father O'Hara completed graduate studies at the Catholic University of America. He returned to Notre Dame in 1917 as Dean of the Commerce Department and prefect of religion. In 1933 Father O'Hara was named vice-president of the university; the following year he was appointed president, a position he held until 1940.

On January 15, 1940, John Francis O'Hara was consecrated a bishop and named head of the Military Ordinariate by Archbishop Spellman of New York. Throughout World War II Bishop O'Hara supervised the Catholic chaplains in the armed services, and ministered to the spiritual needs of all Catholics serving in the military. In May, 1945, Bishop O'Hara was installed as the ordinary of the diocese of Buffalo, NY.

Bishop O'Hara was installed as the Archbishop of Philadelphia on January 9, 1952, succeeding Dennis Cardinal Dougherty. He became John Cardinal O'Hara when he received the red hat from Pope John XXIII on December 15, 1958. Cardinal O'Hara's tenure as Archbishop of Philadelphia included a strong commitment to Catholic education: this commitment led to ten new arch diocesan high schools, improved facilities for special education, and significant expansion in parish schools. Other areas important to Cardinal O'Hara were family life, social services, and the apostolate to the Spanish speaking. Cardinal O'Hara died on August 28, 1960; following funeral services in Philadelphia he was buried in Sacred Heart Church on the campus of the University of Notre Dame.



### SCHOOL SEAL

The school seal contains the family coat of arms of the O’Hara family and the mark of the Archdiocese of Philadelphia. Above the shield is the book of knowledge, the heart of love and the crescent moon.

The seal contains the Latin phrase *Ipsam sequens, non devias*, “Following her you will not go astray”, which illustrates Cardinal O’Hara’s personal devotion to Mary, the Mother of God.

### THE SCHOOL

Cardinal O'Hara High School was opened in September, 1963 with 1738 freshmen and sophomores. During the next five years, the enrollment increased and reached a peak of 3940 students in 1967. Originally, the school was a co-institutional school - whereby the female students were educated in the Springfield wing and the male students were educated in the Marple wing. The school changed to a coeducational model (males and females mixed) in 1971. In 1993, the school adopted the President-Principal model. Monsignor Joseph P. McFadden, late Bishop of Harrisburg, served as the school’s first President.

With a reputation for excellent academics, championship athletics, a wide array of extracurricular activities and a vibrant ministry program, Cardinal O’Hara is the proud home of nearly 30,000 graduates. These graduates have gone on to study at some of the finest colleges and universities in the country. They have been recognized in their respective fields and serve as leaders in business, medicine, government, law, technology, social services and the military.

In 2013-2014 the school celebrated its 50th year anniversary. In 2015, the school released its strategic plan, “A Vision for Cardinal O’Hara High School.” This plan draws on the storied history of the school while laying out an aggressive plan that includes major investments in the facility and in the educational and co-curricular programs. As the plan comes to fruition, Cardinal O’Hara High School will ensure its place as the premiere institution for secondary education in the greater Delaware County area. To this end, the school has adopted a new vision statement, which reads:

**“Cardinal O’Hara High School will serve as a national Catholic leader in the education, spiritual formation and leadership development of young people.”**

**Strategic Mission Objectives include:**

*Objective 1: Vision, Mission and Catholic Identity*

Cardinal O’Hara High School will solidify its adherence to clearly communicated Vision and Mission statements and ensure that our Catholic identity permeates all endeavors of the institution.

*Objective 2: Curriculum and Instruction*

Cardinal O’Hara High School will ensure the delivery of a rigorous, relevant, and effective college preparatory academic program, facilitated by highly qualified and professional staff.

*Objective 3: College and Career Readiness*

Cardinal O’Hara High School will develop a student-centered program for academic support, career exploration, and college placement, with an emphasis on meeting the individual needs of each student.

*Objective 4: Spiritual Formation*

Cardinal O’Hara High School will provide a vibrant school ministry program that focuses on the individual spiritual formation of each student.

*Objective 5: Enrollment, Marketing, and Public Relations*

Cardinal O’Hara High School will establish and implement integrated marketing and communications best practices to build our brand among key constituents, identify target audiences and develop engaging messages and programs to increase both enrollment and financial support for the school.

*Objective 6: Advancement and Finance*

Cardinal O’Hara High School will implement and advancement and finance plan designed for long-term institutional sustainability.

*Objective 7: Facility*

Cardinal O’Hara High School will address the pressing issue of the aging physical plant and develop a comprehensive plan for the facility and grounds that meets the demands of a national leading program.

*Objective 8: Board Governance*

Cardinal O’Hara High School will adopt a model and function of board governance that will provide the best opportunity for institutional success.

*Objective 9: Student Activities, Athletics and Leadership*

Cardinal O’Hara High School will offer a comprehensive line-up of co-curricular activities, athletics, and leadership development programs focused on the individual engagement, development and personal success of each student.

**ALMA MATER**

O’Hara, O’Hara, home of the red and blue  
Alma Mater, we salute you.  
Our loyalty is true.  
Our symbol, our motto, our flag and our song  
The Lions show proudly; our hearts to you belong.

*Refrain*

All hail, to O’Hara, your sons and daughters true.

O’Hara, O’Hara, long may your spirit glow  
In our hearts and our minds as with you we grow.  
So strong yet so tender, you stand at our side.  
The Lions salute you, our teacher and our guide.

*The words and music of O’Hara’s Alma Mater are by Father Joseph J. Sweeney; arrangement by Mr. Richard T. Genovese*

**CAMPUS MINISTRY**

The Office of School Ministry is located on the second floor, directly across from the chapel. The spiritual formation of the adolescent in a Catholic high school involves the instructional dimension, as well as the experiential. The

*The Administration reserves the right to change or add policies at any time. Families will be notified of new or modified policies as they are approved.*

curriculum of the Theology department and the courses required for all students during each year adequately serve to educate and inform students in the essential of Catholic teachings.

In addition to and in collaboration with the Theology Department, the School Ministry Office seeks to complement the curriculum requirements with activities and programs that foster the appropriate faith development of the adolescent. Such activities and programs include: School liturgies, Prayer, Retreats, Peer Ministry, Sacrament of Reconciliation, Sacramental Preparation, Support Groups, Faith Interviews and Vocation programs.

Fostering an attitude of prayer is a priority of the religious formation of the student. Each morning at 7:50 the entire school community joins in prayer that is led over the public address system by a faculty member or student. Special intentions and requests for prayer are mentioned at that time. Classes throughout the day likewise begin with some form of prayer as directed by the teacher.

Students who come to O’Hara but who, for some reason, have not received a sacrament may be prepared by making arrangements with the Ministry Office. The student’s parish is likewise contacted at the time of preparation. Students wishing to become Catholic may be prepared through an R.C.I.A. program conducted in consultation with a local parish.

In conjunction with the Counseling Center, the School Ministry program offers several support groups for students with special needs.

Juniors are contacted for an interview by a member of the School Ministry Interview team. The interview seeks to provide an opportunity for the student to discuss spiritual development, questions or doubts in matters of faith, and personal struggles in the maturing process.

**LITURGIES**

School-wide liturgies are held in the auditorium throughout the school year. The School Minister plans and oversees each liturgy. Music is provided by our choir.

Mass is celebrated daily in the School Chapel at 7:15 am. Classes are encouraged to plan and schedule class Masses from time to time. Athletic teams and school organizations plan Masses for their groups throughout the school year.

**RECONCILIATION (CONFESSION)**

Several times during the school year, at Advent and Lent, religion classes are scheduled for a celebration of the Sacrament of Reconciliation. Priests from the O'Hara faculty as well as priests from the local parishes serve as confessors for the students. Priests on the faculty are also available upon request for the Sacrament.

**RETREATS**

Retreats are an integral and essential part of the Religious formation program for O'Hara students. Four retreats are scheduled during the year and all students are required to attend. They are considered a requirement for each year in conjunction with the student's Theology class. Therefore, any student who does not attend his or her annual class retreat will be required to make another retreat during the school year under the direction of the Ministry Office.

**VOCATION PROGRAM**

Speakers from St. Charles Seminary, various religious communities and lay missionary groups are welcomed to O'Hara each year to speak with students. The Ministry Office has information about vocations.

**ADMISSIONS**

As part of the Secondary Schools of the Archdiocese of Philadelphia, Cardinal O'Hara High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities of the school. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, its admission policies, or in any school-administered program. The School Health Code of Pennsylvania requires all students to have proof of immunization **before** they can attend school.

**TUITION AND FEES**

Tuition and fees to attend Cardinal O’Hara High School are set annually by the school and by the Archdiocesan Office for Catholic Education. Details on costs and payments are

announced in the early spring. Up-to-date information can be found on the school web site, [www.cohs.com](http://www.cohs.com).

All students must stay current with payment of tuition and fees. Specific policies regarding delinquency include the following:

- 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 of the year.
- Students may be dismissed for non-payment of tuition.
- Seniors who have not fully met their financial obligations to the school may not participate in graduation ceremonies nor be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshman Dance) unless they are current in their tuition payments.
- Transcripts may not be released for students who are not current in their payments on the tuition and fees account.
- Final reports may not be released if there is any outstanding tuition for the previous school year.
- Rosters for a new school year may not be released unless all tuition for the previous school year and the school fee for the new school year have been paid.

**BUDGET**

There are three distinct budgets at O'Hara:

**External Budget:** This budget is directly administered by the Office of Catholic Education; it gets its name because it is administered outside the school. Parental tuition, parish assessments, and contributions from individuals and organizations provide the income for the external budget. Most of the ordinary expenses involved in running the school's instructional program are paid through the external budget: salaries and benefits, utilities, janitorial service,

maintenance supplies, instructional supplies, etc. O'Hara's total external budget is in approximately 4.5 million dollars.

**The Internal Budget:** This budget is administered directly by the President. The School Fee, Registration Fee, Graduation Fee and chance drives provide the bulk of the income for the internal budget. Ticket sales and miscellaneous fund raisers provide some additional income. Most of the internal budget monies are expended for the school's activities program and athletic program; other costs include assemblies, reports and rostering, the school calendar and handbooks, student accident insurance, postage, telephone toll calls, meetings, in-service expenses, department supplies, some unanticipated maintenance expenses, and some school improvements.

**The Acts 90 & 195 Budgets:** These are monies allocated by the legislature of the Commonwealth of Pennsylvania for **students**. The first act covers hands-on instructional materials and the second textbooks; all materials remain the property of the Commonwealth and are lent to the students. Because of the principle of separation of church and state, textbooks and materials for the Theology Department are not covered; students purchase these themselves. The funding is determined yearly by the legislature, and is set at a fixed amount per student, based on our October 1 enrollment. At O'Hara the total amount is allocated to the departments, prorated on the actual student enrollment in each department.

**ACADEMIC PROGRAM**

At all levels, our teachers and administration encourage students to strive for excellence, professionalism, and growth. Standardized testing, traditional and alternative assessments, and college and university scholarships measure our sustained growth.

**ACADEMIC INTEGRITY**

One of the goals of Cardinal O'Hara is for students to live our mission: *To develop graduates of character, competence and confidence who are prepared to lead in this world and live forever in the next.* To accomplish this, a sense of moral integrity must exist. It is an expectation that an atmosphere of trust and integrity is developed among the school community. Violations of moral integrity will impede the development of trust and honesty in our school.

It is for this reason that the faculty and administration have decided that students and their parents understand and agree to the terms by which academic integrity must be safeguarded.

#### Student Responsibilities

- To work on all homework and long-term assignments independently, except in cases where the instructor has made it clear to the students that collaboration is permissible and necessary to complete the assignment.
- To learn, with the aid of a teacher, the meaning of plagiarism and how to properly cite sources when doing a researched assignment.
- To abstain from giving any kind of information about tests and quizzes to another student. This includes copies of assessments, verbal information, or through digital images via technology and social media such as Snapchat, etc.
- To abstain from using the Internet or technological devices to research specific problems, assessments, or to seek translations for foreign language assignments.
- To acquaint oneself with the ethical use of computers as defined by the Archdiocesan Computer Access Policy.

**Academic Cheating:** Cheating is defined as violating the academic rules of Cardinal O'Hara with the intention to deceive or gain something in a dishonest manner. It includes, but is not limited to, the following:

- Attempting to copy or copying answers from another student's test or quiz.
- Allowing another student to copy answers from a test or quiz.
- Communicating answers orally during a test or quiz.
- Using a cell phone or electronic device in any way, shape, or form.
- Transmitting answers by use of non-verbal signals during a test or quiz.
- Using unauthorized notes and/or any other unauthorized materials during a test or quiz.
- Receiving information about test or quiz questions/answers before a test or quiz without the permission of the teacher.

- Attempting to copy or copying the homework of another student and submitting it as one's own.
- Working with other students or with written material in take-home assignments unless permitted by the teacher.
- Obtaining a paper from any source (a person, a text, on-line) and submitting it to a teacher as one's own work.

**Plagiarism:** Plagiarism is when a person, in our case namely the student, presents ideas or words that are other than his/her own. Plagiarism includes, but is not limited to, the following behaviors:

- Directly copying part of or all of another person's work and presenting it as one's own.
- Submission of papers or reports from commercial research companies, including on-line sources.
- Copying parts of a text without crediting sources.

**Sanctions:** Students who violate the previously mentioned terms of academic honor will be subject to disciplinary actions up to and including dismissal from Cardinal O'Hara. The procedure of disciplinary action for violations of academic integrity will be as follows:

- Incident #1 - handled by teacher. Parent phone call and/or conference and conference with teacher, student and APAA to determine next steps which may include academic penalty, and restructuring or redoing of assignment or test on the students' time. This may include lunch, before or after school - whichever works best for the teacher.
- Incident #2 - This may include a second incident with the same or another teacher - 15 day suspension from sports, activities and automatic course failure for the quarter.
- Incident #3 - Student must report to "Academic Integrity Board" which will be made up of teachers, students, and/or administrators to determine students' potential future at COHS. Any student who is found in a third incident of academic dishonesty will automatically be removed from any club/activity or athletic team for the remainder of the school year.

Incidents do not wipe away at the end of the school year. Incidents of plagiarism will be maintained for the students' entire high school career at Cardinal O'Hara High School.

#### TRACKING

The tracking system is designed to place students in classes according to ability and achievement. It is possible for a student to be in different tracks for different subjects. The following tracks are offered at O'Hara:

**Honors:** Advanced classes for honor students.

**College Prep:** College preparatory classes for above-average students.

**Academic:** College preparatory or general classes for average students.

**AP:** Specialized classes for Advanced Placement students.

#### TESTING DAYS

To allow students to prepare adequately for tests, and to avoid multiple tests on the same day, the following schedule is followed for **major tests**. The schedule is given by the number days (*see Schedules*); *italics* indicate an alternate testing day for the department.

Day 1: Theology, Fine Arts, *English*  
 Day 2: Language, Business, *Math*  
 Day 3: Science, *Social Studies*  
 Day 4: English, *Theology, Fine Arts*  
 Day 5: Math, *Language, Business*  
 Day 6: Social Studies, *Science*

Instructors of classes that do not meet every day choose the most appropriate time for administering major tests.

#### TEXTBOOKS

All textbooks, with the exception of Theology textbooks, are provided by the Commonwealth of Pennsylvania and lent to the students. At the time of registration, parents sign a form requesting loan of textbook from the Commonwealth. Students also complete a textbook receipt when books are issued.

Since the textbooks are lent to the students, they must be maintained in good condition. Whenever a textbook is lost or damaged, the student to whom the textbook was lent must

pay for, or order, a replacement. The Principal's Office oversees the collection of monies for replacement textbooks.

**SCHEDULES**

A six-day cycle of sequential number-days is followed at O'Hara because of its educational advantages. Classes are rostered for days numbered from 1 through 6 instead of Monday through Friday. After any holiday--even a snow day or other unscheduled holiday—classes resume for the number day immediately following the last class day.

Special Schedule days at the opening and close of school follow the schedule for Day 1, unless otherwise noted. Bell schedules are listed and explained on the back cover of this *Student Handbook*.

**REPORTS AND GRADING**

Reports to parents and pastors are issued four times each school year; November, February, April, and June. Parents receive progress reports with comments from each teacher in October. Warnings of unsatisfactory work may be sent at the discretion of the teacher whenever necessary; the suggested dates are given in the calendar. When a failure does occur at the end of any marking period, there must be a contact between parents and teacher.

The quarter grade is determined by the teacher and, depending on the academic discipline, may include major tests, quizzes, term papers, homework, classroom participation, portfolio assessment, and group/individual projects. At least three major assessments must be included in the quarter grade; these major marks should be distributed over the quarter and returned to the student in a timely fashion so that the student is aware of his or her progress.

The semester grade consists of a “pure average” of the two quarter grades.

The final grade is the calculation of two semester grades (weighted at 45% percent each) and a final assessment (weighted at 10%). Final assessments are mandatory for all students unless exempted by the instructor. The final grade determines whether the student has passed or failed the course. Only semester grades and the final grade appear on the permanent record. The first and third quarter grades are meant to be progress reports to the students and their parents.

The Honor Roll is determined by general average, and is independent of the tracks of the courses which the student is taking. **General averages of the first quarter grade, the second quarter, the third quarter grade, and the fourth quarter are not rounded up to meet the following criteria:**

1st Honors:	93.0 with no grade below 90
2nd Honors:	88.0 with no grade below 85

Rank-in-class considers the track level of each course and is determined by the Adjusted Quality Point Average; the Quality Point Table is published in the Academic Catalog. The student who ranks first in the class has the highest Adjusted Quality Point Average. **Rank-in-class is computed at the end of every semester.**

The passing grade is 70. Any student who fails one or two subjects at the end of the year must make up the failures successfully in the Diocesan Remediation Program to be readmitted to O'Hara the following September. Students who fail multiple subjects at the end of the school year may be subject to dismissal. Ninth grade students with five failures at the end of the first semester are liable for dismissal, as are upperclassmen with four failures at the end of the first semester.

A student who has made up failures in summer school to return to O'Hara is placed on a contract; this involves a referral to guidance and, if possible, a tutoring program. A student who returns to O'Hara under these circumstances and fails to meet the terms of the contract may be liable for dismissal.

The conduct grade is computed on a different basis than the academic grades. Each student begins each year with zero demerits, a perfect mark being recorded as 100 on the report card. Each violation of the regulations carries a deduction in the conduct grade of the student until the end of the semester (*see Discipline Infractions*). Ordinarily each student begins the semester with a 100.

**O’Hara’s College Board (CEEB)  
Code is 394657**

**ELIGIBILITY**

Although students are encouraged to participate in the activities program of the school, great care should be exercised so that the degree of participation in these activities does not have a harmful effect upon their academic progress.

Students who fail to receive a passing grade in two or more major subjects will become ineligible to participate in sports and other activities during the next marking period. Students with two or more failures for the first quarter will be ineligible during the second quarter. Students with two or more failures for the first semester will be ineligible during the third quarter. Students with two or more failures for the third quarter will be ineligible for the fourth quarter.

Students who are on Academic Probation are ineligible to participate in any sport or activity during the first two weeks of the next marking period. This is a total ban from all practices, work sessions, meetings, and any club activities.

After two weeks, students on Academic Probation 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. Any athlete on Academic Probation may attend a game ONLY as a spectator, providing his/her own transportation, paying for a ticket and sitting in the student section.

After four consecutive weeks of satisfactory Academic Performance Sheets completed by all of his/her teachers, a student may qualify for early release from Academic Probation.

**It is the responsibility of the student to secure review forms**, have their teachers complete these forms on a weekly basis and return them to their counselor who will forward them to the assistant principal for a review. The student will receive written notification from the Assistant Principal of Academic Affairs once a decision on the appeal has been made.

Students who receive twenty demerits in one semester are placed on Disciplinary Probation for thirty days. During these thirty days, the student is suspended from participation

in all activities and sports. Any student placed on probation twice in one school year will be ineligible to attend proms and class dances.

Students participating in all school sponsored activities, including sports, are required to sell their quota in the fund drives. Students who do not meet this quota are not permitted to participate in school activities, including proms and class dances, or athletic teams. This ineligibility extends until the first day of the next school year.

### **FAILURE WARNINGS**

Any student in danger of failing an academic subject during a marking period, or for the entire school year, must receive a failure warning notice. A failure warning may be issued later in the marking period if the student's academic performance changes dramatically. The student is responsible to have all failure warnings signed by a parent/guardian and returned to the teacher within 48 hours. Dates of failure warning issue are noted on the school calendar.

### **STUDY HALL**

Students with a study period on their rosters must report to the assigned study hall.

Those assigned a study period must arrive at the study hall on time and follow the rules for that area as directed by the teacher.

### **SUMMER SCHOOL**

A failure for the school year means that the average of the first and second semester grades is below 70.

Seniors with any failures for the year must successfully make up those failures in order to receive the diploma; this applies even if the failure was in an elective. Students may be excluded from the graduation exercises.

Underclassmen with any failures for the year must successfully make up those failures within the Summer School window (typically 60 days) in order to return to O'Hara the following September.

Students with excessive absences do not successfully complete the school year until they make up the time they have missed in **Summer School**; this applies even if the student has no academic failures - in this case the student may be asked to remediate the classes in which he or she received the lowest grade.

Students whose final conduct grade is below 70 (the average of the two semesters) and who are not dismissed must attend disciplinary summer school at O'Hara every day the week after school ends. The fee for disciplinary summer school is \$100; students who do not complete this summer program may not return to O'Hara.

### **TESTING**

#### **(SAT, PSAT, Performance Series etc.)**

The SAT (Scholastic Aptitude Test) is administered at the school on seven Saturdays during the school year. Testing dates and registration deadlines are published in the school calendar. Announcements are made at school during the week preceding the registration deadline. Since registration as a stand-by is both time-consuming and expensive, students are encouraged to meet regular deadlines. In completing applications for the SAT's, etc. the student is asked for the high school's College Entrance Examination Board (CEEB) code; O'Hara's code is **394657**.

Advanced Placement Examinations are administered in May. The Academic Affairs Office and the individual academic departments together coordinate and administer the AP exams. Every student enrolled in an AP course is required to take the AP exam in that subject. Registration procedures are announced at school.

Juniors, Sophomores, and Freshmen take the PSAT during the school day that is scheduled specifically for this test.

Our students also take the Performance Series Tests on days set aside for that purpose. The Performance Series Tests are part of a web-based, computer-adaptive assessment system. It is taken online three times per school year and provides diagnostic information about your student's progress. At the end of the school year, students also participate in the Achievement Series testing, a cumulative test designed to measure the academic growth for the entire school year.

These tests are part of the standardized testing program of the School System of the Archdiocese of Philadelphia. At O'Hara this test is coordinated by the Academic Affairs Office. The results of the test are returned to the students together with information to assist in interpreting the results.

### **PARENT TEACHER MEETINGS**

Each year two obligatory meetings are scheduled for parents to meet with members of the school administration. One meeting is for the parents of seniors and juniors, and one for sophomores and freshmen. Students may be prohibited from participating in certain activities if their parents have not attended an obligatory meeting.

Back-to-School night is also scheduled for all classes early in the school year. During this night, parents follow their students' rosters for an abbreviated "school day" and meet each of their teachers. **Back-to-School** night is optional.

Parents have the opportunity to meet with teachers and discuss their students' academic progress at scheduled meetings during the first quarter, the first semester and the third quarter.

### **PHYSICAL EDUCATION**

Sophomores are scheduled for Physical Education at Cardinal O'Hara. Complete gym attire is necessary for all students starting with the second week of the course. This includes athletic shorts, T-shirt and sneakers with white socks. A doctor's note is required for not dressing for gym. A parent's note will excuse the student from activity for one day but not from dressing for gym. Students who do not observe these regulations will have points deducted from their grade.

### **VO-TECH STUDENTS**

Technical and Vocational Courses are provided at the Pennsylvania County Area Vocational-Technical Schools. Applicants must meet any eligibility requirements at the Vo-Tech School and at O'Hara.

Vo-Tech students are not permitted to drive or ride a car to or from Vo-Tech without special permission from the Vo-Tech Coordinator.

Students who are absent from Vo-Tech must present an absence note to the Student Services Office, and to the Vo-Tech. Students must attend Vo-Tech classes when they are held even though O'Hara is closed. Likewise, they must attend O'Hara when classes are held even though Vo-Tech is closed.

**GRADUATION**

Participation in the commencement exercises in an Archdiocesan high school is a privilege, not a right. Only those who have completed all of the requirements for a diploma may be considered for participation in graduation exercises. Students may be excluded from the graduation exercises and/or denied a diploma for:

1. A scholastic failure in the program of studies;
2. A discipline failure or a major breach in the school's disciplinary code;
3. A violation of the school's policy concerning alcohol or other drugs at the prom;
4. A failure to fulfill financial obligations to the school (tuition, senior fees, school fees, etc.);
5. Excessive absence.

Students are required to attend both the Baccalaureate Mass and Graduation Ceremony.

**TECH RESOURCE CENTER (Room 308)**

The Tech Resource Center is open to students during All Lunch Periods M-F and when moderated during the day. Students may use computers to complete work and print assignments. A Staff member will be on hand to assist students.

**NATIONAL HONOR SOCIETY (NHS)**

The National Honor Society is an organization which promotes the qualities of leadership, character, scholarship, and service. In order to recognize and to promote these qualities in the students at Cardinal O'Hara High School, the NHS Faculty Council has established the following criteria for admission to the National Honor Society

1. The student must have a cumulative rank in the top 10% on the final grade of sophomore/junior year;

2. Student must have at least second honors on the first report of sophomore/junior year;

3. The student's conduct mark cannot be lower than 90;

4. The student must have given service in diversified activities in the School and/or the community;

5. Student's name will be submitted to the faculty for a consultative vote;

6. Final approval is reserved to the members of the NHS Faculty Council.

Once inducted into the NHS, the student must meet the following criteria to retain membership:

1. Student must receive second honors for each quarter;

2. Student must maintain track level unless teacher recommends change;

3. The student's conduct mark cannot fall below 90;

4. The student must give a minimum of fifteen hours of service each semester;

5. Members must perform mandatory service even if the required hours have been completed;

**The following criteria applies to students admitted in October 2017:**

1. The student must have a cumulative rank in the top 50 at the end of sophomore or junior year. This is based on the final grade of sophomore or junior year.

2. The student must have an average of 90 on the final report card.

3. The student must have no discipline mark below an 80 on the final report card,

4. The student must have given service in diversified activities in school and/or community. Participation only in sports is not considered service.

5. The student’s name is submitted to the entire faculty for a consultative vote.

These are just some of the NHS by-laws. Complete by-laws are on file in the NHS office.

**CHANGE OF DEMOGRAPHIC INFORMATION**

Changes in address, phone numbers, and any other information, occurring during the school year should be reported promptly, and in writing, to the Academic Affairs Office. Students should be exact in reporting all changes. Please be sure to indicate a change in school district as well, as new transportation arrangements may need to be made.

Changes in parish require a letter from the new pastor, acknowledging that the student is a registered and active member of the new parish. Students who are not Catholic and Catholic students who are not active members of a Roman Catholic parish pay a higher tuition rate.

**PREGNANCY**

As a Catholic high school O'Hara teaches that pre-marital sex is a sin; that full sexual expression is appropriate only within the context of marriage; that a pregnancy outside of marriage is often an injustice to the child who has been conceived without the promise of a secure and stable family environment in which to grow; and that abortion is murder.

The Ministry Office and the Counseling Center have caring staff members available to help individuals deal with problems in this area, and these resources should be contacted before any irrevocable decisions are made. The school's efforts include pastoral counseling and assistance for any student who becomes pregnant. Every support will be given to assist a student who wishes to deliver her child, but deliberate and willful abortion makes a student liable for expulsion.

If a student becomes pregnant, the school should keep on file a letter from her physician indicating the length of time she may remain in school. However, each case must be evaluated individually, and the principal retains the right to decide that it is in the student's best interest to leave the school on a date earlier than that suggested by her physician. The school may also insist on pastoral, pre-natal, and motherhood counseling.

The Academic Affairs Office coordinates a pregnant girl's academic program after she leaves the school. This involves

a program of independent study with specific assignments and due dates; in effect, the Academic Affairs Office provides a liaison with the student's teachers, who provide her work and evaluate it. The goal is to allow the student to continue progressing academically. When the student returns, the principal must determine, in consultation with the Assistant Principal for Academic Affairs, whether the student has completed the independent work adequate for readmission and credit toward graduation.

Because of the seriousness of the matter and the need for confidentiality, the principal is to handle personally cases involving abortion-either a student who has procured an abortion, or one who has assisted another in procuring an abortion. Information relative to abortion is to be given directly to the principal, and not to other members of the school community. The principal will meet with the student and his or her parents, and take whatever other steps are necessary to determine the circumstances. Referral will be made to an appropriate support service. Christian compassion and forgiveness must be exercised; but public scandal, the student's refusal or failure to participate in counseling, or other circumstances may warrant expulsion.

**COUNSELING CENTER**

The Counseling Center staff is available to assist students and to aid parents and the school's professional staff in their efforts to help students. Services offered at the school include personal counseling, college and career guidance, course selection advisement and assistance with academic and disciplinary difficulties.

Counselor assignments are published and distributed to all homerooms during the first week of school. Each student is assigned a specific counselor.

A student may request an appointment with a counselor by completing an appointment card available in the Counseling Center. Parents who wish to make an appointment are requested to contact the counselor directly or to leave a message with the Counseling Center secretary.

In general, the Counseling Center is staffed from 7:30 a.m. to 3:00 p.m. although specific counselors are available only at certain times during the day. Emergency requests by students are always handled immediately.

**CAREERS CENTER**

The center has available detailed information on careers, colleges, schools, scholarships and other post secondary school opportunities. The information is housed in an extensive collection of books, pamphlets, catalogs, AV materials, and a computer data base of college, career and scholarship information. The center is staffed by a part time professional counselor and trained volunteers during the school day. Every junior has the opportunity to attend a seminar which explains the use of materials available.

**COLLEGE APPLICATION PROCESS**

The **Counseling Center** assists students and parents with the college application process. Questions concerning financial aid forms, SAT registration, forwarding of transcripts, etc. should be directed to the Counseling Center.

Many college representatives visit O'Hara throughout the school year. Announcements of the visits are made by the Counseling Center. Seniors must sign-up to see the representative of a specific college *at least one day before* the scheduled visit, and permission must be obtained from the teacher of any class scheduled during the time of the visit. Seniors are permitted to miss class *only three times* in order to see college representatives. This policy is intended to minimize classroom disruptions and to ensure that the college visitor's time is used with those who are seriously considering that college

**TRANSCRIPTS**

All requests for transcripts of school records must be submitted in writing to the Counseling Center secretary. A fee of \$5.00 is charged for each transcript. Seniors are charged \$1.00 for mid-year reports and final grades are mailed without charge. Detailed information regarding transcripts is distributed to all seniors in September.

**STUDENT AFFAIRS**

Cardinal O'Hara is proud to offer a diverse Activities Program to our students. Traditionally, O'Hara students are involved in multiple activities and sports throughout their

four years. Whatever a student's interest, there is a place for them in our activities program.

All students are encouraged to be involved in their school. Announcements are made on "Wake Up O'Hara" our morning TV program, regarding meetings for school organizations. Students participating in an activity must meet all the requirements listed in the Academic Affairs section of this handbook under "Eligibility".

Activities offered include, but are not limited to: multiple athletic programs, Concert Band, Marching Band, Jazz Band, Color Guard, Choir, Community Service Corps FBLA, Hi-Q, Junior Prom Committee, National Honor Society, Newspaper, Senior Prom Committee, Stage Crew, Student Council, Tech Club, Theatre Program, TV Crew, World Affairs Club, and Yearbook. The criteria for the awarding of Varsity Letters to members of activities will be determined by the moderator of each organization in consultation with the Assistant Principal for Student Affairs.

**ATHLETIC PROGRAM**

Club and interscholastic league sports program are made available to O'Hara students. As members of the Pennsylvania Interscholastic Athletic Association (PIAA) and the Philadelphia Catholic League (PCL) O'Hara students compete on the varsity, junior varsity, and freshman levels in baseball, basketball, cross country, field hockey, football, golf, ice hockey, lacrosse, rugby, soccer, softball, swimming, tennis, track, volleyball, wrestling and competition cheerleading. (Note: Not all sports have junior varsity and freshman teams available.)

To promote athletic competition that is consistent with the religious philosophy of the school, the following code of conduct has been promulgated by the Board of Governors of the Catholic League:

1. Realize that student spectators represent their school;
2. Appreciate and give recognition to the good in others;
3. Give encouragement through cheering, but avoid negative and abusive language;

4. Respect and obey regulations that other schools have established;
5. Accept the decisions of officials as final;
6. Athletes should realize that they should promote a sense of fair play in all competitions;
7. Athletes should develop a sense of self-control, and avoid poor sportsmanship, loss of temper, fighting, abusive language, and insulting gestures.

Prior to any student participating in practices, inter-school practices, scrimmages, and/or contests at any PIAA or PCL member school in any school year, the student is required to complete a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) by an authorized medical examiner.

All equipment issued to an athlete must be returned immediately after the conclusion of the season. Any athlete not returning school equipment will be billed for the total replacement cost of the missing equipment.

The criteria for the awarding of letters to athletes will be determined by the team's head coach in consultation with the Athletic Director.

**FIGHT SONG**

*Words and Music by Father John J. Conahan*

Lions all out for victory,  
 We cheer for you, O'Hara.  
 Courage, our pride and loyalty,  
 These we pledge to you, O'Hara  
 We're number one as you can see.  
 Nothing else but that will do.  
 So, fight! Fight! Go out and fight.  
 For O'Hara's Red and Blue.

**ANNOUNCEMENTS**

All announcements for the public address system must be brought to the Student Affairs Office or emailed to wcoh@cohs.com. The announcements must be signed. If the announcement pertains to a student activity, it must be countersigned by the moderator.

Students are not permitted to display or distribute materials on school premises without the permission of the Assistant Principal for Student Affairs. If permission is granted, the Assistant Principal will determine the place to be used for display or distribution.

**CALENDAR**

The official school calendar is available at [www.cohs.com](http://www.cohs.com). This calendar is continually updated and parents and students are encouraged to check the web calendar regularly.

**COLLECTIONS**

The Student Affairs Office has the responsibility for scheduling special collections throughout the school year.

Any additional collections in the school are forbidden without the explicit permission of the Principal and/or President.

**DANCES**

Some of the dances held at O'Hara are "casual" dances. These dress regulations also apply to other school events such as The Dodge Ball Tournament. In light of current trends, the following guidelines apply to these "casual" dances:

- No backpacks, bags, water bottles, glow sticks or pacifiers;
- For the ladies, no tube tops, bikini tops, belly shirts, backless shirts, or halters;
- For everyone, no pajamas or bathing suits;
- Students are expected to behave in a respectful, appropriate manner.

Formal Dress Guidelines can be found in the Student Affairs Office and on our website at [www.cohs.com/](http://www.cohs.com/).

*The Formal Dress Guidelines apply to the Senior Snowball, Freshman and Sophomore Dance and both Proms.*

Students must have their valid O'Hara ID with them. Only O'Hara students are permitted to attend these events unless otherwise indicated. Students are not permitted to leave a dance early. O'Hara reserves the right to deny admission to or to send home any student who violates school rules or this policy.

**PROMS AND CLASS DANCES**

The following policies apply particularly to the Senior Prom, the Junior Prom, and the Freshman and Sophomore Dance.

**These policies apply to both the student and their date.**

- It is recommended that where possible, all semi-formal and informal dances occur at the local school. Junior Proms are in-formal or semi-formal school dances and should be held in the school buildings so that expenses can be held to a minimum and so that students can afford to attend the event. The Senior Prom is traditionally a formal event and may be held off campus.
- School administrations may write a prom policy for ticket sales and attendance which best fits the needs of their school and is consistent with the teachings and values of the Catholic Church. Schools may allow students from their school to purchase a single ticket for their particular class dance..
- For students who wish to purchase tickets as a couple for the Junior or Senior Prom, each student must be of the opposite gender. Students from outside the local school must have the guest approved by the local school. For approval by the local school, the guest must be of the opposite gender.
- The Archdiocesan Chancery does not dispense the students who are attending proms from the observance of Friday abstinence during Lent. Therefore, when preparations are being made for proms or other school events, this matter should be part of any consideration for the event.
- Students who are granted reduced tuition for financial reasons shall be permitted to participate fully in the activities of the school, including Proms, as long as the tuition payments that have been agreed upon are current
- Students on disciplinary probation, or who are not current in their tuition payments, or who have not fulfilled other financial obligations to the school, including fundraising quotas, or whose parents have not attended the mandatory parents meeting at school, are not permitted to attend these class dances.

Students must be present for school on the scheduled day for any prom or class dance that they plan to attend;

- Any student placed on discipline probation twice in one school year is ineligible to attend proms and class dances;
- Any student who has not fulfilled their fundraising quota for the year is ineligible to attend proms and class dances;
- A violation of the school rules involving alcohol or other drugs at any time during the school year makes a student ineligible to attend any class dance or prom;
- The possession or use of alcohol or any controlled substance at the time of the prom or the dance is strictly forbidden. Severe disciplinary action will be taken if this regulation is not adhered to. Parents should be extremely vigilant at the time of the prom or class dance so that alcoholic beverages are not made available in their homes to the students who will be attending the prom or class dance. If a student arrives under the influence or gives evidence of having used alcohol or used drugs, the parents of that student will be required to come to the prom and provide transportation home. On the first school day after the prom or class dance any incident of alcohol or drug use will be examined by the disciplinarian of the school with the possible recommendation that the student be dismissed from O'Hara; a senior's graduation will be affected;
- Students should not arrive at the prom later than one half hour after the announced time for the beginning of the prom or class dance. They may not leave until fifteen minutes before the announced time for the ending of the prom;
- The Junior and Senior proms are couples dances. A couple is defined as a male and female;
- **Any student who was dismissed from Cardinal O'Hara High School or who left for disciplinary**

**reasons is not permitted to attend O'Hara's proms or class dances;**

- Students must be present for school on the scheduled day for any prom or class dance they plan to attend. **NO EARLY DISMISSALS WILL BE PERMITTED ON THE DAY OF ANY PROM OR CLASS DANCE FOR THOSE ATTENDING.**

**FUND RAISING**

During the 2017-2018 school year, COH will transition to a streamlined fundraising program. Cardinal O'Hara supports charitable fund-raising through **Lions Philanthropy**. All monies donated will be distributed among the 4 approved beneficiaries: Catholic Charities (The Catholic Foundation of Greater Philadelphia), Catholic Relief Services (CRS), Four Diamonds (DHDM) and Community Service Corps (CSC). 100% of the proceeds will go to the four organizations.

School organizations and teams are not permitted to run fund drives on their own without permission. Explicit permission from the administration must be received before any school organization can run a fund-raiser.

**SCHOOL RINGS**

In late fall, the Student Affairs Office accepts orders for class rings from juniors. Variations in the stone and in the metal can significantly affect the price of the ring. Sample rings are displayed, and measurements are taken. Students are not required to purchase a class ring.

A deposit is due at the time of the order with the balance due no later than 30 days prior to the Ring Mass. Rings not ordered by the deadline set by the Student Affairs Office may not be delivered in time for the Ring Mass in the spring.

**STUDENT COUNCIL**

The Student Council serves to better the learning conditions and the active communication within the school by helping to organize and maintain the students' representative involvement in the school's policies, affairs and activities.

The Student Council consists of elected members: 19 Seniors, 15 Juniors, 15 Sophomores, and 15 Freshmen.

There are four officers of the Student Council: President, Vice President, Secretary, and Chief of Staff. The officers are elected in a 2 tier process. Officer candidates run in a primary election. The Junior class votes in the primary with the top vote recipients becoming the new executive board. These students then campaign in the general election. The Freshman, Sophomore, and Junior classes vote in this election to determine the Presidency and the other executive offices.

The Executive Board consists of the Officers, and two representatives each from the Junior, Sophomore and Freshman classes.

The elections for the Senior, Junior and Sophomore representatives take place in the Spring. With the Freshman elections takes place in the late Fall.

Among the general membership requirements are:

1. Participation in general membership and committee meetings and council related functions.
2. Maintaining an 80.0 average in Academics and Discipline.

The Student Council Office is located on the first floor.

**INSURANCE**

All students are covered by Student Accident Insurance during the school day and while participating in school activities outside of the school day; the cost of this policy is included in the school fee. At O'Hara the **Athletic Office** handles the Student Accident Insurance, so requests for information or claims must be directed to the Athletic Office. Claims should be filed on the proper form within one week of the accident.

**SCHOOL STORE**

O'Hara's school store is available as a convenience to the student body. The store also makes available a wide range of clothing for recreational purposes.

The school store can be reached at 544-3800 EXT1840, and is located in the cafeteria (Room 30); the store is open every day during the lunch periods. It is also open 24 hours a day on our website at [www.cohs.com](http://www.cohs.com).

### TRAVEL AND STUDY FOR STUDENTS AND TEACHERS

The school system takes no official position of encouraging or discouraging programs for student travel outside the school year nor does it evaluate the various agencies offering travel and study opportunities. Cardinal O'Hara will consider any such programs/organized trips with OCE approval.

The following regulations concerning travel and study programs are in effect in all archdiocesan high schools:

1. No archdiocesan high school, no department, no teacher, or extra-curricular activity of an archdiocesan high school or a school related organization may sponsor, organize, or conduct a travel study program for students or for teachers on its own or in conjunction with another sponsoring school or groups during the summer.
2. Neither O'Hara nor the Secondary School System assumes responsibility or liability of any kind for any students or faculty members who participate in such a program.

### MOTHER'S CLUB & RED JACKETS

Mother's Club /Father's Club provide parents an opportunity to participate in school functions and collaborate with other parents. Details are available through the Director of Advancement, email, O'Hara Happenings, other social media and the school website.

### STUDENT SERVICES

The Student Services Office, with the cooperation of the faculty, staff, and parents, has the following goals: to assist in the character development of the students, to help students assume responsibility for their actions, to make students

aware of their obligations to others, and to provide an atmosphere conducive to education. Mindful of these goals, regulations and guidelines have been formulated to protect the school, the student, and the community. Priority will always be given to the good of the school community; if a conflict arises between the individual and the common good, preference will be given to the common good.

While the Assistant Principal for Student Services [APSS] is directly responsible for overseeing and coordinating all discipline efforts, discipline is the responsibility of everyone—students, parents, administration, faculty and staff. Students, staff and faculty should, through their behavior reinforce the ideals expressed by the code and encourage every student to do likewise.

This handbook constitutes a contract of the school with parents and students. School jurisdiction in academics and behavior is detailed in the handbook but not limited to it. Additional policies developed by the O'Hara administration are equally binding. School jurisdiction is not limited to school hours or school property. A student at Cardinal O'Hara High School is considered a student 24 hours a day. Any behavior in which the school reputation may be affected falls under school jurisdiction; this includes any fighting or misconduct that involves Cardinal O'Hara students. Students involved in behavior contrary to school policy or school philosophy are subject to the same academic and disciplinary policies that regulate the school day and the school grounds, including the possibility of expulsion.

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

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

Any student who was dismissed from Cardinal O'Hara High School, who withdrew in lieu of dismissal, or who left for disciplinary reasons is not permitted to attend O'Hara games, events, dances, or proms on campus or sanctioned by O'Hara. The administration reserves the right to deny

admittance to any student or guest at the administration's discretion.

## GENERAL SCHOOL POLICIES

### YOUR SCHOOL AND THE LAW

1. Any student taking part in any unlawful act on or off campus or in any outside community is liable for suspension, expulsion, or both. Police will be notified.
2. If a student is presently attending or is applying for to admission to Cardinal O'Hara 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 COHS or may be denied admission to COHS.

### VIOLATIONS WITH AGGRAVATING CIRCUMSTANCES

Certain types of student behavior are beyond the norm of student behavior as covered by the school policies. These would include but not be limited to: violent behavior, terroristic threats (whether written, verbal or via computer, or other electronic device), thefts of large amounts of money or items, thefts from faculty or staff, public drunkenness or drug use at or associated with school activities or behavior outside of school that is scandalous to the reputation of the school. At the discretion of the administration, these types of behavior will result in dismissal from school and in certain situations the involvement of the police. In the event the student is retained, in addition to suspension, demerits and detentions, the student will be subject to administrative review and may also be subject to an immediate failure in conduct, discipline summer school, immediate removal from teams and extra-curricular activities, and no participation in special events, dances or proms. Additionally, students are subject to a behavior plan in order to return the school year following a discipline failure. If the student is a senior, he/she may lose the right to participate in graduation and baccalaureate ceremonies.

### ALCOHOL AND OTHER SUBSTANCE ABUSE

As part of any effective program to combat drug abuse in a school, it is vitally important that the school administrators, in cooperation with other members of the school community,

have a clear and concise policy for dealing with drug offenders. O'Hara's policy prohibits the possession or use of alcohol or other drugs by students anywhere on school property.

It is the intent of this policy to support the concept of a drug free school. 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 violation of the school rules involving alcohol or other drugs at any time during the school year may make a student ineligible to attend any special events, dances or proms. Cases will be decided on an individual basis after careful review.

Disciplinary infractions involving alcohol and other drugs result in disciplinary probation, and Saturday detentions, as well as referral to and compliance with an intervention program. The following procedures will be followed:

1. Students who themselves seek help or express a desire for help after being recommended to faculty or staff members will be referred to the Counseling Center.
2. Students apprehended for suspicion of possession and use will be referred to the Student Services Office who will investigate the matter, and the investigation may warrant referral to law enforcement authorities. Cooperative students will be treated as students seeking help with appropriate disciplinary action; uncooperative students will be treated as general health or disciplinary problems, and may be dismissed.
3. Students apprehended for suspicion of selling alcohol or other drugs--or possession with intent to distribute--are also referred to the Student Services Office who will investigate the matter as a disciplinary problem. If the sale or purchase of alcohol or other drugs is clearly evident, the students involved may be liable for dismissal, and the investigation may warrant referral to law enforcement authorities.

4. Non-students suspected of the sale of alcohol or other drugs in the school environment will prompt an immediate investigation by the school administration and a referral to law enforcement authorities.
5. The refusal to submit to a breathalyzer test when requested by a school or official law enforcement carries the same disciplinary penalties as alcohol abuse and may result in dismissal.

**\*\*Students may only bring sealed beverages such as cans and water bottles to school for use at lunch and after school activities. They must be kept in their lockers until that time.**

**CONTRABAND**

Students are forbidden to bring to school or to have in their possession any materials which do not pertain to school work, which are a source of disturbance, any item which is injurious to health, or which do not promote the common good. Among these are items forbidden by regulation, e.g. drugs/alcohol, weapons/firearms, tobacco, items considered pornographic and anti-religious. These materials are subject to confiscation and violators will receive appropriate penalties

**HARASSMENT / BULLYING PROHIBITED**

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

Harassment because of a person's sex, race, age, national origin or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy. Sexual harassment can result from unwanted sexual attention, sexual advances, comments, or requests for sexual favors. Examples include:

1. Threatening adverse action if sexual favors are not granted;

2. Promising preferential treatment in exchange for sexual favors;
3. Unwanted physical contact;
4. Pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, or sexually or explicit language;
5. Display of sexually suggestive objects or pictures;
6. Unwanted notes, emails, or other communications that are sexually suggestive.

Any student who feels she/he 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.

Cardinal O’Hara High School prohibits bullying. Our bullying policy is adapted from the School Bullying Prevention Act of the state of Pennsylvania which states: “Bullying means any intentional written, electronic, verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:  
 “Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.  
 “Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or  
 “Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities, or benefits;  
 Or

“Substantially disrupting the orderly operation of the school; school setting shall mean in the school or on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Or

“Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.” (State of Pennsylvania, 2007)

All allegations of harassment or bullying will be investigated and in as confidential a manner as possible.

**SMOKING / TOBACCO**

In accordance with the legal code of the Commonwealth of Pennsylvania, smoking is not permitted within the school building or on school property, before, during or after school, including evening and weekend functions.

Any student in possession of vaping or tobacco products, including pipes, papers, tins, matches, e-cigarettes and lighters, will, as will any student in his/her company, be charged with smoking. This includes those students who serve as "lookouts" or warn other students that a faculty member or administrator is approaching. All articles will be confiscated.

Violators of the Smoking/Tobacco rule are required to schedule a parent conference, and a \$25.00 fine will be levied for the first offense, a \$50.00 fine for the second offense, and so on. Multiple violations of this rule may result in increased fines, cessation classes, suspension and/or dismissal.

**UNIVERSAL SEARCH POLICY**

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

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

**DAILY OPERATIONS**

The official school day begins with the homeroom bell and concludes with the bell to end 8<sup>th</sup> period. School regulations are in effect during this time for all students including those with early dismissal.

**ABSENCE / ATTENDANCE**

The following procedure is to be followed whenever a student must be absent.

1. A parent or guardian must telephone the school between 7:00 and 9:00 a.m. on the day of absence by calling **610-328-0200 or 610-328-0201**. State the student's name, section, student number, reason for absence, and the name of the person calling. If there is no phone call, the absence may be regarded as truancy;
2. An absence card from parent or guardian stating the specific reason for absence and signed by a parent or guardian is to be submitted to the Attendance Office on the day he/she returns. This card should include the student name, homeroom section, student number, and date(s) of absence. If such documentation is not provided within **ONE WEEK** of absence, the absence may be considered truancy. Absences due to illness that are **THREE** or more consecutive school days require an absence note documenting the reason for the absence and the dates of absence from a medical doctor who is providing ongoing care for that student. Such documentation must be provided within **ONE WEEK** of the student’s return to school or the absences may be permanently considered (counted) as unexcused;
3. Any day school is in session and the student is absent regardless of the reason (weather conditions, transportation, traveling, etc.) an absence card is required. Students are responsible for all work missed during their absence. If an extended absence is warranted for health or other reasons, parents must notify the Academic Affairs Office to arrange for the obtaining of work from each subject teacher. Absent students may not participate in activities or athletics on the day that they are absent. Any student who is absent on the day of a prom or class dance **will not be**

**admitted** to the prom or dance. To attend such functions will require in class attendance for their entire school day. This also means that no permission will be granted for early dismissal on the day. State Law requires students to attend school on all days and

To report student absence, please call **610-328-0200 or 0201.**

hours that school is in session. It also requires the school to maintain accurate attendance records. At O’Hara the Attendance Officer, under the direction of the APSS maintains all attendance records. According to the policy of the Secondary School System, **"secondary school students who have missed 22 or more days without Medical Documentation must attend a Discipline Summer School at the local school. Any student who fails to attend this week may not return to any Archdiocesan school in the fall."** Frequent absences will be brought to the attention of the Principal. Certificates for perfect attendance will not be issued if the student has an excessive number of lates. At the discretion of the Student Services Office, excessive absences may prohibit students from attending special events, class dances, proms, or extracurricular activities.

**COLLEGE VISITS**

Students should make every effort to arrange for college visits on days when regular school is not in session. However, students are permitted two (2) excused days per school year to visit colleges. Absences should pre-arranged with the Attendance Office. Upon returning to school, students should hand in a College Visit Form, signed by both the College Admissions Counselor and the parent/guardian. Forms are available in the Attendance Office and/or the Counseling Center.

**EARLY DISMISSALS**

A note, signed by the parent or guardian, must be brought by the student to the Attendance Office at least one day in advance. The note should include student name, section, student number, reason for early dismissal, time for early

dismissal and type of transportation student will be taking home, e.g. parent will pick up or student will be driving. The early dismissal must be after fourth period, or the day will be considered a day of absence. If the appointment is earlier the student must return to school. In an extreme emergency, a parent or guardian must arrive in person to take the student home early. A telephone call does not give the school sufficient authorization to permit a student to leave early. Students may not call home to have parents or guardians come to school to pick them up. All scheduled early dismissals must go through the Attendance Office. No student is permitted to leave the building without the permission of school staff.

#### **FUNERALS (NON-IMMEDIATE FAMILY)**

Requests for permission to attend funerals must be submitted to the Attendance Office one day in advance of the funeral. The note must also include the time of dismissal, the type of transportation, and driver. If the student is driving, this must be stated. In addition, if the student is transporting other students, this also must be stated in the note, including all the names of the students being transported. Students will be excused for the funeral Mass only and they must return to school immediately afterwards.

#### **LATENESS**

##### Late to School

Students are expected to be in homeroom for the 750am bell. (unless a special schedule) Students who are late to school must report to the Attendance Office immediately upon arrival and before reporting to class or lockers. A student will receive (1) demerit for each period they are late including homeroom. Students will receive a slip to be admitted to class. Car trouble, traffic, weather, over sleeping are not excused lateness. Barring an emergency, parent calls to expect students to be late are not excused. Students arriving late due to district buses will receive an excused late pass.

In case of inclement weather, parents and students are advised to utilize district transport. If that is not an option drivers should make alternate plans to adjust; such as leaving earlier, alternate routes, etc.

##### Late Arrival for Appointments

Every effort should be made to schedule medical appointments after school hours. For cases when that is unable to happen, the student brings in the appropriate note **the day before** the appointment. In case of an emergency, a phone call must be made to school before 7:50 a.m. (**328-0200**); In order for it to be considered a school day, the student must arrive before the beginning of fifth period. For all appointments, a voucher signed by the doctor, dentist or the like must be submitted to the Attendance Office upon returning to school. If a voucher is not returned to the school, permission for subsequent appointments will not be granted.

##### Late to Class

Students are to be seated when the bell rings to begin class. If the student is late the classroom teacher will submit the student's name to Student Services. Students receive (1) demerit for each late to class. Stopping at a locker is not an excused lateness.

##### Truancy

An unexcused absence from school, or failure to report to three or more classes without written parental permission. No student may leave the school premises at any time during the school day once he/she has arrived without the permission from the Attendance Office/Administration, this includes students who are ill and leaving without this permission can be considered truancy.

#### **ASSEMBLIES**

Assemblies are scheduled to allow students the opportunity to participate in religious services, to experience educational and cultural programs and to develop a sense of community membership. The assembly programs are coordinated by the Student Affairs Office. The school strives to offer a diversified program that does not significantly reduce classroom time.

Students are to proceed to the auditorium or other assembly area in a quiet orderly fashion, and sit in assigned seats. During the assembly program, they are to be attentive, respectful and well mannered.

#### **CAFETERIA REGULATIONS / LUNCH**

Students who arrive at school before 7:35 a.m. must go to the cafeteria and remain there until the bell sounds at 7:35 a.m. Students are not permitted in the cafeteria at the end of the school day.

Seating in the cafeteria at lunch time is by grade level. It is the responsibility of every student to keep the cafeteria clean and orderly. Students are expected to act respectful at all times in dealings with moderators, classmates and Aramark staff. Cafeteria moderators will direct students to dispose properly of trash. Students will be assigned to sweep the floor, clean the tables, and possibly stacking of chairs. Failure to do so will result in disciplinary action.

Students should report to the cafeteria within 5 minutes after the bell to begin the lunch period. The lavatories in the cafeteria are to be used during a student's rostered lunch period. All other lavatories are considered out of bounds when a student is scheduled for lunch. Students are assigned one lunch period which is listed on their roster. Once the lunch period has begun, no student is to leave the cafeteria for any reason without a hall pass. Students in the cafeteria at any other time will be liable for disciplinary action.

#### **CALL SLIPS**

A student is to honor any call slip as indicated on the official request. Failure to report to an official request may result in disciplinary action. If called during homeroom, the student is not to leave homeroom, until after roll is taken, and dress code check is completed.

#### **CASUAL DRESS / SPIRIT DAYS**

Throughout the course of the year casual/Spirit attire will be permitted. The regulations will be set forth by the Office for Student Affairs. Clothing choices should reflect Modesty and good taste. All clothing should be neat and clean. Students who do not comply with expectations will be liable for disciplinary action and/or loss of privileges for future spirit days.

**CELL PHONES / ELECTRONIC DEVICES**

Electronic devices may be used in:

1. Study Hall with daily proctor
2. Cafeteria
  - a. Morning before homeroom
  - b. Rostered Lunches
3. Classrooms as designated by the instructor for educational use.
4. Room changes or substitution, with permission

Ear buds / ear phones may be used in the above areas with permission and parameters defined at the beginning of the year by your daily classroom teacher, moderator or proctor. Volume should be kept at a minimum so that you are aware of your surroundings & announcements.

For your safety earbuds or headphones are to be removed in the academic hallways. Devices should be out of view. Students with electronic devices and/or ear phones/buds in view or use in hallways, or settings without permission will be liable for disciplinary actions, including students who have early dismissal.

- 1<sup>st</sup> Offense
  - 5 Demerits
  - Phone confiscated until the end of the school day
- 2<sup>nd</sup> Offense
  - 10 Demerits
  - Phone confiscated until the end of the school day
  - \$5 Fine
- 3<sup>rd</sup> Offense
  - 10 Demerits
  - Phone confiscated until the end of the school day
  - Parent Conference
  - \$10 Fine

*Failure to hand-over an electronic device/phone may result in additional demerits, detentions and suspension. Any cell phone confiscated during the school day is subject to search. Disciplinary consequences may apply to content in the cell phone.*

*\*\*Electronic Devices found to be involved a cheating situation hinders a student’s academic integrity and in turn is a violation of the Acceptable Use policy.*

**ELEVATOR**

Riding the school elevator is a privilege extended to students because of illness, injury or other extenuating circumstances. No student is to ride the elevator without explicit authorization from either faculty or administration.

Students are permitted to use the elevator during times of physical need with written permission from OSS. No student should be in the elevator without permission. Students with an elevator pass, due to injury, may leave classes two (2) minutes early to avoid crowded hallway. Students found occupying the elevator without permission will be liable for demerits and detentions.

**EMERGENCY SCHOOL CLOSINGS**

**Although an Archdiocesan school, O’Hara is not included in the blanket announcement made by media outlets; “All Philadelphia public and Archdiocesan schools”, this announcement pertains to the CITY SCHOOLS ONLY.**

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

- Consult with **KYW (1060 AM)** and web after 6:00 am for school closings (for Delaware County #459)
- Check the banner on [www.cohs.com](http://www.cohs.com).
- Check your School Email, Twitter, and Facebook for a message from Cardinal O’Hara.

Due to the dependence of so many O’Hara students on bus transportation from the local school districts, **it is essential that students utilize for the code number of their school district** concerning transportation.

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. If the district does not provide

transportation due to weather, every effort must be made to bring students to school.

If O’Hara is open, even if it is opening one or two hours late, faculty, staff, and students will have access to the building by 7:15 a.m.

Adjusted bell schedules will be announced in homeroom. For reference, School district closing numbers are as follows:

451	Chester-Upland	542	Rose-Tree Media
458	Chichester	526	Springfield
855	Great Valley	464	S.E. Delco
455	Haverford	854	Tredyffrin
450	Interboro	452	Upper Darby
302	Lower Merion	307	Upper Merion
454	Marple-Newtown	469	Vo-Tech

**O’HARA’S EMERGENCY  
CLOSING NUMBER IS  
(DELAWARE COUNTY) 459**

456	Penn-Delco	460	Wallingford-Swarth
457	Radnor	851	West Chester
453	Ridley	467	William Penn

We receive a certain number of requests from parents to have their students leave early on "bad weather" days. We will dismiss students on these days only when their school district bus arrives to transport them home. For your children's safety, please do not permit them to drive to school on days when the weather forecast calls for inclement weather. School bus transportation is the safest choice.

**SCHOOL REACH**

The school has a contract with School Reach, which is a voice and email alert system, in order to communicate with families regarding snow, or school emergencies. It is the responsibility of the parents to ensure that the school has up-to-date phone and email information, for use with these systems. Updated information should be provided to the Main Office.

**FACILITIES**

Students are expected to maintain the cleanliness of the building and property by using the proper containers. Marking or defacing school property is a serious offense and punishable by suspension or dismissal. In addition, a student who damages school property or found taking part in any type of campus defacement or destruction will be expected to clean the vandalism, and/or must pay for the repairs or replacement. Fire extinguishers and alarm boxes must be in good working order in case of emergency. The school considers it a most serious offense if a student tampers with a fire extinguisher, its wall case, or the fire alarms in any way.

Students should not remain in the academic areas after 3 pm. Those involved in extra-curricular activities must remain under the supervision of a faculty member or coach. Students should remain only in the area of that activity. Any exception to this must be cleared through an administrator. Students waiting to be picked up by car after school should do so in the front of the school/main lobby. Students in violation of these rules will face disciplinary action.

Faculty members and parent organizations using the building at these times must have permission slips signed in advance by the principal

**ASBESTOS MANAGEMENT PLAN**

Federal regulations issued by the Environmental Protection Agency (EPA) under the *Asbestos Hazard Emergency Response Act* (AHERA) require that we notify the school community of any actions, inspections or other activities that we have undertaken with respect to dealing with any asbestos-containing materials (ACM) that are located at the school.

Each high school in the Secondary System of the Archdiocese of Philadelphia has been carefully inspected for the presence, nature, fiber-content, and condition of all ACM in each school building. After the inspection, a Management Plan was prepared for each school detailing the result of the inspection and outlining the program and procedures that have been adopted to remove, repair, or control and maintain all ACM.

A copy of the Management Plan for Cardinal O'Hara High School is on file in the principal's office. It is available for inspection, by appointment, during normal school hours.

**FIRE REGULATIONS**

Fire Drills are planned so students and staff become familiar with the procedures for fire safety. As soon as the fire alarm sounds, students should stop all other activity and leave the school in a quiet, orderly fashion by the nearest external exit. Students should remain with their homeroom teacher once they have reached the designated area. Any student guilty of pulling a false alarm is liable for suspension, possible dismissal and prosecution by local authorities.

**GYMS / WEIGHT ROOM**

Students may use the gyms/weight room only when the faculty/staff or the coaching staff is present to supervise. Permission to use the facilities for events other than practices or games must be granted in advance by the Athletic Director. Gym shoes or sneakers must be worn when using the gym facilities. Take proper care of the gyms and gym equipment. The facility should be left exactly as found.

**HALL PASSES**

Hall passes are required by students traveling through the building during class periods. Students must exchange their ID card for the teacher’s/office Hall Pass. Any student walking the halls without a pass will be considered out of bounds.

**HEALTH ROOM**

If a student becomes ill during the day, he/she should report directly to the nurse with permission and an official nurses pass from the classroom teacher/office. If the Health Room is closed, the student should report to the Office for Student Services. Upon entering the Health Room the student log should be signed with date and time. When the student returns to class, the student will give the teacher a signed pass from the nurse. If a student is sent home by the nurse, he/she must give the pass to the Attendance Office.

Under no circumstances are students to contact parents on electronic devices during the school day for transportation

due to illness. The nurse will judge if a student is to be sent home, and will contact the parents or guardian directly.

**ALLERGIES / ASTHMA / DIABETES**

All students who have asthma and/or allergies, either mild or severe, have the option of keeping a back-up inhaler and/or epi-pen in the Health Office. This is advisable because students might get separated from their medications. This can happen even to the most responsible student. If you wish to have an extra inhaler and/or epi-pen in the Health Office in case of an emergency, please turn in the proper paperwork and medication to the school nurse.

Diabetics should also have extra supplies in school just in case the student runs out or is separated from his/her supplies. Please contact the school nurse to discuss this individually.

Parents whose child has specific health concerns are advised to schedule an appointment or phone conversation with the school nurse before the start of school.

**MEDICAL CONCERNS**

Please be advised that if you choose to disclose your child’s medical information to his/her teachers, there are two options for communicating this information: 1] You may notify the teachers directly; or 2] You can notify the nurse by email or phone and have the nurse pass this information to the teachers.

Because of legitimate concerns over issues of confidentiality expressed in the HIPPA and FERPA guidelines established by the Federal government, you have the right to decide how the school is to handle your child’s personal medical records. There is no blanket policy set by the school to alert teachers of a student’s medical issues.

Outings or excursions that take students away from the school setting can be fun for the teachers and students alike. When your child or student has an outing that takes them off campus either for several hours, a day, or several days, please always make arrangements for their medications and all health care needs ahead of time. Students who have diabetes, allergies (Epi-Pens / Benadryl), cardiac conditions, asthma and/ or seizures are responsible to have their own medications and ample supplies with them throughout the

entire field trip. If your child has daily medications, parent/guardian should make provisions that medications are available to the student when such an outing is scheduled.

### MEDICATIONS

The only medications that are on hand in the Health Room for students are Acetaminophen (Tylenol), Ibuprofen (Advil/Motrin), and Tums. Parental permission must be given before any of these medications can be administered. Over-the-counter medication, other than the ones mentioned above, along with prescription medications, will not be administered in school without specific orders from a physician and a parental signature.

Students are not permitted to carry or self-administer any medication, even over-the-counter medications, without written permission.

For students who have medication that they self-administer (insulin, inhalers, epi-pen, etc.), the following still applies. It must also be noted by the physician that the student is to self-administer the medication according to all details that follow. The Medication Administration Form must be completed and should accompany the prescription to be kept on file in the Health Office for the current school year. Medication should be brought to the school nurse in the original container which includes the following information on the label: student's name, date prescription was filled, medication name, time and dosage to be administered, and name of the prescribing physician.

Each school year the paperwork must be updated. At the end of the school year, remaining medications should be picked up before the last day of school, otherwise they will be destroyed in the presence of a school administrator. Please notify the school nurse of any medication changes.

### PHYSICALS

Cardinal O'Hara High School requires a physical examination, including all immunizations, for all **new students** to O'Hara and all **eleventh** graders. Physical forms are due the first day of school.

Physical forms for athletic participation are required by the PIAA Association and are different from the school physical

requirements. These forms are obtained in the Athletic Office.

Please keep the school nurse informed of any medical changes, treatments, or immunizations that your child has received so that his/her health record is current. Up-to-date information is essential in all emergency situations.

### HOMEROOM

Typically, the school day begins with homeroom at 7:50 a.m. This is an organizational period and a forum for communications. Students are to be in their homerooms at the 7:45 a.m. warning bell, and in their proper seats by the 7:50 a.m. bell.

During Morning Prayer and the pledge of allegiance, there is to be no movement in the corridors. No student should leave the homeroom in response to a call slip or for other school business until the homeroom moderator has an opportunity to take an accurate roll, dress code check and "*Wake Up O'Hara*" has been completed. The homeroom must be quiet during all the announcements. Students must cooperate with the homeroom moderator in the completion of any other homeroom business.

Periodically materials intended for parents are distributed to the students during homeroom. Students have the responsibility of delivering these materials home, if home and school communication is to be effective.

On those days when the school is following the "**D**" or "**A**" Schedule, homeroom follows second period. On these days at 7:50 am, students report to their first period class.

### I.D. CARDS

The Student Services Office has responsibility for preparing and issuing I.D. cards to students. The I.D. card must be worn at all times on the official, designated COHS lanyard. A lost I.D. card or lanyard must be replaced. The replacement cost for the I.D. is \$10.00, \$5 for the lanyard. I.D. cards are not transferable. **Presenting another student's I.D. card as your own is misrepresentation.**

### LOCK DOWN

In the event of perceived danger, an immediate lock down will be initiated by the Administration. Directives will be given to the student body depending on the circumstance. Should a lock down occur, no one would be permitted to enter or exit the building until the situation has been resolved.

### LOCKS / LOCKERS

Each student is assigned a locker by the Student Services Office. Incoming students are given a combination lock; this lock is used by the student for all four years. Any student who loses this lock must purchase another school sanctioned lock at a cost of \$10.00. Other locks will be removed by school staff and the locker will be bolted. This is considered a locker violation. The locker will be accessible once an official school lock is purchased.

Any locker without a school lock will be presumed as not in use and will be bolted by school staff. Lockers being used without an official lock is considered a locker violation.

Lockers should remain secured at all times. All outerwear should remain in the locker until dismissal. Students are forbidden to share lockers, use unassigned lockers, or exchange combinations. The school is not responsible for articles lost in school, especially when students share lockers or exchange combinations.

The administration possesses the legal right to search a student's locker, its contents, and/or a student's personal belongings. This right is necessary for the good order of the school.

Any damage to a locker is to be reported to the Student Services Office. If it is judged that the damage is due to misuse of the locker, the student to whom the locker is assigned is responsible for the cost of repairs or replacement. No food or beverages should be left overnight in lockers. Students are responsible to clean out lockers in December and June.

Students are not permitted at their lockers during class periods unless they have a hall pass.

**LEAVING SCHOOL PROPERTY**

Cardinal O’Hara High School maintains a closed campus. Students are not permitted to leave the school property from the time they arrive in the morning until they are officially dismissed at the end of the school day. Students with early dismissal should leave the school grounds promptly and not loiter in the halls or parking lot. Leaving the school campus, without permission, is considered Truancy.

**LOST AND FOUND**

Students who find lost articles are requested to bring them to the Student Services Office. The school assumes no responsibility for students’ personal property such as books, coats, sneakers, electronics, etc.

**PARKING LOT / STUDENT DRIVERS / PERMITS**

Parking/Driving on campus is a privilege. **VEHICLES MUST BE REGISTERED!** Students are permitted to park only in the designated student parking area (back lot). Students may not use the reserved or staff parking areas at any time. **The speed limit on campus is 15 MPH.** Cardinal O’Hara reserves the right to search any vehicle on our property.

Parking Permits are required on all vehicles parked on campus. Students must register vehicles in the Student Services Office to obtain a parking permit. Student drivers should have vehicles registered by October 1. Students who begin to drive after that date must come to Students Services on or before the first day the vehicle is on campus as not to be penalized.

Parking Permits are included in the school fee and should be properly displayed on the front windshield. Permits are not transferable.

Cardinal O’Hara High School is not responsible for damage done to, or articles taken from vehicles parked on campus. Repeated parking lot violations may lead to disciplinary action and/or loss of privileges.

**PERSONAL PROPERTY**

Students are responsible for their books, clothes, electronics, and other personal property. The school assumes no responsibility in this regard. All items should be marked

clearly and indelibly with the student’s name. When using the gym locker rooms, students are to lock all valuables in the lockers provided for that purpose. Any books, school bags, etc. that have inappropriate or suggestive writing will be confiscated.

**PUBLICITY**

To promote and market our school and school events, contact with the media may occur. Many times this contact takes the form of an interview, press release, picture, or web site posting. These materials may include, but are not limited to, the school yearbook, newspaper, video productions, advertising material, student accomplishments and/or external publicity. The school assumes the unqualified right to use these materials in an appropriate manner. Students and parents should be aware of this policy and accept its conditions.

**SCHOOL EVENTS**

During liturgies, ministry events, assemblies, plays, musical, athletic, and social events students are expected to conduct themselves according to the standards of common courtesy. Any student involved in any type of disorder at a school sponsored event will be accountable for his/her actions.

**SHELTER IN PLACE**

When shelter in place is called, all students will be directed to the auditorium by floor. Students will report to homeroom seats for attendance. Students should remain silent and cooperative. The school will “shelter in place” if we are informed by the proper authorities, who will also dictate the lifting of the mandate.

**TRANSPORTATION**

Transportation to and from school is provided by the public school district in which the student resides. Bus schedules are determined by the transportation department of the public school district. The Student Affairs Office at O’Hara cooperates with the public school districts in providing lists of students by school district, monthly calendars, etc. Disciplinary problems on a school district bus or on school district property while waiting for a bus are considered infractions of O’Hara’s disciplinary code, and can result in

the loss of bus privileges, and appropriate disciplinary action.

If there is difficulty with transportation, parents have the responsibility to provide alternate means of transportation. No student may excuse themselves for the entire day if he/she has missed a bus for whatever reason. Students are expected to cooperate in the efficient and safe transport of riders to and from school. Misconduct by bus/train (SEPTA) passengers may result in transportation privileges revoked and appropriate disciplinary action.

**VISITORS**

All visitors to the school must sign in at the Main Office, and obtain a visitor’s pass before going to any part of the building. All unauthorized visitors will be considered trespassers. Students are not permitted to bring visitors to school during the school day without prior authorization. Products from commercial establishments are not permitted to be ordered by, or delivered to, students at any time during the school day. Deliveries of balloons, flowers, food, etc. are prohibited, and will be declined.

**DISCIPLINE CODE**

**CONDUCT GRADE / DEMERITS / DETENTIONS**

The conduct grade is calculated slightly different than academic grades. For each demerit received point(s) will be deducted from a conduct grade of 100. The conduct grade will be renewed at the beginning of each semester.

**DEMERITS ACCUMULATE THROUGHOUT THE YEAR!**

Demerits will only reset in September of the school year.

It is the responsibility of the student to know where they stand academically, but also in meeting personal behavior expectations. Students should frequently check grade connect for demerit accumulations and the Student Services Office, for detention assignments.

**PRIVATE DETENTION**

Faculty and staff are encouraged to work with students who may exhibit behavior that does not meet classroom or school expectations. Students may be assigned alternative tasks such as service, written assignments, light duties, written work or private detention to remediate a problem. Failure to report to a private detention or fulfill an alternative task

assignment will result in demerits, in addition to attending the original private detention. Students should be given a 24 hour notice of the detention. A private detention may not exceed 40 minutes. Communication to the parent by the staff member will be sent.

#### **PUBLIC DETENTION**

At (10) ten demerits a student will serve an after school Public Detention. Public detention will be held Tuesday & Thursday of each week for a 50 minute period. Detention will begin 5 minutes after the end of 8<sup>th</sup> period. Detention precedes all other activities, games, practices, and work. Detentions will be announced via announcements and listed outside of the Student Services Office.

Late arrivals will not be accepted. Students arriving late will serve the detention at the next scheduled Saturday detention. Failure to report will result in an additional (5) five demerits and a Saturday detention. Those with conflicts attending after school public detention will be rescheduled to serve at the next **Saturday detention**. Students report in full dress code, for all detentions.

#### **SATURDAY DETENTION**

At (15) fifteen demerits a student will serve a Saturday detention 9:00 am to 10:30 am. An additional Saturday detention will be assigned for every (5) five demerits accumulated above (15) fifteen demerits. Receiving (15) fifteen demerits for one incident will earn an immediate Saturday. (Addition to one (1) public detention) Communication will be sent home to be signed by a parent and returned to the Student Services Office. Students will be assessed a \$5.00 fee for each Saturday Detention. Failure to report to a Saturday detention will result in further penalties. Repeated failure to report to an assigned detention may result in suspension. Detention time left unserved may prohibit students from participation in social and special events. Any unfulfilled detention time will be served in June during Discipline Summer School. A fee will be assessed.

**DEMERIT TABLE**

<b>Infraction</b>	<b>Primary Penalty</b>	<b>Secondary Penalty</b>
Actions Detrimental to COHS	35	Δ♦
Possession / Distribution	35	Δ♦
Use of Alcohol / Drugs	35	Δ♦
Truancy / Leaving Campus	25	Δ♦
Acceptable Use Policy	20	Δ♦
Gross Disrespect / Insubordination	20	Δ♦
Physical Fighting	20	Δ♦
Theft	20	Δ♦
Vandalism / Destruction	20	Δ♦⚖
Forgery / Misrepresentation	15	★
Class Cut (each period missed)	10	Δ♦
Defiance	10	★
Disrespect	10	★
Tobacco Violation	10	⊙♦Δ
Transportation Violation	10	♦
Verbal Fighting	10	★★
Class Disruption	5	★
Cut Private Detention	5	★
Cut Public Detention	5	
Cut Saturday Detention	5	♦
Dishonesty	5	★
Dress Down Violation	5	
Electronic Device	5 or 10	⊙ Δ
Locker Violation	5	
Out of Bounds	5	
Parking Violation	5	
Cafeteria Violation	3	
Disobedience	3	★
Failure to Report	3	

Inappropriate Language	3
No Absence Card	3
Procedure Violation	3
Dress Code / No I.D.	1
Food and/or Drink outside of cafeteria	1
Gum	1
Late to Class (each period missed)	1
Late to Homeroom	1

<b>Legend</b>	<b>Definition</b>
♦	Penalties for these actions may include: Demerits/Detentions, Suspension, Disciplinary Probation, Mandatory Counseling, Dismissal, and/or Notification of Civil Authorities, as determined by the Administration
★	Parent/Guardian will be contacted by faculty/staff
Δ	Parent/Guardian conference is required with Administrator or Student Services Staff
⊙	Fine
⊙	Confiscation
⚖	Restitution

*The Administration reserves the right to change or add policies at any time. Families will be notified of new or modified policies as they are approved.*

**INFRACTIONS**

The DEMERIT TABLE lists the infractions included; but not limited to what is printed on the demerit slips. The Student Services Office reserves the right to administer sanctions for infractions that are not listed. When a student receives demerits the student must sign the slip to acknowledge that he/she has received it. **Refusal to sign will be considered disobedience.** If there is any question about the matter, the student should first consult with the faculty/staff who issued the demerits, then with the Student Services Office.

Teachers may give written penalties and/or private detentions for classroom misbehavior or failure to follow classroom directions. If demerits are issued for classroom infractions, the teacher must contact the student's parents.

**REVIEW BOARDS**

Any student who violates the discipline code maybe liable for a disciplinary review board. Depending on the student's overall discipline record or the seriousness of the incident prompting the board, the student's behavior will be reviewed by any combination of Administration, faculty and staff. A Discipline Review board is empowered to propose additional requirements and conditions intended to assist the student in successfully meeting the school discipline code. Review boards may recommend a student withdraw or dismissal of a student. The Administration will take all recommendations into serious consideration.

**DISCIPLINE SANCTIONS**

1. Ten (10) demerit accumulation
  - a. The student will attend one after school public detention.
2. Fifteen (15) demerit accumulation
  - a. A notice is sent to the student's parent(s) or guardian.
  - b. The student will attend a Saturday detention.
3. Twenty (20) demerit accumulation
  - a. A notice is sent to the student’s parent(s) or guardian.
  - b. A conference via phone or in person with the student's parent(s) or guardian is required.

- c. The student will serve a second Saturday detention.
4. Twenty five (25) demerit accumulation
  - a. A notice is sent to the student’s parent(s) or guardian.
  - b. The student will serve a third Saturday detention.
5. Thirty (30) demerit accumulation
  - a. A notice is sent to the student’s parent(s) or guardian.
  - b. A meeting with the student’s parent(s) or guardian is required.
  - c. The student will serve a fourth Saturday detention
  - d. The student will be placed on Probation with an agreement designed and signed by all parties

**Discipline Probation:** When a student accumulates 30 or more demerits he/she will be placed on Probation for a time established by the Administration. A probation agreement with an outlined success plan will be created. The Administration reserves the right to immediately place a student on probation following any serious infraction. While on probation the student will be withheld from participating in any school activity, event, athletic team, or attending school functions such as dances, proms, special events for at minimum fifteen (15) school days, in addition to weekends during that span, or as outlined in his/her probation agreement and guidelines. Students who do not complete the probation period due to the ending of the school year will remain on probation for a specified time during the next school year.

At any time during the school year if any additional demerits are accrued as outlined in the Probation contract a student will be placed on a pre dismissal contract and will be liable for dismissal.

Any student who fails conduct for the year (the average of the two semesters) or students placed on probation after June 1 will be assigned to Discipline Summer School for Behavioral Remediation. This program is hosted by the Student Services Staff at the local school the week after school ends in June. The fee is \$100. Students who fail to

attend this summer program will not be permitted to return to Cardinal O’Hara in the Fall. The Administration reserves the right to assign students to Discipline Summer School for any major infraction even if the student does not fail conduct for the year.

**Discipline Suspension:** Formal suspension is a serious disciplinary action taken by school officials against a student for major infractions or whenever a student accumulates a large number of demerits for minor violations. Suspension is a step towards dismissal. Parents will be notified of suspension immediately. A parent conference will be required before a student will be readmitted to school.

While on suspension a student may not participate or attend any school sponsored, athletic or social event. The student may be referred to the Counseling Center as well.

**DISCIPLINE OFF-CAMPUS**

Depending upon circumstances, a particular judgment will be rendered and an appropriate penalty imposed upon students who:

1. Loiter on private property on the way to and from school.
2. Disturb other schools in session when Cardinal O'Hara has a free day or early dismissal.
3. Exhibit behavior (smoking, graffiti, fighting) which endangers the public safety on school district or public transportation.
4. Encourage or invite unauthorized visitors to the school at any time.
5. Hitch-hike, which is also prohibited by law.
6. Engage in snowball throwing.

The school does not permit or encourage post-prom parties. Such events may not be 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. Any unlawful act which occurs either on school property or in the surrounding school community not only makes the student subject to penalties which the courts may prescribe, but also will result in suspension or dismissal from school.

## DRESS CODE

*As students of the Archdiocese of Philadelphia, Cardinal O'Hara students will follow and adhere to all General Policies set forth by the Archdiocese and the local school.*

### ARCHDIOCESE OF PHILADELPHIA GENERAL DRESS CODE POLICIES

Attention to personal appearance is an important part of the maturation process for young Catholic men and women. The school uniform expresses not only traditional values of economy, neatness, and practicality but also our unity as a community of believers and learners. A person's appearance is a reflection of self-image and is an indication of respect for oneself and others. The dress code promotes pride in personal appearance, pride in representing the student's school community, and pride in their being part of the Catholic school system. The dress code and uniform policy affirm the values of modesty and decency in keeping with the teachings of the Church and each local school community.

Students are expected to be clean, well groomed, and dressed appropriately at all times. Regulation school uniforms must be purchased through the official supplier of school uniforms for the Secondary School System, Flynn & O'Hara.

The Office of Catholic Education sets the time for seasonal code changes to the dress policy. The Administration at each local school is the final judge of adherence to, or violations of, the dress code and uniform policy.

1. Students must be in full uniform by 7:50 AM. When there is a need to change clothes for school activities or work, students must use designated areas such as locker rooms or bathrooms.
2. Shirts and blouses must be tucked in, not worn outside the pants, or skorts;
3. If a student has a serious reason for not wearing the full school uniform on a given day, he/she

4. must bring a note from a parent or doctor to the Student Services Office. If the situation is long-term, a note must be on file from the doctor or parent. The Assistant Principal for Student Services assigns the details of substitute dress;
4. Sneakers or athletic shoes may not be worn. If the student is unable to wear the school shoe, another dress shoe must be purchased and a note must be on file from the doctor or parent. Examples of inappropriate substitute footwear include (but are not limited to): as boots of any kind, sandals, flip-flops, shower shoes, slippers, and other casual shoes. Sneakers for gym class are worn only in the Gym, and only for the gym class itself;
5. Students in Physical Education class must wear the gym outfit determined by the teacher of the course.
6. In the case of field trips, spirit days, etc. the Administration will determine the dress of the day for students;
7. Extreme hair styles or hair dyes (including two-toned hair styles) are not permitted for any student, male or female. Gentlemen are not permitted to wear ponytails, mohawks, fauxhawks, extravagant shaved designs. For gentlemen, hair is to be no longer than the top of the collar. Young ladies may not wear excessive jewelry or make-up;
8. **No visible tattoos** are permitted on any student. **No visible body piercing** is permitted on any student (except for one pair of earrings for the ladies). This includes piercing of the tongue, eyebrows, lips and/or nose;
9. A student who violates the dress or hair code may receive demerits and remain out of school for a brief period until the situation has been corrected;
10. Students representing the school at official functions must wear the regulation uniform. All clothing items which are a part of the official school uniform must be purchased from Flynn & O'Hara. Regulation shoes will be purchased from suppliers determined by the local school administration;
11. All female students must wear the regulation skirts. These can be no shorter than one to three

- inches above the knee. In addition to the skirts, ladies will wear an oxford cloth style blouse and a school sweater. Regulation shoes are to be worn with approved stockings, tights or knee highs. Only the top button of the blouse is to be unbuttoned;
12. Where and when permitted, in the Fall and Spring months, students may wear a short-sleeved oxford blouse or school approved polo. Knee highs may be worn instead of the stockings or tights. No sport socks of any kind are permitted. If a t-shirt is worn under the polo shirt or blouse it is to be a solid, white, plain t-shirt with absolutely no printing, writing or pictures on it;
13. The regulation shoe policy remains in effect during the entire school year. Sneakers, sandals or flip-flops are never permitted.

*The following are additional dress regulations specific to Cardinal O'Hara:*

### MALE AND FEMALE STUDENTS

1. All students will follow the Dress Code regulations set forth by the Archdiocese of Philadelphia;
2. All students, even those with early dismissal, must maintain the proper dress within the school until the end of eighth period. Outerwear is to be kept in the student's locker;
3. All students will participate in a daily dress code check during homeroom each morning;
4. All clothing is expected to be clean, fit properly and be in good condition. Torn or damaged clothing must be repaired or replaced regardless of the amount of time remaining in the school year;
5. Full head coverings are not permitted (hats, scarves, bandanas);
6. There are to be no innovations to the uniform to alter or conform to current fashion;
7. HAIR: should be neat, clean and well groomed. Color must be one that is found naturally on human beings. No unusual, extreme styles, exaggerated fashions, colors, styles may be worn.

*The Administration reserves the right to change or add policies at any time. Families will be notified of new or modified policies are they are approved.*

This includes fashionable styles that become and cause a distraction in school. This determination is made by the Administration;

8. The school sweater or blazer is the only option to be worn during any season. Unless authorized by Administration, even Cardinal O’Hara logo sweatshirts, hoodies, team jackets, etc. are not to worn with the school uniform. **Exception:** ALL students may wear the official O’Hara fleece quarter-zip on Fridays all year unless the Administration indicates it is a formal uniform day. On formal uniform days, only sweaters or blazers may be worn. Seniors may wear the O’Hara fleece daily except on formal days.

**MALE STUDENTS**

1. Solid color uniform dress pants in navy blue or gray with a conventional belt. Cotton pants are not acceptable;
2. Oxford cloth shirt, in solid light blue, white, pink or yellow; a traditional neck tie worn. The shirt must be tucked in at the waist so the belt shows. Only a solid, white, plain t-shirt (no graphics or writing) may be worn under the oxford shirt. Long sleeve t-shirts may not be visible
3. The official cardinal or dark blue school sweater;
4. Males must be clean-shaven. This includes mustaches, goatees, beards, and long sideburns. Hair styles and length, including cultural variations should not fall below the top of the shirt collar, nor be longer than 2 inches;
5. Required shoes are tan bucs with orange soles. Shoes must be properly laced and unaltered backs.
6. Males may not wear earrings.

**Male students- Beginning with the Class of 2020**

1. Solid Khaki poly/cotton Classic Men’s Pants (NOT Cargo or “Skinny” styles) with a conventional belt.
2. Oxford cloth shirt, in solid light blue, or white, The Official O’Hara neck tie worn. The shirt must be tucked in at the waist so the belt shows. Only a solid, white, plain t-shirt (no graphics or writing)

- may be worn under the oxford shirt. Long sleeve t-shirts may not be visible;
3. The official cardinal or navy school sweater or blazer;
4. Males must be clean shaven. This includes mustaches, goatees, beards, and long sideburns. Hair styles and length, including cultural variations should not fall below the top of the shirt collar, nor be longer than 2 inches;
5. Required shoes are tan “dirty buc oxford shoe”. Shoes must be properly laced and unaltered backs.
6. Males may not wear earrings.

**FEMALE STUDENTS**

1. Blue and red plaid skort no shorter than ne inch above the knee;
2. Oxford cloth blue, white, pink, or yellow blouse with button down collar. Blouse must be tucked in at the waist so the waistband of the skort shows. Only a solid, white, plain t-shirt (no graphics or writing) may be worn under the oxford shirt. Long sleeve t-shirts may not be visible;
3. The official cardinal or dark blue school sweater;
4. Required shoes are tan bucs with orange soles. Shoes must be properly laced and unaltered backs;
5. Small earrings may be worn but should not be larger than a quarter or extend more than an inch below the ear;
6. Cardinal or dark blue tights must be worn;
7. Headbands must be modest in width and design. Scarves, bandanas or any full head coverings are not permitted.

**Female students- Beginning with the Class of 2020**

1. Navy and red plaid wrap around skirt no shorter than one inch above the knee;
2. Oxford cloth shirt, in solid light blue, or white, The shirt must be tucked in at the waist . Only a solid colored or plain white t-shirt (no graphics or writing) may be worn under the oxford shirt. Long sleeve t-shirts may not be visible;
3. The official cardinal or navy school sweater;

4. Required shoes are tan “dirty buc oxford shoe”. Shoes must be properly laced and unaltered backs;
5. earrings may be worn but should not be larger than a quarter or extend more than an inch below the ear;
6. Cardinal or dark blue tights must be worn;
7. Headbands must be modest in width and design. Scarves, bandanas or any full head coverings are not permitted.

**WARM WEATHER REGULATIONS**

1. Warm weather regulations are in effect at the opening of school until October, and from April until the end of the school year. **Administration will announce specific dates;**
2. The school sweater or blazer is not required in warm weather, but is the only acceptable option to be worn during any season. **Exception:** Friday O’Hara fleece quarter zip. Senior daily fleece.
3. Both male and female students may wear the optional school golf shirt in place of the oxford shirt. Short and long sleeve options exist. Long sleeves may be worn in place of the short sleeve, but DO NOT replace the winter Oxford cloth. Only a solid, white, plain t-shirt (no graphics or writing) may be worn under the golf shirt;
4. Female students may wear navy or cardinal knee socks during the warm weather months. Peds, half socks, or athletic/crew socks are not permitted.

**RESPONSIBLE USE POLICY  
FOR TECHNOLOGY**

**of the**

**Catholic Schools of the Archdiocese of Philadelphia**

**PURPOSE**

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

**SCOPE OF USE**

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

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

**GOAL**

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

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

**RESPONSIBILITIES OF USER**

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

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

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

protect license agreements for all software and resources.

**TECHNOLOGY USE GUIDELINES**

Educational Purpose/ Appropriate Use:

School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

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

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

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

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

Examples of Unacceptable Uses

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video 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.
- 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.

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

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

**Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube, Instagram, Tumblr, and Snap Chat.

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

‘Friending’ of current students by teachers is forbidden on a teacher’s personal social networking site. Personal posts’ must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

**Policy Violations**

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

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

*The Archdiocesan Secondary School System and Cardinal O’Hara 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.*