

ST. HUBERT CATHOLIC HIGH SCHOOL FOR GIRLS WELCOME TO THE SISTERHOOD



2026 - 2027 STUDENT HANDBOOK

www.huberts.org

Student Handbook

2026-2027



St. Hubert Catholic High School for Girls

7320 Torresdale Ave.
Philadelphia, PA 19136

School Office Hours: 7:30 AM - 3:30 PM

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School Website: www.huberts.org

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ST. HUBERT
CATHOLIC HIGH SCHOOL FOR GIRLS



I. INTRODUCTION
ST. HUBERT
CATHOLIC HIGH SCHOOL FOR GIRLS

I. INTRODUCTION

SCHOOL HISTORY

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

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

THE LEGEND OF ST. HUBERT

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

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

as the “Archer Saint”. His feast is observed on November 3.

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

MISSION STATEMENT

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

POLICY STATEMENT

St. Hubert High School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. This school does not discriminate based on race, color, national and ethnic origin in the administration of its education policies, its admission policies, or in any school-administered program.

PROFILE OF GRADUATES

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

Will practice her Faith and Spirituality by:

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

Will demonstrate Scholarship by:

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

Will exhibit a commitment to Service by:

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

Will embody Sisterhood by:

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

BELIEF STATEMENTS

Spirituality

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

Scholarship

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

Service

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

Sisterhood

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

SCHOOL SEAL

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





II. PROGRAM FOR RELIGIOUS GROWTH

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

SCHOOL MINISTRY

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

CELEBRATION OF THE MASS

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

RETREATS

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

KAIROS

The Kairos Retreat experience is an encounter with God, the retreatant, and others for four days away from the distractions of life. Students experience a deepening of faith and friendship as they journey through various activities with both small and large groups. This is an unforgettable experience, considered by many as “life-changing.”

FAITH IN ACTION (FIA)

- Rooted in our Catholic identity, we believe that service to our neighbor is a core principle in living the Christian life. With this in mind, St. Hubert Catholic High School for Girls, seeking to form women of faith and integrity, has a service-hour requirement for each student.
- Each student is required to complete a minimum of 10 hours of service per year. Therefore, a total of 40 hours is required to graduate. For students who transfer into St. Hubert, the hours will be prorated accordingly.
- The top students in each grade who go above and beyond the requirement will be acknowledged at the end of the year. Students who complete 100 hours or more during their senior year will receive a pin at graduation. Those who complete over 20 hours in their senior year will be recognized in the graduation program.
- Service hours must be submitted through Mobile Serve either on the app or mobileserve.com. Students should log-in via GMAIL using their St. Hubert's email accounts and passwords.
- Service opportunities will be shared through Mobile Serve, through announcements, in CSC, and in theology classes. Any questions about service should be directed to the Director of the School Ministry.

COMMUNITY SERVICE CORPS (CSC)

Any student may join the CSC, an archdiocesan organization through which high school students can give Christian service both within and outside the school community. The CSC sponsors many individual programs. Elected officers meet monthly. Club members meet according to needs to fulfill service activities.

MINISTRY CLUB

Ministry Club helps the Ministry Office to bring faith alive in our school. They spearhead engaging faith-based activities, bring beauty and joy to the hallways during holidays and Mass days, and nurture a pro-life ethic among the community. Those involved help plan retreats and other school events.



III. ACADEMIC AFFAIRS

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CATHOLIC HIGH SCHOOL FOR GIRLS

III. ACADEMIC AFFAIRS

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

REQUIREMENTS FOR PROMOTION & GRADUATION

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

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

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

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

COURSE SELECTION/ROSTERS

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

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

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

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

ADVANCED PLACEMENT PROGRAM

The Advanced Placement program (AP) is designed to give advanced students challenging coursework that is equivalent to the work encountered in a college course. Each department sets the requirements for admission. Class size is limited and the course requirements exceed those of the Honors classes. Not all students who request AP classes will be rostered for them; acceptance is based on a student's academic performance and potential.

St. Hubert High School offers many advanced placement courses that follow the AP curriculum guidelines recommended by the College Board. Each academic department in coordination with the Office for Academic Affairs decides whether to offer an advanced placement course. Students who are accepted into an AP course are expected to complete the summer work given in preparation for the course as assigned. Students must take the AP examination that is given in the fourth quarter, which includes a fee of approximately \$97, and an AP Seminar at the cost of \$145, which must be paid at the beginning of the second semester. No AP student is excused from taking the AP exam, which is a course requirement and a prerequisite to participation in graduation. Those students who attain the necessary grade on the AP exam may be able to receive college credit for the course. It is the parents' and students' responsibility to check with the college about its AP acceptance policy.

DIOCESAN SCHOLAR PROGRAM

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

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

DUAL ENROLLMENT

The school partners with several local colleges to offer students college courses at St. Hubert during the school day and after. The students are scheduled for the courses as part of their high school roster and attend classes at St. Hubert's. Students receive both high school credit and college credits for the course. Students can request to take dual credit courses for both junior and senior years; a complete review of past academic performance and potential will be completed for each student who requests a dual enrollment course. The Academic Office will make the final decision about a student's eligibility for a dual enrollment course(s).

REPORT CARDS

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

ACADEMIC HONORS

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

ONLINE GRADING SYSTEM

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

RANK IN CLASS

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

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

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

QUALITY POINT TABLE

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

GPA Scale

Adopted August 2025

Grade	Unweighted	AP	Honors	CP	Academic
100	4.00	5.00	4.50	4.25	4.00
99	4.00	5.00	4.50	4.25	4.00
98	4.00	5.00	4.50	4.25	4.00
97	4.00	5.00	4.50	4.25	4.00
96	4.00	5.00	4.50	4.25	4.00
95	4.00	5.00	4.50	4.25	4.00
94	4.00	5.00	4.50	4.25	4.00
93	4.00	5.00	4.50	4.25	4.00
92	3.70	4.70	4.20	3.95	3.70
91	3.70	4.70	4.20	3.95	3.70
90	3.70	4.70	4.20	3.95	3.70
89	3.30	4.30	3.80	3.55	3.30
88	3.30	4.30	3.80	3.55	3.30
87	3.30	4.30	3.80	3.55	3.30
86	3.00	4.00	3.50	3.25	3.00
85	3.00	4.00	3.50	3.25	3.00
84	3.00	4.00	3.50	3.25	3.00
83	3.00	4.00	3.50	3.25	3.00
82	2.70	3.70	3.20	2.95	2.70
81	2.70	3.70	3.20	2.95	2.70
80	2.70	3.70	3.20	2.95	2.70
79	2.30	3.30	2.80	2.55	2.30
78	2.30	3.30	2.80	2.55	2.30
77	2.30	3.30	2.80	2.55	2.30
76	2.00	3.00	2.50	2.25	2.00
75	2.00	3.00	2.50	2.25	2.00
74	2.00	3.00	2.50	2.25	2.00
73	2.00	3.00	2.50	2.25	2.00
72	1.00	2.00	1.50	1.25	1.00
71	1.00	2.00	1.50	1.25	1.00
70	1.00	2.00	1.50	1.25	1.00
69	0.00	0.00	0.00	0.00	0.00
68	0.00	0.00	0.00	0.00	0.00
67	0.00	0.00	0.00	0.00	0.00
66	0.00	0.00	0.00	0.00	0.00
65	0.00	0.00	0.00	0.00	0.00

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

PARENT/TEACHER CONFERENCES

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

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

FINAL FAILURES/DIOCESAN SUMMER SCHOOL

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

ACADEMIC PROBATION/DISMISSAL

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

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

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

ARTIFICIAL INTELLIGENCE POLICY, ETHICAL GUIDELINES, & AUTHORIZED USE

As a Catholic community guided by our faith-based mission to preserve human dignity and intellectual integrity, Saint Hubert High School for Girls upholds that every student is created in the image and likeness of God with a unique intellect. This section establishes the school's framework for the ethical, legal, and educational use of Artificial Intelligence (AI) by students, faculty, and staff. Recognized as a tool of human ingenuity intended to support learning, AI cannot replace human intellect, critical thinking, or original effort. Working in tandem with the school's Responsible Use Policy (RUP), this policy outlines operational boundaries, permissible use cases, academic integrity requirements, data privacy standards, and guidelines for local customization.

AI Permission Scale

Students must adhere to the authorized level of AI use specified by their teacher for every assignment:

- **Red (Prohibited):** AI tools are strictly forbidden for the assignment or assessment.
- **Yellow (Permission Required):** Students must obtain explicit teacher approval prior to using AI and must cite all use appropriately.
- **Green (Permitted with Plan):** Students may use AI tools after discussing their usage plan with the teacher. AI use must be cited, and submitted work must remain the student's original effort.

Authorized AI Tools

Students are permitted to use school-vetted platforms—prioritizing Google Gemini and protected Google Workspace tools—only when directed by a teacher. Additional approved tools include Google NotebookLM, Brisk, MagicSchool, SchoolAI, Diffit, Khanmigo, Canva, Catholic Chat, and Magisterium AI. Creating personal GenAI accounts for unapproved platforms or without authorization is prohibited.

Academic Integrity and Citation Requirements

- **Authorship:** Generative AI must not be used to complete assignments from scratch or bypass the learning process. Students must remain the primary drivers of their work. Distinguishes embedded assistive AI (e.g., automated grammar suggestions) from Generative AI tools (e.g., ChatGPT, Gemini). Submitting AI-generated content as original work is strictly prohibited. Students must remain the primary authors of their learning.
- **Citation Standard:** All authorized AI usage must be clearly disclosed and cited following teacher guidelines or standard academic citation models (e.g., detailing the tool used and the specific prompt submitted). MLA is the formatting standard for all students.
- **Verification:** Students act as the "human-in-the-loop," holding full responsibility to verify all AI outputs for accuracy against trusted sources.

Privacy and Data Protection

Students are strictly prohibited from inputting Personally Identifiable Information (PII)—including names, addresses, phone numbers, or student IDs—into any AI prompt.

Prohibited Misuse and Consequences

- **Unauthorized Name, Image, or Likeness (NIL):** Creating deepfakes, voice cloning, or non-consensual manipulations of photos or videos of peers, faculty, or staff is a severe violation of community standards. Misuse, deepfakes, unauthorized use of Name, Image, or Likeness (NIL), voice cloning, or harassment will result in disciplinary action under the school's disciplinary code and Academic Integrity Policy.
- Students are strictly prohibited from inputting Personally Identifiable Information (PII) into GenAI tools.
- **Disciplinary Action:** Academic dishonesty via AI or unauthorized use of NIL will result in disciplinary action under the Academic Integrity Policy, ranging from loss of technology privileges to suspension or expulsion.

Local Customization & Community Standards:

- The Archdiocese of Philadelphia and Saint Hubert High School may define approved local tools, specific citation standards, and disciplinary frameworks.
- This policy requires signed commitments from students, and parents annually.

Note: Detailed self-reflection tools and parent guidance resources associated with this policy are available as supplements in the Appendix:

- **Appendix A:** *Student AI Use Self-Reflection Guide* (a step-by-step checklist for students evaluating their AI use for assignments).
- **Appendix B:** *A Parent's and Guardian Guide to Supporting Their Child's Use of AI* (key principles, recommended home practices, and use-case boundaries for parents and guardians).

COMPUTER TECHNOLOGY IN THE CLASSROOM

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

Students are not permitted to impersonate any person affiliated with the St. Hubert school community, including, but not limited to: administrators, faculty, staff, students, alumnae and family.

Any student who is found to have impersonated another member of the St. Hubert community, in person or through any electronic means, including any/all social media outlets, will be subject to severe disciplinary action up to and including dismissal.

SCHOOL DAY

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

ASSESSMENTS/GRADES

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

ACADEMIC INTEGRITY

In an academic setting, it is crucial that each student's work be her own. Both cheating and plagiarism are serious offenses of academic integrity, and will not be tolerated. The use of AI technology is determined by the Archdiocese of Philadelphia Artificial Intelligence policy, students should refer to the policy and check with each teacher on the acceptable use of certain sites. specifically required in an assignment is strictly prohibited. The use of AI is considered plagiarism. Any student who violates the rules of academic integrity may receive both academic and disciplinary consequences, according to the determination of the teacher and the administration. Copies of the diocesan policy will be given out in classes. Each classroom teacher determines the consequences of turning in another's work as one's own. These consequences may include a zero for the assignment and may also include demerits. Students must be careful that resources are correctly cited. Lack of citation is considered academic dishonesty. If an act of cheating or academic dishonesty is deemed egregious, or if there is more than one offense by the same student, the principal will be notified and will determine the consequences in consultation with the teacher. If academic dishonesty is committed by the same student in multiple classes, the faculty will determine the academic consequences in their respective classes, in consultation with the principal. The principal will determine disciplinary action.

STUDY PERIOD REGULATIONS

Students assigned to study halls are expected to report to their assigned places by the time the bell rings for the beginning of class. There should always be a studious atmosphere, which is conducive to learning. Headphones or earbuds; iPads or Chromebooks may only be used for academic purposes during study hall. Cell phones are not allowed in the study hall. Students going to the computer lab instead of the study hall must report to the study hall to receive a pass for entrance to the computer lab. Students who wish to see a teacher during a study hall must present a note from

that teacher to the study hall moderator. Students scheduled for study hall may request to be office aides; those requests will be honored on an as-needed basis. If a student acting as an office aide receives a failing warning, she may be removed as an aide and required to attend her scheduled study until the failure is rectified.

CHANGE OF ADDRESS, PHONE NUMBER, PARISH

If a student has a change of address, phone number, parish, or any other pertinent information, she should notify the Academic Affairs Office as soon as possible regarding the change. Failure to update contact information in a timely manner will result in 5 demerits and the possibility of before or after-school detention.

TRANSFERS

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

RESPONSIBILITIES DUE TO ABSENCES

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

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

Students who expect to be absent for an extended period of time should contact the Academic Affairs Office to make arrangements for obtaining class work and assignments.

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

TEXTBOOKS AND CHROMEBOOKS

Students are given textbooks and Chromebooks to help enhance instruction and the overall academic program. Each student is responsible for maintaining the condition of each item. Students must turn in their textbooks and Chromebooks before they leave St. Hubert (transfer or graduation).

A student will be charged a fee for any item not returned. A senior's diploma will be withheld pending the receipt of the item or the fee (**See page 52**); academic records of a student intending to transfer will be withheld. **Chromebooks are the property of the state of Pennsylvania.**

FIELD TRIPS

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

PHYSICAL EDUCATION CLASS

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

Dress Regulations: Students are to wear the SHHS gym uniform, which includes the gray SH Phys Ed t-shirt and black SH gym shorts (which can be ordered through the SH website at the beginning of the academic year) with running shoes or sneakers (heel of shoe should have sufficient cushions for shock absorption; laces must be tied to prevent injury). Artificial fingernails, that are too long, are not permitted due to the risk of injury.

ST. HUBERT
CATHOLIC HIGH SCHOOL FOR GIRLS

IV. GUIDANCE DEPARTMENT

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

NAVIANCE PROGRAM: FAMILY CONNECTION

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

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

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

EDUCATIONAL SERVICES

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

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

- ★ College admissions counselors visit St. Hubert's regularly and are available to answer questions during lunch periods.
- ★ Junior Night is scheduled each spring. Students and their families are invited for a night of information regarding the college application process.

SAP – STUDENT ASSISTANCE PROGRAM

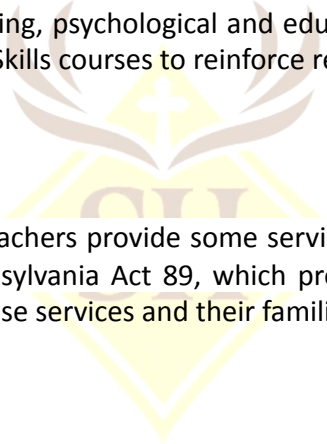
The Student Assistance Program is a way to identify students who are having school-related problems and are at high risk for alcohol and/or drug use, behavioral problems, or mental health disorders. It is an intervention, not a treatment program. Anyone can refer a student to our Guidance Department or administration to initiate the SAP process.

CORA SERVICES

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

CATAPULT LEARNING SERVICES

Catapult Learning counselors and teachers provide some services at St. Hubert Catholic High School. These services are paid for by Pennsylvania Act 89, which provides auxiliary services to nonpublic schools. Students who qualify for these services and their families will be notified.



ST. HUBERT
CATHOLIC HIGH SCHOOL FOR GIRLS



V. STUDENT SERVICES
ST. HUBERT
CATHOLIC HIGH SCHOOL FOR GIRLS

V. STUDENT SERVICES

As a student of St. Hubert, you are expected to uphold the pride of our faith and traditions at all times.

You are considered a student of St. Hubert **at all times and can be held accountable for actions both in and out of our school building**, regardless of attire, including uniform, casual attire, or any clothing you may be wearing.

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

DRESS CODE

Personal appearance says much about a person and displays respect for the rules and regulations at St. Hubert and our community. Families are expected to expend funds for uniform items each year or as needed. The uniform, both in and out of school, must be worn in its entirety without modification.

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

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

The official school uniform is:

1. Plaid skirt worn with the short-sleeve polo (**fall and spring**) or long-sleeved yellow oxford shirt (**winter**).
2. Emblem denoting the student year. These are available at Flynn O'Hara and must be sewn on the left side of the polo shirt and cardigan sweater.
3. Brown tights must be hole-free. Footless tights or socks worn under the tights are not permitted. Brown tights are **required** during the 2nd and 3rd quarters of the academic year.
4. Brown knee socks are permitted during the 1st and 4th quarters of the academic year. Knee socks must be pulled up.
5. All students are required to have brown cardigan sweaters. Students are not permitted to wear sweaters that are ripped and/or contain holes. Only brown-colored patches are to be used to cover holes in the sweater. **NO sweatshirts are allowed.**
6. Seniors are permitted to wear the authorized senior zip-up fleece in place of the cardigan.
7. Shoes must be solid, dark brown leather-tied oxfords. Shoes must be tied. Students are not permitted to walk on the back of their shoes. Shoes that are broken or torn are not permitted.

8. School ID cards must be worn on a St. Hubert lanyard around the neck.

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

Additional requirements to the uniform policy are as follows:

- Earrings must be no bigger than the circumference of a quarter and not hang below her ear more than one inch. Excessive jewelry is prohibited.
- Eyebrow, lip, tongue, and septum piercings are forbidden. One small stud is permitted on the outside of the nose. Any other types of body piercings are forbidden.
- Visible tattoos must be covered during the school day and at school-sponsored activities, such as athletics competitions, performances, etc.
- Unusual or exaggerated hairstyles and unnatural hair colors (orange, green, purple, blue, etc.), are prohibited.
- Artificial fingernails longer than an inch are discouraged. Fingernails that are too long, may cause injury to the student who chooses to wear them in certain classes, including gym and science labs.
- Students are not permitted to carry flowers or balloons in school during the school day.
- Colored t-shirts are not permitted under the uniform. Shirts under the uniform must be white.

ACTIVITY PINS/RIBBONS

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

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

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

DRESS DOWN

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

- ☐ **Sweats, capris, or jeans, which are free of significant holes.**
- ☐ **Shirts should be free of messages unless they are shirts sold by St. Hubert.**

- ☐ All shirts must cover midribs and cannot be excessively low cut.
- ☐ Appropriate sneakers or shoes. All footwear should have a back or collar for the ankle.
- ☐ No flip-flops, slides, slippers, or heels more than three inches.
- ☐ No Shorts

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

PHYSICAL EDUCATION DRESS REGULATIONS

The gym uniform consists of official SH shorts, a physical education T-shirt, and running shoes or sneakers (the heel of the shoe should have sufficient cushions for shock absorption; laces must be tied to prevent injury). Artificial fingernails, if worn, should be kept short and manageable due to the risk of injury. T-shirts and gym shorts can be ordered through the SH website at the beginning of the academic year.

TRANSPORTATION

SEPTA KEY CARDS

Issued by the School District of Philadelphia, SEPTA transportation is available to students during normal school hours to and from school. Transportation is available to students who live more than 1.5 miles from St. Hubert.

Any problems or discrepancies regarding eligibility should be addressed to the School District of Philadelphia, not the school or the Archdiocese of Philadelphia.

To obtain information about the SEPTA KEY card information or to plan routes, please review the links below:

- [SEPTA KEY Card information](#)
 - <https://www.septa.org/fares/student-fare-card-program/>
- [SEPTA Bus Route Planner](#)
 - <https://plan.septa.org/#/>
- [SEPTA Bus Schedules](#)
 - <https://www.septa.org/schedules?mode=metro>

YELLOW BUS TRANSPORTATION

The Archdiocese of Philadelphia and Saint Hubert High School use Holcomb Bus Company as its official school bus provider for students during the 2026 - 2027 school year.

- [Holcomb Bus Company](#)

The Holcomb Bus Company, 170 Benigno Blvd, Bellmawr, NJ 08031. Their contact information is: 833-HOLCOMB, Mon-Fri 6am-5pm.

- **SUBURBAN SCHOOL DISTRICTS**

Students who live outside the boundaries of Philadelphia may be eligible for yellow bus transportation from their local school district. Most school districts that exist within 10 miles of St. Hubert offer transportation. The Office of Student Services will notify School Districts of students who are eligible for transportation and forward the school calendar. **It is the responsibility of the parent/guardian to communicate with the School District concerning bus stops, snow days, and early dismissals. In some cases, when you are not eligible for bus service, SEPTA card service will be provided.**

LOST AND FOUND

Valuables lost in school may be claimed at the end of any school day in the office located next to the Attendance Office. There may be lost and found boxes throughout the school at certain times of the year. Students are responsible for their books, school bags, clothes, and ALL other personal property. The school assumes no responsibility for lost or stolen items. Unclaimed items will be donated or discarded at the end of each semester. Misplaced locker keys, swipe cards, Septa Key Cards, and ID cards can be claimed in the Main Office. There is a fee to replace lost/stolen school items.

I.D. CARDS/PROXIMITY (SWIPE) CARDS

For their security, all students must wear the student picture ID and swipe card on a St. Hubert lanyard around the neck during the year and present it without question to any member of the faculty or administration upon request. Lanyards hanging from the uniform or sweater pocket are not permitted. The swipe card must be in good condition to gain access to the building.

If lost or damaged, either or both cards must be replaced immediately through the Office for Student Services.

The replacement costs are:

- ID - \$10
- swipe card - \$20
- lanyard - \$1
- plastic case - \$1

Failure to report a lost or stolen ID or swipe card within 1-2 days of the occurrence will result in 15 demerits, detention, and a parent conference (optional).

ELEVATOR

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

SMOKING/VAPING

Smoking and/or vaping in the building, and anywhere, in uniform is forbidden. Smoking and vaping are prohibited at any school-sponsored activity, including proms and dances. Students who are identified smoking/vaping in the building, or at a sporting or social event, will be suspended, earn an automatic 31 demerits, and be placed on Disciplinary Probation. Guests of SH students are not permitted to smoke/vape at social or sporting events. If a guest is found vaping, that guest will be dismissed from the event. If the guest is a minor, parents will be called to pick up that guest. A student who receives a second vaping infraction may face dismissal. Any student who is found to have vaped marijuana or any other substance may face expulsion, on a first offense.

CLOSED CAMPUS

Students must stay on school property from the time they arrive until dismissal. Permission to leave school for any reason must be obtained from the nurse or a school administrator. If a student leaves the building without permission, she will be automatically suspended and given 31 demerits. Repeated offenses may result in dismissal. Only a parent/guardian is allowed to enter the school to pick up a student. In the event a parent gives another adult consent to pick up the student, proper identification and parental notification are required. The parent giving consent must be identified as the parent of record and approved by an administrator. Students are never permitted to open any of the outside doors in the building to admit visitors at any time. All visitors are to enter through the front entrance on Torresdale Avenue and report directly to the Main Office for clearance and a visitor's pass. Any student who is found to open a door for any other person, even another student, during the school day, will face disciplinary action, up to and including suspension and 31 demerits for a first offense and potential dismissal for future offenses.

HALL PASSES

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

SMARTPASS (digital hall pass)

- **Digital Hall Pass Policy: SmartPass**

Our school uses **SmartPass**, a digital hall pass system, to manage hallway traffic, minimize classroom disruptions, and ensure campus safety. SmartPass replaces paper passes and allows school staff to account for all students in real time.

All students are required to make a Smartpass.

- Failure to make a Smartpass will result in 3 demerits.
- Repeatedly not making Smartpass will result in detention, and possibly a suspension.

How to Request a Pass

1. **Log In:** Access SmartPass via your school-issued device (Chromebook/laptop) or mobile device at smartpass.app using your school email credentials.
2. **Create a Request:** Select your **Origin** (current classroom) and your **Destination** (e.g., Restroom, Nurse, Main Office, Counselor).
3. **Teacher Approval:** Ask your teacher for verbal approval before submitting your pass. Once approved, the active pass timer will begin.
4. **End Your Pass:** When you return to your classroom (or reach your final destination for one-way passes), you must immediately click "**End Pass**" to complete the pass.

Student Guidelines & Expectations

- **Active Timers:** All passes have an active timer running on screen. If you exceed the standard allocated time, your pass will be flagged as **Overtime**.
- **Pass Limits:** To maximize instructional time, students are allocated a daily/weekly limit for non-emergency hall passes (e.g., restroom or water breaks). Limits are managed automatically by the system.
- **One Pass at a Time:** Passes are strictly non-transferable and cover a single trip from origin to destination. Making unauthorized stops or detours is prohibited.
- **Scheduled Passes:** Staff members (counselors, administrators, teachers) may issue **Future/Scheduled Passes** for appointments. You will receive a notification on your device when a teacher schedules a pass for you.
- **Device Access:** You do not need a personal smartphone to use SmartPass. You may request and manage passes using your school-assigned laptop/tablet or a classroom kiosk device.

Safety & Emergency Protocols

Important: In the event of a safety drill or active emergency, SmartPass will enter **Emergency Mode**. All active passes are automatically logged to help school administrators and emergency responders account for every student's location immediately.

Note:

Any student found without a pass or request slip, or in a location that is off-limits at that time, will be considered "Out of Bounds." Students will incur increasing disciplinary actions for being "**Out of**

Bounds,” based on the offense, beginning with 10 demerits.

The following is a list of locations that are always “Out of Bounds”. Other locations may have temporary restrictions.

1. Stage/Backstage
2. Gym (unless during gym class)
3. Locker Rooms
4. Any classroom in which a teacher is not present.
5. Any office in which personnel are not present.
6. The chapel sacristy and bathroom
7. The Faculty Conference Room, Dining Room, and Lounge
8. The Athletics Vending Machine
9. Any location that is not regularly monitored by school personnel
10. Either the Courtyard, unless with a faculty or staff member.

HOMEROOM

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

Students may leave homeroom with permission only after attendance has been taken and announcements have been read. Students may not go to the Main Office during homeroom for any reason unless they receive a call slip.

BEHAVIOR IN PUBLIC

YOU ARE A STUDENT OF ST. HUBERT AT ALL TIMES.

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

CAFETERIA AND LUNCH PERIODS

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

Cleaners will be assigned on a weekly basis, unless otherwise stated.

- **Students’ tables consistently left unclean will receive demerits or detention.**
- **In some cases the table will receive demerits for the inability to clean their table.**
- **Additionally, volunteer service hours may be required due to repeated incidents.**

- **No glass bottles are permitted in the cafeteria during lunch periods.**

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

OPEN CONTAINERS

All food and drink must be consumed in the cafeteria. Students are permitted to have water bottles during the school day. Students are not to have coffee, soft drinks, or other beverages anywhere in the building throughout the school day. Food is NEVER allowed outside the cafeteria. Students who fail to adhere to this policy will have their food/beverages taken and incur disciplinary action. All breakfast items must be consumed before the start of homeroom. No beverages, including water bottles, are allowed at Masses or assemblies.

SCHOOL PROPERTY

Students are responsible for desks, lockers, textbooks, and any other equipment (Chromebooks) assigned. Textbooks and Chromebooks, which are property of the Commonwealth of Pennsylvania, must be maintained in good working condition and must be turned in before graduation. Everyone is responsible for respecting and maintaining cleanliness throughout the building. Students guilty of vandalism or graffiti will incur disciplinary action, up to and including dismissal. Parents/Guardians will incur fines to cover the cost of all damages.

COLLECTION OF MONEY

The collection of money for any reason during the school day from one student to another is forbidden. No student is permitted to sell merchandise in school or on school property. If this occurs, the money is considered contraband, and the appropriate demerits will be issued. All items sold through the school must be approved by the President. Students may not undertake their own entrepreneurial or charitable endeavors during the school day. Students violating this policy will be subject to severe disciplinary action up to and including dismissal.

ASSEMBLIES/LITURGIES

Assembly programs are provided for the students to educate, inform, and develop social, academic, and spiritual potential. Bells 2, 3, & 4 may be used for assemblies/liturgies and are announced in advance. Students will report to homeroom before morning assemblies/liturgies, where they will then be directed to the auditorium. In assemblies/liturgies, students are to sit in assigned seats by homeroom. A quiet and dignified atmosphere should prevail during all assemblies/liturgies. Respect for those participating and attention to the program are essential to all assembly programs.

Students are to proceed to the auditorium or gym for Mass or assemblies quickly and quietly. Suitable behavior befitting the religious or professional nature of the assembly is required.

Assemblies are mandatory, and roll will be taken. Students are required to remain for the entire assembly. Liturgies are a special opportunity to practice our faith. All students, regardless of personal faith or religion, are expected to remain respectful of the Catholic faith.

EVACUATION AND SAFETY DRILLS

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

CONTRABAND/SEARCH POLICY

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

CONDUCT MARKS

Every student begins each quarter of the school year with a conduct mark of 100. At the end of each marking period, deductions from the conduct mark are based on the total number of demerits received. Warnings may be issued to students in danger of failing for a quarter marking period. If required, all notices must be signed by a parent/guardian and returned to the Office of Student Services. If, after averaging the 4-quarter conduct grades, the student has a failure, she will be required to attend Behavior Modification Summer School. **Students who do not attend Behavior Modification Summer School for excessive absences or lateness may face dismissal.**

OFFICIAL LIST OF VIOLATIONS

- ★ **30 or more demerits:** Serious breach of conduct; Drug or alcohol incident; Truancy; Leaving school without permission; Fighting; Harassment or Bullying incident; Smoking/Vaping or having tobacco in one's possession; serious RUP violations; Use of Hate Speech in any written or verbal form, including social media.
- ★ **15 or more demerits:** Vandalism; Theft; Skipping Detention; Class cut
- ★ **10 or more demerits:** Defiance; Disrespect; Defacing school property; Forgery; Contraband; Lying; Smoking or vaping in uniform off school grounds; unauthorized visible piercings; Responsible Use Policy (RUP) violation in the classroom.

- ★ **5 or more demerits:** Disorder in homeroom, class, study, lunch, hallway, or assembly; Food or drink outside the cafeteria; Inappropriate language; Disobedience; Out of bounds; Cell phone or earbud use in hallways, stairwells, or restrooms. 3 or more unexcused absences or tardies.
- ★ **3 or more demerits:** Late for school, after 9:45 am. Late for class, homeroom, study hall, or lunch; Procedure Violation; No ID card; No hall pass; Chewing gum; Dress Code infractions; Reports not returned; No absence call or note.
- ★ **1 demerit:** Every unexcused lateness

DETENTION

Detention is a supervised time of quiet reflection, restorative action, and accountability designed to support a student's personal and spiritual growth. Grounded in Catholic values, detention is not merely a disciplinary measure, but an opportunity for a student to recognize the impact of her choices, take responsibility for her actions, and realign her behavior with the school's core values of integrity, respect, and community. During detention, students are expected to engage in meaningful reflection, complete assigned academic or restorative work, and reflect on how to foster positive, respectful relationships within the school community.

Note:

- Detention may be assigned to students who receive demerits for disrespect, defiance, repeated unauthorized cell phone use, serious infractions, chronic lateness, attendance issues, and multiple infractions.
 - ***Every time a student accumulates 3 of the same demerits they will receive a detention.***
- **A detention will be issued each time a student has accumulated 3 unexcused times late.**
- **A detention will be issued each time a student has accumulated 3 unexcused absences. Official documentation is needed to excuse absences. (One exemption)**
- **Missed detentions (1st incident) without advance notice (note), students will be issued 15 demerits, and rescheduled, plus a second detention will be added.**
- **A second missed detention (2nd incident) will result in a suspension.**
- Students who have medical appointments must make up the time and provide a note on the next school day on the letterhead of the medical facility stating the date and time of the appointment.
- Work, babysitting, transportation issues, vacation, or forgetfulness will not constitute viable reasons to miss detention. **Students using this excuse will be given 15 demerits for each infraction.**
- The rules of school are applicable to detention. Students will be required to do complete assignments assigned by the moderator.
- Students will be given at least one day's notice, and attendance is mandatory.
- Detention is immediately following dismissal and will end at 4 PM.

PRIVATE DETENTION

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

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension (ISS) is a structured, supportive, and accountable alternative to Out-of-School Suspension (OSS). Aligned with national education standards, our school recognizes that removing students from the physical school environment often exacerbates academic gaps and disengagement without addressing the root cause of behavioral challenges. The primary goal of ISS is **academic continuity and behavioral reflection**. It provides a quiet, supervised setting where students remain in school, complete their standard academic coursework, examine the choices that led to the referral, and learn constructive behaviors to prevent future infractions.

Students will be stationary in a dignified study center—a bright, quiet room located right near our counseling offices where your child stays fully engaged in their normal schoolwork under continuous adult supervision. Instead of being sent home or exposed to peer distraction, your student works at a private desk with direct access to their teachers' assignments, eats lunch in a supervised setting, and receives brief, guided support from counselors to reflect on their choices and smoothly transition back to the classroom.

Key Principles

- **Academic Continuity:** Students receive full academic credit for all work completed during ISS.
- **Restorative Focus:** Time in ISS includes structured social-emotional learning (SEL) modules aimed at self-regulation, accountability, and problem-solving.
- **Supportive Environment:** ISS is framed as a pause for reflection and growth, rather than purely punitive isolation.

Mandatory:

1. **Students who are suspended will be given 31 demerits which will result in failure for the quarter.**
2. **Students who are suspended will be placed on Disciplinary Probation**
3. **Students will be required to attend Behavior Modification Summer School.**
4. **Students will be required to complete 10 additional service hours**

SUSPENSION

There are circumstances that may occur when a student needs to be suspended from school while waiting for an administrative decision regarding discipline or as a consequence of a serious

disciplinary infraction. When this occurs, students are responsible for all schoolwork. The days missed are not excused absences and fall under the category of special circumstances. A parent/guardian must return with the student for a reinstatement conference after the suspension has concluded.

Mandatory:

1. **Students who are suspended will be given 31 demerits which will result in failure for the quarter.**
2. **Students who are suspended will be placed on Disciplinary Probation**
3. **Students will be required to attend Behavior Modification Summer School.**
4. **Students will be required to complete 10 additional service hours**

DISCIPLINARY PROBATION

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

CONDUCT FAILURE

Behavior Modification is a disciplinary program held during the summer for students who fail conduct. Dates will be determined by the Assistant Principal for Student Services. **A student who has earned 50 demerits, 23 unexcused times late, 22 unexcused absences, incidents involving truancy, and/or a serious breach of conduct will be reviewed for dismissal from school or will be required to attend the Behavior Modification Program.** The student will lose the privilege to participate in proms, class dances, and any other school activity for the school year. Students who have more than 10 unexcused absences or latenesses will not be allowed to attend proms or dances. At the discretion of the administration, Behavior Modification Summer School may be assigned to a student for any serious infraction, occurring in or outside of the school building. The hours, dates, and fees for the program will be issued during the 4th quarter to the students and their families. Seniors must fulfill this requirement to receive their diplomas. Those who do not attend are liable for dismissal and may be placed on Disciplinary Probation the following year. Seniors must fulfill this requirement to receive their diplomas.

VISITING NEIGHBORING SCHOOLS

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

SHADOWING

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

THE SCHOOL AND THE LAW

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

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

If a student is found guilty of a juvenile or adult crime, the student will be dismissed.

DRUG & ALCOHOL POLICY

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

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

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

LOCKERS/SEARCH POLICY

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

HARASSMENT POLICY

All Archdiocesan policies based on harassment will be strictly enforced. Harassment in any form is unacceptable conduct and will not be tolerated. When warranted by the results of the investigation, appropriate action will be taken, up to and including dismissal. Any pervasive, unwelcome action, physical, verbal, or written, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member, or anyone within the school community, is prohibited by this

policy. Any students involved in verbal fights, name-calling, or using verbal threats, directly or indirectly, may receive demerits and general detention.

Harassment because of a person's sex, race, age, national origin, or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated, and appropriate sanctions will be imposed on individuals found to have violated this policy. Hazing, or other forms of initiation into a group, team, activity, or club, can be considered a form of harassment and is also prohibited.

Harassment can result from unwanted attention, advances, comments, or requests for favors. It can also be defined as discriminatory language or action based on sex, race, age, ethnicity, or disability. Racial and ethnic slurs will not be tolerated. Those who use them will face serious disciplinary consequences up to and including dismissal. Other terms and language deemed vulgar and/or discriminatory will lead to disciplinary action up to and including dismissal.

Examples include:

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

Any student who feels she has been subjected to harassment should bring the matter personally to the immediate attention of the Assistant Principal for Student Services. If the student is uncomfortable for any reason discussing the matter with the Assistant Principal for Student Services, she should report it to the Principal.

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

Enforcement of the Harassment Policy is expected to protect all members of the school community by demonstrating respect for the human person. This policy applies to comments made in person, in messaging, and through social media.

BULLYING/CYBERBULLYING

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

Bullying is generally defined as a pattern of unwanted, aggressive, intentional, or deliberately hostile

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

FIGHTING

Students involved in physical altercations will be immediately suspended and/or face dismissal. This policy applies to physical altercations that could happen during the school day, at after-school events and activities, or in public at non-school-sponsored events. Please remember, you are a student of St. Hubert at all times.

OTHER VIOLATIONS

Other types of student behavior that are not specifically detailed in this handbook and/or covered by school policy but deemed serious offenses to the school community and its Catholic identity are still subject to disciplinary consequences, which may include suspension and/or dismissal.

ATTENDANCE POLICY

Daily attendance and class participation are essential in the learning process. Students should only miss school in the event of an illness or family emergency. Please consult the school calendar before making non-emergency appointments. Medical appointments should be scheduled outside school hours whenever possible. All other reasons, including vacations, are detrimental to the learning process, and therefore, strongly discouraged.

To speak to the Attendance Officer, please call 215-624-6840, ext 1550. Attendance forms can be completed online at Saint Hubert's website (www.huberts.org). The email address for the attendance office is attendance@huberts.org. To call in attendance for an absence or lateness is (215-624-4044).

Students should contact their teacher and inform them of the absence or lateness as they will be responsible for all work. Parents will be notified about uncommunicated and unexcused absences and lateness between 10 AM and 12 PM on school days. Attendance notes need to be provided within one week of occurrence, if not, students will be given 3 demerits.

Once a student has 10 unexcused absences or lateness, she will not be permitted to attend school dances, proms, or class trips.

Students are not permitted to participate in any school activity or athletics on days they are absent from school or sent home by the nurse. Under certain circumstances, administrative exceptions can be made.

According to Archdiocesan policy, students who accumulate 21 unexcused absences, and/or 22 unexcused times late will be required to attend Behavior Modification Summer School.

Students who do not attend Behavior Modification Summer School for excessive absences or lateness may face dismissal.

ATTENDANCE CODES

Based on the Archdiocese of Philadelphia Secondary School policy and St. Hubert Catholic High School for Girls student guidelines, attendance tracking categorizes absences, lateness, and approved school activities into **Excused (e)**, **Unexcused/Regular, Administrative/Remedial (r)**, and **Present (p/v)** designations. There are different codes for attendance based on the occurrence, some may be left out because it's at the discretion of the administration.

Below are the defined attendance codes categorized by their administrative function:

1. Present & Modified Physical Attendance

- **(Blank / Default Code): Present**
 - Student is physically in their assigned classroom or homeroom at the designated start of the school day.
- **p — Present in Another Location**
 - Student is on school grounds and attending an approved internal activity during instructional time (e.g., Guidance Office visit, Main Office, Campus Ministry, or taking a scheduled make-up exam).
- **V — Virtual on an In-Person Day**
 - Student is attending classes remotely via an authorized online streaming/learning platform on a standard in-person instructional day (typically pre-approved by administration).

2. Late Arrivals & Dismissals

- **L / 1e — Late / Late Excused**
 - **L (Late):** Student arrives after the official morning start time without a valid, school-approved excuse note.
 - **1e (Late Excused):** Student arrives late but provides official documentation covering the delay (e.g., medical appointment note, transportation disruption verified by administration).
- **1d — Early Dismissal (Excused)**
 - If a Student leaves the school campus prior to the official end of the school day with prior administrative authorization and written parent/guardian notice.
- **1n — Sent Home by Nurse**
 - If a Student reports to the school nurse and was medically evaluated and deemed unfit to remain in school for the remainder of the day. Counts as an official medical early departure.
- **La — Late (Absent)**
 - Student arrives so late in the instructional day that they have missed the threshold of class time required to count as present for the half or full day, converting the

tardy into an absence.

- **1da — Early Dismissal (Absent)**
 - Student departs early enough in the school day that their cumulative time present falls below the minimum required hours for full-day attendance, converting the partial day into an absence.

3. Excused Absences & Special Statuses

- **A — Absent (Unexcused / Standard)**
 - Student is not present in school. Pending or lacking official excusal documentation within the required window following the return to school.
- **c / ce — Communication Received / Communication Received (Excused)**
 - Parent/guardian has contacted the attendance office regarding the student's absence. **ce** confirms that official written documentation or an acceptable excuse note was received and accepted by the administration.
- **6e — Bereavement (Excused)**
 - Absence due to the death of an immediate family member or relative, excused upon receipt of parental confirmation or obituary.
- **Ue — Court Appearance (Excused)**
 - Absence due to a mandatory court subpoena, legal hearing, or official court requirement. Requires legal documentation to be excused.
- **4k — Homebound Instruction**
 - Student is unable to attend physical school due to a documented long-term medical or physical condition and receives certified instructional services at home or in a healthcare facility.
- **Se — School Trip (Excused)**
 - Student is absent from traditional classes to participate in an authorized school-sponsored field trip, academic competition, athletic event, or retreat.
- **8e — Inclement Weather (Excused)**
 - Absence or late arrival excused due to severe weather conditions, hazardous travel, or localized emergency transportation delays approved by school administration.

4. Disciplinary & Truancy Statuses

- **Sr — Suspended (Administrative)**
 - Student is excluded from attending regular classes or school grounds for a specified period due to a disciplinary action administered by school leadership.
- **3r — Truant (Unexcused Absence)**
 - Unexcused, unauthorized absence without parental knowledge or administrative approval. Triggers disciplinary and attendance-intervention protocols per Archdiocesan truancy policy.

Attendance Codes

Legend

Attendance Codes: =Present | A=Absent | L=Late | le=Late | Id=Early dismissal | In=Sent home by nurse | 6e=Bereavement | Ue=Court Appearance | 4k=Homebound Instruction | Se=School Trip | Sr=Suspended | 3r=Truant | 8e=Inclement Weather | c=Communication Received | ce=Communication Received | p=Present in another location | V=Virtual on an In Person Day | La=Late (absent) | Ida=Early Dismissal (absent) |

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LATENESS

Students arriving at school after 7:50 am must enter the building through the main entrance on Torresdale Ave. Students arriving before the warning bell at 7:40 am are to report directly to the cafeteria. Students who are not in the classroom by 7:50 am **must obtain a late pass** in the Attendance Office. If a student arrives after 2nd period (start of 3rd) or 9:45 AM a student will be assessed 3 demerits without a note.

If an appointment necessitates a late arrival, the student should present a certificate/doctor's note when she arrives at the attendance office. No demerits would then be issued. Doctor notes are not retroactive. For a late to be excused, it must accompany an official note from a 3rd party. Some other extenuating circumstances may necessitate an excused lateness; however, it must be reasonable and approved by the Attendance Officer or Assistant Principal of Student Life. If possible, a parent/guardian should inform the Attendance Office of a late arrival. Students need to be in school for 5 periods in order not to be counted as absent.

Unexcused Lateness Demerits & Detention

- ★ **Demerits:** 1 demerit for every unexcused late before 9:45 AM.
- ★ **Demerits:** 3 demerits for every unexcused late after 9:45 AM or 3rd period.
- ★ **Detention:** A detention will automatically be assigned on the **3rd unexcused lateness** (and every 3rd unexcused lateness thereafter).

Parent Note Requirement

- ★ Any arrival **after 7:50 AM** is recorded as an **unexcused lateness**.
- ★ To be **excused** (and avoid demerits), the student must submit official documentation—such as a note from a doctor, court official, or parent detailing an extenuating circumstance (e.g., severe weather, accidents, or extreme traffic)—by the following day.
- ★ Acceptance of notes for extenuating circumstances is subject to administrative discretion.

- ★ Failure to provide official documentation within one week will result in **3 demerits**.

Note

- ★ **Once a student has 10 unexcused absences or lateness, she will not be permitted to attend school dances, proms, or class trips.**

EARLY DISMISSAL PROCEDURES

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

When picking up a student, parents/guardians of record must report to the Main Office. Students are not allowed to wait outside the building. Under certain circumstances, a student may be released to a person appointed by the parent/guardian after speaking with an administrator. **If a student is to leave on her own, it is required that she call the Attendance Office (215-624-4044) to confirm her safe arrival at her destination.**

- ☐ Students must be in school for at least 5 periods or (12:00 pm), whichever is later, in order not to be counted as absent.
- ☐ **If a student leaves early (before the end of the 5th period) on the days of proms, dances, and sporting events, she will not be permitted to attend the event.**
- ☐ If a student must leave early, please send in a note giving the student's name and grade, date and time of dismissal, the reason for the early dismissal, the mode of transportation, and what adult will be transporting her.
- ☐ The note is to be given to the Attendance Office before going to homeroom on the day of early dismissal.
- ☐ An official early dismissal form can be found online at the school website: www.huberts.org under Student Services.
 - ☐ **Please DO NOT CALL the school requesting an early dismissal. Demerits are issued for procedures not followed.**
- ☐ **Students who need an early dismissal for a doctor/dentist appointment need to submit a medical note upon their return. Doctor notes are not retroactive.**
- ☐ **Students who exceed 5 early dismissals within the school year, without submitting the required documentation, will be counted as unexcused absence.**

If a student is not feeling well, she must ask to see the nurse or report to the Attendance Office when there is no nurse on duty. **Students are not permitted to contact a parent/guardian to be picked up because of illness.** The nurse or attendant in the office will contact her parent/guardian. Therefore, it is important that we have an emergency phone number on file and that it is updated whenever changes occur. In case of emergency, please contact the Attendance Office at 215-624-4044 or through the Main Office at 215-624-6840.

ABSENCES

When a student is absent, parents/guardians are required to telephone the 24-hour-a-day voice mail

in the Attendance Office (215-624-4044) before or on the morning of the absence. An official absentee note form can be found online on the school website: www.huberts.org under Student Services. This phone call is to reach the school by 10:00 A.M. An automated call will be sent to the main phone number on file if the Attendance Office is not notified of the absence before 10 A.M. Administrators may contact a parent/guardian if the absence procedure is not followed. Calls will be sent to parents before 12 PM.

- ☐ If the office hasn't been notified, then the student MUST present a note explaining her absence on the day she returns to school.
- ☐ **If no call or note is received, the student will be given 3 demerits. Whenever a student is absent due to a doctor/dentist appointment it is required to submit a doctor's note.**
- ☐ When the absence has exceeded 3 days, due to illness, a doctor's certificate is required. This certificate must be submitted on the day the student returns to school. **Doctor notes are not retroactive.**
- ☐ **If a student is absent 4 consecutive days without communication or a note, the student will be considered truant. A demerit will be entered and a detention will be entered.**
- ☐ If a student is sent home or leaves school for any reason before the end of the 5th period (or 12:00 P.M., whichever is later), she will be counted as absent for the day.
- ☐ No student is permitted to report herself absent from school.
- ☐ Students who are absent from school or sent home early by the nurse, may not participate in activities on the day of their absence. This includes practicing for sports, participation in sporting events/games, proms and dances, trips, and other school functions.
- ☐ **Once a student has 10 unexcused absences or lateness, she will not be permitted to attend school dances, proms, or class trips.**

If a student is to be absent for an extended period for hospitalization or other serious illness, the parents are required to inform the Attendance Office of the nature of the illness and the estimated length of the absence. Parents/guardians should also advise the Office of Academic Affairs so that work can be sent home. Extended family vacations during the school year are DISCOURAGED. Very often, students never recover from the lost school time. The Attendance Office should be notified of such plans well in advance, and each subject teacher consulted. Making up the missed work is the responsibility of the student.

EXCUSED ABSENCES

The following situations will not be considered an absence:

1. Seniors are permitted one day as an excused absence for an interview/visit with a school/college, or for employment.
2. The student must present a note explaining her request at least one day before the interview. Upon return, proper verification or note is required to confirm the appointment or visit.
3. Death of a member of the immediate family (parent, brother, or sister) for a maximum of 5 days.
4. Death of a member of the extended family (grandparent, uncle, aunt, cousin, niece, nephew, brother or sister-in-law, etc.) for the day of the funeral.

5. Whenever the parent/guardian of a student dies, a representative group of students is permitted to attend the funeral. Students wishing to attend the funeral must bring a written request from their parent/guardian to the Attendance Office prior to the day of the funeral. Only those students will be granted permission to go. After the funeral, students are expected to return to school.

TRUANCY

Truancy is a serious issue. Students are never to call themselves out for an absence or use anyone to assume the identity of a parent/guardian. **If a student is absent 4 consecutive days without communication or a note, the student will be considered truant. A demerit will be entered and a detention will be entered.** Truant students will be considered suspended and must report the day they return with a parent/guardian for reinstatement. Truancy will place a student on Disciplinary Probation and the specific details will be outlined by the Assistant Principal for Student Services.

INCLEMENT WEATHER

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

EMERGENCY INFORMATION FORMS

Emergency Information forms are distributed during the first week of school to be filled out immediately and accurately by the parent or guardian of the student and returned to the homeroom moderator. It is important that all contact information is accurate and updated on a timely basis. In addition, the parent/guardian signature documents the official signature and acknowledges that the Student Handbook was read, and the parent/guardian and student agree to support all the rules and regulations listed in this student handbook. **Any changes should be sent immediately in writing to the Academic Affairs Office.** If students do not return the emergency information form by the required date, they will receive three (3) demerits for each day the forms are not returned. After 1 week, detention will be required.



VI. STUDENT AFFAIRS
ST. HUBERT
CATHOLIC HIGH SCHOOL FOR GIRLS

VI. STUDENT AFFAIRS

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

NATIONAL HONOR SOCIETY

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

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

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

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

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

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

STUDENT COUNCIL

The purpose of the Student Council Association is to provide a representative organization, inaugurated by the administration and the student body, to provide training and experience in a representative democracy.

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

Each Student Council member is expected to:

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

The following are general qualifications for membership:

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

In addition to the above qualifications, to be nominated for Student Council, a student must have a passing average (1st semester and 3rd quarter) in each subject at the end of the 3rd quarter. The Principal and the Student Council Moderator determine the process of nomination and election to the Student Council. The Assistant Principal for Student Services, along with the Principal, will make the final determination as to who is accepted on the ballot.

BAMBIE AMBASSADORS

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

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

A WORLD OF DIFFERENCE PEER LEADERS

This group of 20-25 students is trained and peer trained by the Anti-Defamation League and implements anti-bias training and activities for our school community and the community at large. These students are chosen based on application, faculty recommendation, and approval by the principal. Students must begin and remain in academic and disciplinary good standing. If a student has an academic failure or a conduct grade less than 95, she will be placed on probation for the next quarter. If the academic failure continues or further conduct infractions occur, she will be dismissed from the group.

ATHLETICS

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

REQUIREMENTS FOR ATHLETIC PARTICIPATION

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

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

- ★ a failure in three or more academic subjects.
- ★ a failure in the same subject in two consecutive quarters.
- ★ a failure in conduct or any serious violation of the disciplinary code determined by the Athletic Director and the Principal.

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

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

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

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

Each student-athlete will be monitored in conduct, as well.

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

Also, any serious infraction of the disciplinary code involving a student-athlete may result in immediate probation or ineligibility. This will be the decision of the Assistant Principal for Student Services and the Athletic Director. The principal will make the final determination in these cases. Academic and conduct requirements will be based upon the following academic marking periods for each season:

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

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

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

- ★ Based on the 1st Quarter marking period.

Lacrosse, Softball, and Track & Field:

- ★ Based on the 3rd Quarter marking period.

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

- ★ All teams will participate in one team liturgy and one service project preseason.

PHILADELPHIA CATHOLIC LEAGUE - ELIGIBILITY

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

ATHLETIC PHYSICALS

Any student planning to try out for a school sports team **MUST** have a current physical for that school year, granting permission for the student to participate. Any physical dated before June 1, will not be accepted.

CATHOLIC LEAGUE CODE OF CONDUCT

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

The teams should:

- ★ Treat the visiting teams as guests of the home team and are to be treated with respect and courtesy at all times.
- ★ **Follow the rules of the game at all times. Unsportsmanlike conduct will not be tolerated. The student-athlete should:**
 - Realize that she represents a tradition of fairness in competition.
 - Develop the self-control necessary to perform best in competition and prepare for her future; avoid poor sportsmanship, loss of temper, fighting, and abusive language and gestures.
 - Learn that performing to the best of her ability will help her develop a healthy attitude in winning and losing.

The spectator should:

- ★ Realize that she, as well as the athlete, represents the school.
- ★ Appreciate and give recognition to the good in others. Cheer positively, and avoid "booing", abusive language, and vulgarity.
- ★ Avoid musical instruments and noisemakers.
- ★ Respect and obey property regulations established by each school.
- ★ Regard officials' decisions as final. Continuous poor sportsmanship will result in ejection.

SPORTS

St. Hubert's has one of the largest girls' athletics programs in Philadelphia, including 15 varsity interscholastic sports. All of our teams are members of the PIAA and the Philadelphia Catholic League

FALL SPORTS

- CROSS COUNTRY
- FIELD HOCKEY
- GOLF
- VOLLEYBALL
- SOCCER
- TENNIS

WINTER SPORTS

- BASKETBALL
- BOWLING
- SWIMMING
- INDOOR TRACK & FIELD
- CHEERLEADING

SPRING SPORTS

- TRACK & FIELD
- SOFTBALL
- LACROSSE
- FLAG FOOTBALL

SOCIAL AFFAIRS & DANCES

According to the Office of Catholic Education policy: Administrators may allow students from other schools to attend a St. Hubert ticketed formal school events as a couple if they are the opposite gender. Students must purchase tickets for proms and dances in advance. In order for a student to attend class ticketed events:

- The student's tuition must be current, or any outstanding fees must be paid. (For example, if a prom is in April, April's tuition must be paid.)
- **Any student who is absent from school, not present for 5 full periods, or is sent home early by the nurse on the day of a dance/prom, MAY NOT ATTEND.**

The social events of the year include the:

Senior Ring Dance, Freshman/Sophomore Dance, and the Semi-Formal Winter Dance, Senior Prom, Junior Prom.

- Any student who has been late or absent 10 or more times during ticket sales cannot attend.
- Students who have been suspended or have earned 30 or more demerits in the quarter during which the dance is held may not attend.

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

Students who do not arrive within the first hour of the dance may not be allowed to attend. If you anticipate a late arrival please give the administration advance notice of your late arrival.

Students may not leave the dance/prom early unless a parent or guardian has spoken with the Assistant Principal for Student Services prior to the event. Those who do leave the dance/prom early are **NOT** permitted to return to the affair that evening. Any student who leaves a prom or dance early without permission will face disciplinary action, and a parent/guardian will be immediately notified. Students should be picked up by a parent/guardian of record after meeting with the Assistant Principal of Student Services.

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

The above rules apply also to the student's escort, even if he is over 18 years of age. Each student is responsible for her escort's cooperation. No escort may be 21 or older.

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

DRESS POLICY FOR DANCES & PROMS

With modesty in mind, the following dress code guidelines will be enforced at formal events. Students must dress in a manner appropriate for these Catholic school events; a manner that reflects our Catholic values. *This policy emerges from our shared mission of promoting Catholic values that recognize the dignity and self-worth of all people.*

Unified Formal Dance Dress Code Policy

Students are expected to adhere to the following dress code for all school dances.

Length & Slits

- Skirts, dresses, and slits must be no higher than 5 inches above the knee (or fingertip length, whichever is lower).

Tops, Necks & Backs

- Strapless, halter, and backless styles are permitted.
- Open backs must not extend below the level of the navel.
- Plunging necklines or styles that reveal excess bust lines are not allowed.

Midriff & Cutouts

- Two-piece dresses may expose only a minimal amount of midriff.
- Exposed front or side cutouts are prohibited unless covered with solid mesh or sheer material.

Note: Students who do not meet these guidelines will not be permitted entry to the event.

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

FRESHMAN/SOPHOMORE DANCE

Freshmen and sophomores, with dates, may attend the Freshman/Sophomore Dance, an informal dance held annually at Saint Hubert. Formal attire is appropriate.

JUNIOR PROM

This annual semi-formal event is held outside of school for juniors. Formal or semi-formal attire is appropriate attire for juniors and their dates. Prom packets are distributed to eligible seniors.

SENIOR PROM

This formal event for seniors is held outside of school. Formal wear, along with flowers, is the appropriate attire for the seniors and their escorts. Prom packets are distributed to eligible seniors.

SENIOR MOTHER-DAUGHTER COMMUNION LUNCHEON

The Communion Luncheon is held in the spring for seniors and their mothers or other significant women in their lives. It is a way of showing appreciation for all they have done and is viewed as the first step towards graduation from St. Hubert. **Seniors and their guests are expected to attend the Mass prior to the luncheon.**

SENIOR RING DANCE

The Student Council sponsors the Ring Dance, where the senior class celebrates receiving their class rings and the beginning of their final year together on location at St. Hubert.

FATHER-DAUGHTER DANCE

A Father-Daughter Dance sponsored by the Parent's Association is held during the winter. Only St. Hubert students with their father figure are welcome. A catered buffet dinner is served.

BACCALAUREATE AND COMMENCEMENT

According to the Office of Catholic Education policy:

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

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

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

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

Attendance at all Baccalaureate and Graduation rehearsals is mandatory for all seniors. Seniors who do not attend rehearsal without a documented reason or emergency will not be allowed to attend the Baccalaureate or Graduation. The diplomas of those who disregard this policy or whose conduct during the two ceremonies does not meet school standards may be withheld at the discretion of the principal.

OTHER CO-CURRICULAR ACTIVITIES (CLUBS)

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

Notes:

- **Clubs will plan at least (minimum) 4 events a year**
 - **There will be 1 - 2 events per semester**
- **Clubs will hold at least (minimum) 7 - 8 meetings a year**
 - **There will be 3 meetings in the fall; and 4 meetings in the spring**
- **Clubs will participate in at least 1 service activity**

ACADEMIC

MATHLETES
ROBOTICS
NATIONAL
HONOR SOCIETY

THE ARTS

CHORUS
DANCE
DRAMA CLUB
MUSICAL THEATRE
ORCHESTRA
PHOTOGRAPHY
CLUB
SEWING CLUB
STAGE CREW

BUSINESS

FBLA (FUTURE
BUSINESS
LEADERS OF
AMERICA)

HEALTH

HOSA (FUTURE
HEALTH
PROFESSIONALS)

MINISTRY

MINISTRY CLUB
STAGE CREW

PUBLICATIONS

CALLING ECHO
(PRINT
YEARBOOK)

ECHOINGS
(LITERARY/ART
ANNUAL)

SERVICE

ADL (ANTI -
DEFAMATION
LEAGUE/NO
PLACE FOR HATE)

AHA – ATHLETES
HELPING
ATHLETES

BAMBIE
AMBASSADORS

BAMBIES UNITED

BLACK STUDENT
UNION

COMMUNITY
SERVICE CORPS

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

WOMEN HELPING
WOMEN

STUDENT GOVERNMENT

STUDENT
COUNCIL/
STUDENT
GOVERNMENT

TECHNOLOGY

SOCIAL MEDIA
CLUB

ST. HUBERT
CATHOLIC HIGH SCHOOL FOR GIRLS



***VII. EDUCATIONAL MEDIA
SERVICES (PLEASE SEE APPENDIX A)***

ST. HUBERT
CATHOLIC HIGH SCHOOL FOR GIRLS

VII. EDUCATIONAL MEDIA SERVICES (PLEASE SEE APPENDIX A)

RESPONSIBLE USE POLICY FOR TECHNOLOGY

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

RESPONSIBLE CELL PHONE & CHROMEBOOK USE (PLEASE SEE APPENDIX A)

Academic use of technology is encouraged in the building, with some exceptions. The use of Chromebooks in the classroom, cafeteria, auditorium, and gym is permitted throughout the day. **The school issued Chromebooks is the only approved device to be used inside Saint Hubert. Any other device is not approved or authorized. Failure to use a school approved device will result in 10 demerits and blocking of the device on the school's network.** Chromebooks are not to be used while traveling through the hallways. Chromebooks should remain closed during announcements in the homeroom.

CELL PHONE

Saint Hubert High School has a "No Cell Phone" policy. The cell phone must be in your bag at all times unless it's being used for an approved reason. Cell phones and earbuds are not permitted to be used during the school day from 7:50 am to 2:30 pm. Cell phones must be placed in school bags or lockers before the start of homeroom and must remain there until the end of the 8th period. If a student needs to contact a parent/guardian, she must come to the main office. At no time are cell phones and/or Chromebooks to be used for taking pictures in the cafeteria, classrooms, hallways, homeroom, gym, or auditorium. Students who have cell phones confiscated for inappropriate use or a violation of the Responsible Use Policy (RUP) for technology will incur consequences that will escalate to multiple offenses.

- **Five demerits** - For use of a cell phone in hallways, stairwells, and the ladies' room
- **Ten demerits** - For use of a cell phone in the classroom
 - Two cell phone violations - will result in confiscation of the phone.
 - Parent/Guardian must retrieve the phone from the Office of Student Services
- **30 demerits** - Any student identified as recording (video and/or audio) a member of the faculty, staff, or administration will be suspended
 - Any student identified as recording another student(s) (video and/or audio) for malicious reason may face suspension and/or dismissal
 - Students who misuse social media in any way that harms our social community as a whole or any member of our school community will be subject to serious disciplinary action, up to and including dismissal.

CHROMEBOOK POLICY

The school also provides a detailed Chromebook policy for the students who are entrusted with one for school use. This Chromebook is given to the students as a resource to use both inside and outside of the classroom. The policy for its acceptable use is distributed to the students and their parents at the beginning of the school year and will be strictly enforced. Any broken Chromebook will result in a fee to repair. **If a Chromebook is not returned, \$275 will be added to the student's tuition. Loaner Chromebooks are available upon request for \$5 a day. Loaner chargers are available for \$5 a day.** All fees will be added to the tuition.

The following are the most common fees:

- Students will take reasonable means to ensure the safety of the Chromebook and charger, including but not limited to protecting it from theft and damage from inappropriate handling, moisture, and temperature extremes. Students/parents/guardians understand that they are financially responsible for any damage beyond normal wear and tear. No deep scratches should be on the device.
- Students agree to take responsibility for the charger that accompanies the Chromebook and keep it secure and in good condition.
- If a student ceases to be enrolled at St Hubert Catholic
 - School, the student will return the Chromebook and charger to the school in good working condition. If the student is unable to comply, the student/parent/guardian acknowledges they will compensate the school for its loss.
- In the event that the student's Chromebook is damaged, lost/stolen, or damaged/lost charger, the parents/guardians acknowledge that they will be responsible for compensating the school for its loss.
- Parents/guardians agree that all fees will be paid at the time of the loss. A new Chromebook will not be issued until fees are paid, if applicable. The most common fees are listed below:
 - **Damaged Screen or Keyboard: \$50**
 - **Damaged Screen and Keyboard: \$100**
 - **Lost/Stolen Chromebook: \$275**
 - **Not Repairable: \$275**
 - **Damaged/ Lost Charger: \$40**
- The student agrees to report any problems with the Chromebook or accessories to the School within one working day of the problem's inception. The student should report problems to the IT Staff.

- Students/parents/guardians agree not to remove or significantly alter the software that is on the Chromebook.
- Students/parents/guardians agree to abide by the Archdiocese of Philadelphia's Responsible Use Policy for Technology.
- Students agree to return their assigned Chromebook at the end of the school year or will be charged for the unreturned Chromebook.
- Failure to find the missing Chromebook after 7 days will result in a cost of \$275.00. If the missing Chromebook is found in good working order and returned to the Technology Department, then a refund will be issued.
- Students are permitted only to have one assigned Chromebook and are expected to bring their Chromebooks to school. There is a limited number of Chromebooks reserved for students with technology issues.
- Students are required to be respectful of their Chromebooks as well as other students' Chromebooks and are subject to the Student Device Policy for any Student Chromebook.
- Saint Hubert High School reserves the right to make changes to the Student Device policy with or without notice.

RESOURCE CENTERS

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



VIII. FINANCIAL INFORMATION

ST. HUBERT

CATHOLIC HIGH SCHOOL FOR GIRLS

VIII. FINANCIAL INFORMATION

SCHOOL TUITION

Tuition for the secondary schools of the Archdiocese of Philadelphia, for the 2026-2027 school year, is \$11,170 plus fees. Families with three or more students in an Archdiocesan high school pay two full tuition fees. All International students pay an additional \$1,500 in addition to the Catholic student tuition rate.

TUITION DISCOUNTS

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

TUITION ASSISTANCE AND SCHOLARSHIPS

Through the generosity of alumni, BLOCS, foundations, and other benefactors, the Archdiocesan Office of Catholic Education and individual schools provide millions of dollars of financial support to parents through scholarships and tuition assistance.

Information on scholarships may be found on school websites. Applications are available online and in the Tuition Office.

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

Families currently receiving tuition assistance must reapply each year for the next school year.

If a student receives scholarships or tuition assistance from multiple sources, the school reserves the right to reduce awards so that these funds can be allocated to other students in need.

If you receive a scholarship or grant, it will be allocated to the student's account based on the number of payments you will be billed for during the year. You are responsible for paying the net amount due each month to keep your tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account, the amount will be prorated based on the time the student has been enrolled.

FACTS TUITION PAYMENT SCHEDULE

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

There is a \$47 per-family annual Enrollment fee/charge, which will be billed to families in the first

payment for the school year. Parents who pay their tuition and balance in full in June will receive a rebate of the annual \$47 per family fee.

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

If a family registers their child after payments have begun for the year, the tuition charges will be spread over the remaining payments.

A returning family must have paid their tuition balance from the previous school year in order to be billed for the new school year.

FACTS TUITION PAYMENTS

All tuition and fee payments should be made through **FACTS**. You can access their website by using online.factsmgt.com.

While we are permitted to accept cash payments for tuition, we do not encourage students or their families to bring cash to school. Please contact the Tuition Office to set up an appointment, if you need to make a cash payment.

Scrip checks will be accepted for tuition. Please have the school make the check out to St. Hubert and forward the check to St. Hubert Catholic High School for Girls, 7320 Torresdale Avenue, Philadelphia, PA 19136.

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

You can speak with a customer service representative from **FACTS** by calling **866-441-4637**. More information regarding **FACTS** can be found on the St. Hubert website.

Parents who pay tuition under the installment plan are encouraged to set up automatic (ACH) payments in **FACTS**. Under the automatic payment plan, the amount will be deducted from your bank account on the due date each month. As a special incentive, if a family makes **ALL** payments electronically each month throughout the year, the Office of Catholic Education will credit the family with \$130.

FACTS can take payments in a variety of ways:

- Check or money order by mail
- Automatic (ACH) Bank Debit from Checking or Savings
- Bank Online Bill Payment Service from Checking or Savings
- Phone payments from Checking, Savings, or Credit Card with automated service or live agent, 24 hours per day, seven days per week
- Online Web Payment from a Checking, Savings or Credit Card
- Mobile payments from Apple and Android devices

If a parent signs up for automatic (ACH) payments, they will receive an email reminder 7-10 days in

advance of the payment. If a parent signs up to be invoiced, an invoice will be generated 20 days prior to the due date. **Payments are due on or before the due date.** If your payment is not made by the due date or if you are carrying an outstanding balance, a late fee will be applied to your account.

Additional fees will be applied by **FACTS** for failed payments processed via auto-debit, web, or failed check payments. Your bank may also impose additional fees for these transactions. Changes to banking information must be made at least three business days before your next scheduled debit. You can update your banking and recurring credit/debit card information by logging into your account at online.factsmgt.com, or you can call 866-441-4637.

FACTS LOGIN AND CUSTOMER SERVICE

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

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

Parents can call **FACTS** customer service center at 866-412-4637 and a **FACTS** Representative will be happy to assist in answering questions. The service center is available 24 hours a day, 7 days a week, 365 days a year!! The team specializes in:

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

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

PRORATED TUITION AND TUITION REFUNDS

Students who enroll late or withdraw during the year pay prorated tuition according to the refund schedule published annually with the tuition rates. Students who leave school before April 1st, either voluntarily or because of a violation of school policies, receive a prorated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1st of the school year since the resources have been allocated for the student's education. In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

DELINQUENT TUITION

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

- **NO** student will be permitted to start a new school year with any outstanding balance from a previous year. **Exceptions to this policy may only be granted by the Office of Catholic Education.**
- Rosters for a new school year will not be released unless all tuition and fees for the previous year have been paid.
- Students may not begin the second semester unless they have made the first five monthly payments for the year.
- Families may not be more than 60 days in arrears on tuition payments at any time. Failure to cooperate may result in dismissal for non-payment of tuition.
- Seniors who have not fully met their financial obligations will not be able to participate in graduation ceremonies and will not be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshman Dance) unless they are current with their tuition payments.
- Students may not purchase a class ring or participate in any ring function.
- Transcripts may not be released.
- Final report cards may not be released.

FEES

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

COURSE SELECTION/REGISTRATION FEE--\$270 is paid at the end of the first semester, which covers the registration costs of students planning to return in September of the following year. This registration fee is nonrefundable and non-transferable. The registration fee covers the data processing services, including rosters, for the next school year. The course selection fee for incoming 9th graders is also \$270. **This fee is charged every year.**

CATHOLIC HIGH SCHOOL FOR GIRLS

GRADUATION FEE--\$250 is spread from June through April. The fee includes the purchase of a cap and gown, diploma, announcements, booklet, awards, programs, the rental of facilities, and many other expenses. This fee does **NOT** include the print yearbook.

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

- 1st sport - \$290
- 2nd sport - \$230
- 3rd sport - \$ 200
- 4th sport - \$ 160
- Flag Football - \$275

OTHER ACTIVITY FEES

Other clubs and activities that meet regularly and require fees because of the various costs associated with them, are as follows:

- Robotics \$175
- Stage Crew \$125 (for the fall musical with \$50 in ad sales)
- Theatre \$230 (for the fall musical with \$50 in ad sales)
- Retreat Fee *\$20 (Listed as Bus Fee in FACTS)
- ***Covers cost of transportation to mandatory retreat.**

PAYMENT OF FEES

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

All payments for Seniors must be completed by April 15th.

Final report cards for all students will not be issued unless both tuition payments and school fees for the year have been paid. Transcript requests will not be honored until all financial obligations have been met.

OTHER STUDENT PURCHASES

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

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IX. OTHER ORGANIZATIONS

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IX. OTHER ORGANIZATIONS

ALUMNAE ASSOCIATION

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

PARENT'S ASSOCIATION

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

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

The Parent's Association hosts the Welcome Mass, Mother/Daughter Social, Father/Daughter Dance, Mother/Daughter Senior Communion Brunch, fundraisers and special events throughout the year. All Parent Association events can be found on the school calendar. Meetings are held on a monthly basis.





X. OTHER SERVICES
ST. HUBERT
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X. OTHER SERVICES

HEALTH CENTER

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

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

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

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

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

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

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

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

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

SCHOOL STORE The school store offers a variety of items for sale, including apparel, novelties, seasonal items, and nutritional food and snacks. The lunch voucher program is also run in conjunction with the store. Students in need of a lunch voucher may obtain it in the school store. Students may visit the store during all lunch periods; evening and weekend hours may be extended for sales and special events. Please visit huberts.org/store/ during the school year to place online orders.

SCHOOL SONG

School Song

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

Chorus

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

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

BELL SCHEDULE

Bell #1 Regular

Bell #2 Assembly - S

Bell #3 Assembly - L

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

Bell #4 Long Homeroom

Bell #5 PM Assembly

Bell #6 Performance Series

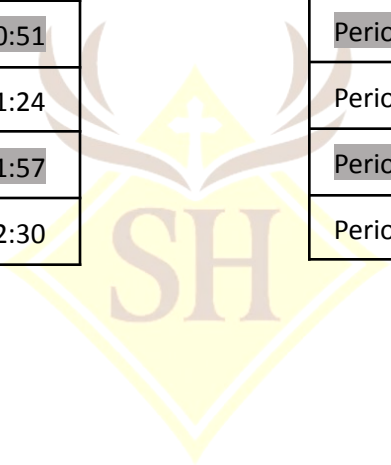
Warning Bell	7:45		Warning Bell	7:45		Warning Bell	7:45	
Homeroom	7:50	8:29	Homeroom	7:50	8:03	Testing	7:50	8:40
Period 1	8:33	9:15	Period 1	8:07	8:41	Homeroom	8:45	8:54
Period 2	9:18	10:00	Period 2	8:44	9:18	Period 1	9:57	10:36
Period 3	10:03	10:45	Period 3	9:21	9:55	Period 2	9:39	10:18
Period 4	10:48	11:30	Period 4	9:58	10:32	Period 3	10:21	11:00
Period 5	11:33	12:15	Period 5	10:35	11:09	Period 4	11:03	11:42
Period 6	12:18	1:00	Period 6	11:12	11:46	Period 5	11:45	12:24
Period 7	1:03	1:45	Period 7	11:49	12:23	Period 6	12:27	1:06
Period 8	1:48	2:30	Period 8	12:26	1:00	Period 7	1:09	1:48
			PM Assembly	1:05	2:30	Period 8	1:51	2:30

Bell #7 Meeting

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

Bell #8 2 HR Delay

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



ST. HUBERT
CATHOLIC HIGH SCHOOL FOR GIRLS



APPENDIX

ST. HUBERT

CATHOLIC HIGH SCHOOL FOR GIRLS

APPENDIX A

Faith in Action

St. Hubert Service Hours Program

Service Requirement

St. Hubert Catholic High School for Girls, on mission to form women of faith and integrity, believes that faith is not only formed in the classroom but in the way we treat others. The gospel message of Jesus is lived out in our works of charity, mercy, and service. As such, students are required to fulfill service hours each year. These service hours are rooted in the Corporal and Spiritual Works of Mercy, which derive from Jesus's teaching:

"For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me." (Matthew 25:35-36)

The Catechism of the Catholic Church describes them in the following way:

"The works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities. Instructing, advising, consoling, comforting are spiritual works of mercy, as are forgiving and bearing wrongs patiently. The corporal works of mercy consist especially in feeding the hungry, sheltering the homeless, clothing the naked, visiting the sick and imprisoned, and burying the dead. Among all these, giving alms to the poor is one of the chief witnesses to fraternal charity: it is also a work of justice pleasing to God." (CCC 2447)

Each student is required to complete a minimum of 10 hours of service **per year**. Therefore, a total of 40 hours is required to graduate. Students who choose to go above and beyond in service will be recognized with the Faith in Action Service award. These students have at least doubled their requirement by completing 20 hours or more of service within the year. Students who have completed service hours in at least 5 of the 9 service categories will receive Acts of Mercy awards.

Students must submit at least one entry of service hours by the conclusion of the 2nd quarter. Students with 0 hours at that time will have report cards withheld. All 10 hours must be in by the second Friday in May. Any student who does not complete her service by the respective date will have to answer to the Assistant Principal for Student Services for consequences.

Any Senior failing to complete her service hours will not be able to attend Prom.

How to Log Hours

Service hours will be collected through the platform MobileServe. Students must download the app and log-in by clicking the Gmail option under "Social Log-in" and then use their St. Hubert email address and password. Alternatively, they can log-in to the website in the same manner.

Once logged in, students can submit service logs, see and sign up for service opportunities, and track their progress towards their IO-hour goal.

Students are required to submit a Supervisor Name and Email with their log. The supervisor will confirm whether the student participated in the service event or not. In the event the supervisor does not have an email, students should take a photo or geo-cache their location to prove attendance, and may use Mrs. Tomczuk or Mr. Johnson as the supervisor to verify.

Students must "tell their story" about what their service activity was and connect their service to one of the corporal or spiritual works of mercy listed below.

Guidelines for Service

To grow as a Christian woman, each student must ground her service in the following acts of mercy. Examples of service given are recommended and approved by the school:

1. Feed the hungry

- a. Organize Catholic Social Services' food pantry (this is a block from school) - Ms. Becky Thompson rthompson@chs-adphila.org
- b. Make meals or assemble snack bags for Caring for Friends - <https://caringforfriends.org/>
- c. Stock the food pantry at Feast of Justice - staff_mgr@feastofjustice.org
- d. Serve food at St. Francis Inn - <https://stfrancisinn.org/volunteer>
- e. Serve meals or make casseroles for Sarnelli House in Kensington - <https://www.bscphilly.org/get-involved>
- f. Prepare and take a meal to someone in your community who is seriously ill or welcoming home a newborn
- g. Make sandwiches and pass them out to the homeless with a local organization
- h. Donate canned goods to a school food drive (PB&J drive, Thanksgiving Drive, etc.)

2. Give drink to the thirsty

- a. Donate water or Gatorade to school athletic teams
- b. Pass out water bottles to the homeless
- c. Donate baby formula to the pregnancy center at Catholic Social Services or elsewhere
- d. Work a drink station at a charity race (Philly Marathon, Broad Street Run, Miles for Migraines, etc.) or fundraiser

3. Clothe the naked

- a. Sort and distribute clothing at Marie's Closet at St. Francis Inn - <https://stfrancisinn.org/volunteer>
- b. Organize Catholic Social Services' diaper bank or women's locker - rthompson@chs-adphila.org
- c. Organize or donate to a sock drive or winter wear drive for the homeless
- d. Organize or donate to a clothing drive
- e. Donate your clothes to Goodwill or another charity organization
- f. Knit, crochet, or sew baby blankets for a local pregnancy help center or hospital
- g. Knit, crochet, or sew scarves, hats, and gloves for your local homeless shelter.

4. Shelter the homeless

- a. Volunteer with Christ in the City - <https://christinthecity.org/philadelphia-lunch-in-the-park/>
- b. Volunteer at Habitat for Humanity Restore - <https://www.habitatphiladelphia.org/individual-volunteers/>
- c. Help clean and maintain the shelter for Bethesda Project or another homeless shelter - <https://www.bethesdaproject.org/volunteer>
- d. Volunteer with Project HOME - <https://www.projecthome.org/individual-and-group-opportunities>

5. Care for the sick

- a. Volunteer with Redeemer Health (16 and older) - <https://www.reedeemerhealth.org/volunteering>
- b. Help Mr. Masluk with the Blood Drive
- c. Be a designated helper for a student using crutches or otherwise incapacitated (must have Mr. Johnson's approval)
- d. Volunteer at a nursing home - <https://stjnrehab.org/contact-us-1> or <https://imrehab.org/volunteer/>
- e. Work with therapy horses for children with disabilities at Pegasus Therapeutic Riding Academy - <https://www.pegasusridingacademy.com/volunteer-with-us/>
- f. Volunteer with Ronald McDonald House - <https://www.rmhcphilly.org/volunteer/>
- g. Help children and adults with intellectual disabilities at SPIN - <https://spininc.org/volunteer/>

6. Bury the dead

- a. Attend a funeral as Student Council (1 hour)
- b. Altar serve a funeral (1 hour)
- c. Attend a funeral for someone you are not related to (1 hour)
- d. Volunteer with a cemetery to do clean up, flag/flower placement, or other tasks - <https://laurelhillphl.com/support/volunteer/>
<https://friendsofmountmoriahcemetery.org/volunteer/>

7. Instruct the ignorant

- a. Clean a teacher's classroom or help with other tasks
- b. Tutor through NHS or another club
- c. Help at Faculty Scholarship Fund events
- d. Help with large school events like Open House, 7th Grade Visitation, etc.
- e. Help with other school-sponsored service activities
- f. Office aid (35 hours max)
- g. Volunteer at museums, arboretums, or other public sites or cultural institutions
- h. Participate in Dance-a-Rama which funds education for children with disabilities
- i. Help with PREP or religious ed at your parish
- J. Babysit (non-family members) or help at after care, day care, etc.

8. Comfort the afflicted

- a. Color greeting cards for homeless and homebound outreach in the Ministry Room
- b. Visit with MSBT elderly sisters at Wesley Enhanced Living on Roosevelt Boulevard. Contact Beth Anne Hampson gensec@msbt.org
- c. Assist residents at St. Joseph's Villa - <https://stjosephvilla.org/volunteer/>
- d. Send cards to nursing home residents
- e. Send cards to military or first responders
- f. Prepare meals or provide other help for those who have suffered a death in the family
- g. Participate in Breast Cancer Awareness Walk

9. Pray for the Living and the Dead

- a. Ministry work at your parish (altar serve, lector, sacristan)
- b. Ministry work at school (altar serve, lector, gift bearing, sacristan - 0.5 hours)
- c. Any other church-related service can fall here if it does not fit another category

Please Note:

- Donations are an important act of mercy. By donating, you give your treasure to another person. Donations of small, purchased items or money (canned goods, new socks, rice bowl etc.) qualify as 30 minutes (0.5 hours) of service; larger donations which take more time (sorting out your closet, homemade food, knitted blankets) qualify as 1 hour, or more if you can justify the additional time.
- Students are encouraged to choose a service activity from this guide, but other opportunities are acceptable as long as they fall within the Acts of Mercy guidelines.
- Additional opportunities will be shared with students through announcements, email, and on the MobileServe app.
- Students should focus their service on their community. This means performing family duties such as babysitting one's own siblings or cleaning one's own house does not count as service.
- Any act for which a student gets paid does not count.

APPENDIX B

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2025

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

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

We are interested in technology because of our faith.

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

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

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

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

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 and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

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

GOALS

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

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

USER RESPONSIBILITIES

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

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, harass or defame other people, school personnel and other school related images or likeness.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing with others.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is an AOP user authorized to engage in any activity that is illegal under local, state, federal or international law.

TECHNOLOGY USE GUIDELINES

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

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law.

Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

Responsible Use of School Utilized Hardware/Devices: All AoP users are responsible for the general care of school utilized hardware, devices and peripherals. Users shall report to the local school tech or school administrators any damage to the school's hardware or device as soon as possible. Local school policy may further define faculty, staff, and students' responsibilities and expectations. Users may be held liable for any costs associated with device repair or replacement.

BYOD Program: Schools participating in a Bring Your Own Device (BYOD) program shall adopt local BYOD policies which adhere to the most current AoP BYOD guidelines. Students must sign and adhere to their school's BYOD responsible use policy. For more information, please refer to the BYOD contract provided by your local school.

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:

- School created teacher web pages, school-issued email and/or school phone number
- Teacher created, educationally focused websites
- Student Information System and Learning Management System
- Remind Communication app - or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator, or staff member may choose to contact parents or guardians using

their home phone or a personal cell phone. However, they should not distribute or publish a home phone number or a personal cell phone number. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator shall immediately report this to the administrator or appropriate authorities.

***** Teachers, staff, faculty and school administrators may not use a personal email address for any school communications or school-associated account creation.** Use of a personal email address is a direct violation of this policy and consequences may include: loss of legal protections, a formal written warning and/ or possible dismissal/ termination.***

Digital Security: Digital security must be at the forefront of every user's mindset. All users should always enable the highest level of account security offered.

Typically, this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication on both school and personal internet accounts.

All staff, administrators and teachers at the 15 Archdiocesan high schools and 3 schools of special education must enable and utilize two-factor authentication to log into their school issued accounts.

Storage Devices: Use of external removable hard drives, flash or "thumb" drives is strongly discouraged - due to the possibility of information loss, theft and other digital security concerns. The limited use of external drives in special circumstances may be allowed as long as specific attention is given to the security of these devices.

Artificial Intelligence: Students are prohibited from utilizing AI software tools such as but not limited to ChatGPT, Google Gemini, and MS Co-Pilot for any academic or assessment-related purposes. This includes but is not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action. Responsible users will not use any AI program to create materials and submit them as their own original work.

Note - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI

programs for student use. The AoP Tech Team is available to assist in the evaluation of any AI tools or programs.

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

Smart Speakers: Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

Remote/ Asynchronous/ Distance Learning: Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's G-Suite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using either school issued or personal devices.

- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

SPAM/PHISHING EMAIL REPORTING POLICY FOR AoP HIGH SCHOOLS

- All users should forward any suspect phishing or malware emails to: techsupport@[yourschooldomain]
- Do NOT click on any embedded links contained within a suspect email.
- Do NOT download or open any attachments included with any suspect email.
- Please alert the local school tech if any links were inadvertently clicked on or if any attached files were downloaded or opened.

AUDIO / VIDEO RECORDING

This outlines the prohibition of unauthorized audio or video recording on school grounds and during school-related activities.

This policy protects the privacy of students, staff, and families while fostering a safe and trusting learning environment.

Prohibited Activities:

- Recording of any classroom lesson, meeting, or school event without the prior consent of all participants, including from any involved students, teachers or faculty members is forbidden.
- Prior to any audio or video recording, consent must be obtained from the classroom teacher, appropriate school administrator and/or when applicable, from the students' parents and guardians.
- Recording phone calls with school personnel, including teachers, administrators, or counselors, without prior notification and consent is forbidden.
- Using any recording device, including smartphones, tablets, iPads, Chromebooks or other dedicated recorders, to capture unauthorized audio in classrooms, common areas, or during school functions is forbidden.

Exceptions

Educational Recordings: Teachers may utilize audio or video recording for approved instructional purposes, such as student presentations or language learning activities, after obtaining the required permission as mentioned above.

Consequences of Violation

Violations of this policy by students may result in disciplinary action, following the student code of conduct. Violations by staff will be addressed through appropriate administrative channels.

EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES

RUP violations can include, but are not limited to the following examples:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate 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 or disseminate personal and/or false information about any person, student, staff, teacher, administrator or any other member of the school community or school connected organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee, volunteer, school image or logo without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with the express permission from both that specific individual as well as from the school administrator.
- Attempt to circumvent system security, blocked sites or to bypass software protections - this includes the use of personal or cell phone-based hotspots.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the user's normal

job/duty.

- Circumventing user authentication or security of any host, network or account.
- Any virus or phishing protection software installed on school utilized devices must not be disabled or bypassed.
- The use of any other login credentials other than those assigned to that specific user.
- 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 / hard drives, 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 all school community members.
 - At all times, all users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, phone numbers, email addresses, parent/guardian contact info and any other personal information for any student, family or staff member.
- Harm the goodwill and reputation of the school or school system. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school

utilized device without proper permission and direction.

- Any attempt to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to make repairs to school issued devices without proper permission and direction.

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 usage of school computers and digitally accessed content for all teachers, staff, administrators, students, and volunteers. Due to the evolving nature of technology, the Archdiocese of Philadelphia's Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

All users are reminded that all computers, network traffic, and internet usage will be monitored. There is no assurance of privacy nor warranty of any kind, expressed or implied.

Usage of Social Media

This section of the policy refers to social media sites such as, but not limited to: Facebook, X (formerly Twitter), YouTube, Instagram, Steam, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. This includes: Posting or sharing a teacher's, school personnel's, or another student's confidential information on public sites, or any other unauthorized sharing with the intention to harm/harass.

The widespread reach of negative posts impacts our classrooms and school communities. They also impact how prospective families and community members

perceive our values and morals.

- **Examples:**

- Posting teacher's personal information - such as their personal email address, personal phone number or address.
- Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner.
- Resharing, liking, or otherwise endorsing or promoting posts that violate this policy is considered itself a violation of this policy.

"Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only. In order to ensure the privacy and security of all students, teachers should refrain from posting on social media any audio, photo or video recording that captures a student's face or voice without prior parental authorization.

Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day, and / or school-sponsored events with the intent to post on personal social media accounts or non-sanctioned school accounts.

Social media postings from school-sanctioned accounts should refer to students by their first name and last initial. Schools should NOT link or tag posts to students' personal accounts.

School-sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization.

Such accounts should be created with a school-issued email account. Accounts should be maintained and controlled by a minimum of two school-appointed adult moderators.

In regards to student athletes and coaches:

- No coach, teacher or administrator is permitted to have access to or control of a student's personal social media account.
- Students should never include their email nor their cellphone number in their social media bios.
- A student's personal social media account should not be tagged or linked to when posting social media messages.
- Coaches may want to post specific highlights, game/ season achievements or accolades on either the coach's professional page or on a school's social media page. Students should be mentioned by first name only.
- Per the **PIAA** bylaws, students, teachers and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.

Esports/Gaming Clubs

Esports - "electronic sports" - refers to the world of organized, competitive video gaming. Unlike traditional sports, esports are virtual events that can be held both in-person and remotely. Though relatively young compared to other popular sports, the esports industry may be a viable career option for avid gamers, and is gaining participation at the collegiate level as schools seek to recruit student-athletes and join new competitions. Many colleges offer scholarships specifically for students interested in playing esports at the collegiate level.

School-sanctioned programs and gaming sessions should have, at minimum, one adult coordinator supervising the session both if the team is meeting in person and when the team is meeting virtually.

Games rated E for Everyone or E 10+ are recommended for the Elementary grade level. At the Secondary level, games with a rating of E, E10, and Teen may be considered. Caution should be used when selecting games with a Teen rating as they

may contain content that is only suitable for students ages 13 and over. Games rated as Teen, may contain violence, suggestive themes, crude humor, minimal blood, and the infrequent use of strong language. Parents/Guardians should receive advance notice of game titles that will be used in the esports club. Parent / Guardian notice should include the game title, ESRB rating and a link to Common Sense Media review or to the ESRB rating review.

Games rated higher than Teen are not recommended for Elementary school students.

For students playing esports at the Secondary level, games with a Mature (17+) rating must be cautiously evaluated by school administration. Students' parents and guardians should be notified prior to the game being played. Collegiate level esports programs often compete and may offer scholarships for games that are rated Mature (17+). These games often contain content that is only suitable for ages 17 and over, and content may contain intense violence, blood and gore, sexual content, and strong language. Extreme caution must be exercised if selecting a game that is either unrated or rated Mature.

Some examples of popular esports games include:

(The following are examples only, and their appearance here should not be considered as approval or endorsement.)

Game Title	ESRB Rating	School Level
Call of Duty (COD)	Mature (17+)	Secondary
Counter-Strike: Global Offensive (CS: GO)	Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA 2	Teen	Secondary
Fortnite	Teen	Secondary
Hearthstone	Teen	Secondary
League of Legends (LoL)	Teen	Secondary
Just Dance (2023, 2024)	Everyone	Elementary/Secondary

Mario Kart	Everyone	Elementary/Secondary
Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary
Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokémon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary
Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary
For ratings of all games, please visit the ESRB Website at esrb.org .		

All school-sponsored esports activities must have the appropriate signed parental consent forms.

The following permission forms are offered as templates that schools may use, and may be customized for their specific needs.

Link to Sample Permission Form ([Elementary](#))

Link to Sample Permission Form ([Secondary](#))

Link to Sample Permission Form for specific games ([K-12](#))

Parent permission must be granted for titles outside of the recommended ratings, and for any game with a Mature rating. Permission for specific game titles is in addition to obtaining parent permission for overall esports club participation.

Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program. Schools must consider security of the devices when they are not in use, the ability of

the device to access the school's network and to be mindful of the possibility for potential damage or theft of student's personal gaming devices.

Schools should be aware that many of these games are hosted on platforms such as Discord or Twitch that are not designed for schools and often contain areas, boards, and / or posts that are not school appropriate. School coordinators should make every effort to limit access to their esports space so that only school members may access the site and that school sites are not accessible by general members of the public.

Club advisors should configure game settings, whenever possible, to reduce or disable violence, gore or language settings.

Network security, web filtering, and firewall configuration must be reviewed by the AoP Tech Senior tech team prior to the start of any esports program. The setup and network configuration process take both considerable time and planning to ensure the safety of all participants. Each new game added will require additional network/ firewall setup and configuration. **Please allow a minimum of three weeks for the AoP Tech senior techs to configure and test the school's firewall and network settings prior to deploying the game to the students.**

Schools are encouraged to adopt a Code of Conduct for the esports Teams/Clubs based on the Code of Conduct for the Network of Academic and Scholastic Esports Federations (NASEF). To review the NASEF Code of Conduct, please refer to the following links:

- [NASEF Code of Conduct](#) (PDF Download)
- [Code of Conduct NASEF](#) (Webpage)

Within their esports code of conduct, schools need to include the following topics:

- In-game chat, game message boards, screen names and player avatars must be school appropriate, may not contain language or images that are harmful, defamatory or otherwise offensive.
- The mis-use of school logos is a violation of the RUP, and students and advisors should exercise caution when developing their avatars or team logos.

Policy Violations

Violation of the Responsible Use Policy 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 and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Removal from the esports club or limited from participating in public esports competitions
- Possible financial obligations for the repair or replacement of damaged school devices.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Student Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for educational, professional and authorized purposes only in adherence to AoP policies. When I am using the Internet or any other computer /telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and (school name)

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

Student Name/ID _____

Student Signature_____

Date_____, _____, _____

Graduation Year _____

Room Number (if elementary) _____

Grade_____

Parent or Guardian: We ask that you review this policy with your child and sign below:

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access - Parent Guardian

I hereby release _____(school name) and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

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

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for

(school name).

I hereby give my permission for my child to use the Internet and will not hold

(school name)

or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature_____

Date_____

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of

Philadelphia Administrators, Faculty and Staff

Internet Access Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for education, professional and authorized purposes only in adherence to AoP policies. When I am using the Internet or any other computer/telecommunications devices, I must adhere to all rules of courtesy, etiquette, privacy and laws regarding the use of information and data as prescribed by either Federal, State, Local laws, the Archdiocese of Philadelphia and

__ (school name).

My signature below indicates that I agree to follow the guidelines of this Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Administrator/Teacher's Signature

Date:.....

N.B. This is available for school use as deemed necessary.

222 North Seventeenth Street
Philadelphia, Pennsylvania 19103
Sixth Floor - Office of Catholic Education

Archdiocese of Philadelphia Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

In order to provide continuity of instruction during flexible instructional days, the Catholic schools in the Archdiocese of Philadelphia will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

I understand that my child's instructor may conduct virtual classroom activities. Be aware that video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. Video recordings will be available for download so that School students may access said recordings during remote learning, but such use will be limited to School students only. School students can view them online or offline in coordination with their daily instruction. Any use of said virtual academic content outside of School's instructor or administrator approved use, such as uploading or sharing of said video content to a third-party website, personal website, or a social media account is strictly prohibited. This prohibition also extends to sharing such recordings to non-School students.

The recordings will be stored, accessed, and disposed of in accordance with the guidelines established by the Office of Catholic Education for the Archdiocese of Philadelphia.

The instructor will provide advance notice of recording a classroom activity. If you have questions or need assistance with virtual classroom activities, please contact your child's instructor or-----.

I hereby consent to the School's collection, use, and/or disclosure of information about my child through video conferencing and recording applications and other manual and/or electronic procedures utilized within course instruction. I understand that my child is participating in a virtual academic setting, and that the information collected is a part of the remote classroom experience currently being utilized. This consent form covers all forms of remote learning courses. The information supplied to the instructor and/or School is meant solely for educational and class- related use.

222 North Seventeenth Street
Philadelphia, Pennsylvania 19103
Sixth Floor - Office of Catholic Education

**Archdiocese of Philadelphia
Virtual Classroom Video/Audio Recording**

Parent/Guardian Acknowledgment Form

By signing below, I acknowledge that my child's name, image, likeness, speech, their typed or written content, as well as their grade and course information may be transmitted during video portions of remote learning and online instruction.

Student's Name:

Classroom Teacher's Name:

School:

Parent/Guardian Signature:

Parent/Guardian Name (Please print):

Date:

Student Signature (if high school):

Date:

****Please return this acknowledgement form to -----****

222 North Seventeenth Street
Philadelphia, Pennsylvania 19103
Sixth Floor - Office of Catholic Education

APPENDIX C

ARCHDIOCESE OF PHILADELPHIA SAINT HUBERT HIGH SCHOOL SCIENCE SAFETY CONTRACT

LABORATORY INSTRUCTIONS AND STUDENT OBLIGATIONS

Work only in the presence of a teacher. Never work alone.

-Each student is expected to:

1. Prepare for each experiment *before* coming to the laboratory.
2. Dress appropriately. Wear shoes with safe soles; tie back loose hair; do not wear bulky or loose clothing; Acrylic nails or nail tips longer than $\frac{1}{4}$ inch from the fingertip may not be worn in the lab.
3. Wear protective clothing when appropriate: aprons, gloves, eye goggles
4. *Contact lenses should not be worn when noxious gases are produced.*
5. Keep the work area clean and clear of clothing or books.
6. Know the location of all safety equipment and how to use it: shower, eyewash, first aid kit, fire blanket, fire extinguisher.
7. Check all procedures that are not understood with the teacher before proceeding
8. Use proper techniques and instruments.
9. *Do only the experiments assigned or specifically approved by the teacher.*
10. Use chemicals with proper precautions:
 - a) Read labels *carefully and read them twice.*
 - b) Fan vapors to distinguish odors.
 - c) Use the fume hood as directed.
 - d) *Never taste* anything in the laboratory.
 - e) Dispose of all wastes in the proper containers.
11. *Immediately report all accidents to the teacher, even minor ones.*
12. Return all equipment to its proper place; make sure water, gas, and any mechanical or electrical equipment is turned off.
13. **Eating is never permitted in laboratories.**
14. *Remember, the laboratory is a place for serious work. Student behavior that interferes with safety is never acceptable. Quiet is a necessity.*

I, _____, have read and agree to follow
the regulations listed above. I will also follow all other written and verbal instructions given by the teacher.

Student signature _____

Date _____

Parent signature _____

-Date _____

APPENDIX D

ACER Associates, LLC

Dear Parents /Guardians/ Employees,

St. Hubert Catholic High School for Girls has developed and maintains an asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at the school office during regular office hours. Inquiries regarding the plan should be directed to Acer Associates (856-809-1202), the school's asbestos consultant.

Sincerely,

Dr. Gina MacKenzie, Principal and

Dr. Lizanne Pando, President

APPENDIX E

Archdiocese of Philadelphia Schools

Artificial Intelligence Policy & Implementation Guide



Archdiocese of Philadelphia Schools Artificial Intelligence Policy

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Acknowledgement

This Artificial Intelligence (AI) Policy represents a practical, coordinated effort across the Archdiocese of Philadelphia Schools to provide clear operational boundaries and academic guidance for our classrooms. We are deeply grateful to all who helped draft, review, and refine this document to ensure it serves our teachers, students, and families effectively.

We express our sincere appreciation to the **Office of Catholic Education (OCE)**, **Secondary Technology Committee, Elementary School Administrators and Classroom Teachers**, and the **AoPTech Team** who served on our planning and revision teams. By combining diocesan policy oversight with day-to-day school and classroom expertise, your collaborative foresight, technical review, and platform vetting have built a balanced framework that directly addresses the developmental needs of our students, respects the workload of our educators, and ensures that technology continues to support the human relationships at the heart of Catholic education.

Through this shared responsibility, we fulfill our commitment to prepare our students to use modern tools honestly, productively, and responsibly as leaders and missionary disciples.

Archdiocese of Philadelphia Schools

Artificial Intelligence Policy

A Faith-Based Vision for Technology

At the Archdiocese of Philadelphia, we believe that every person is created in the image and likeness of God and endowed with a unique intellect. Our primary mission is to equip saints for life in this world and the next.

As we navigate the emergence of Artificial Intelligence (AI), we hold fast to the guidance of [*Antiqua et Nova*](#) (2025), which tells us that “access to data must not be confused with intelligence.” We recognize that this technology is, above all else, a powerful tool that is a gift of human ingenuity that must always serve the integral development of the human person. Our use of AI must honor the inherent dignity of students, teachers, and staff, ensuring that digital innovation always serves the higher purpose of seeking the true and the good. Artificial Intelligence can support curiosity and creativity in our classrooms. It can provide pathways to support the dignity of every person by enhancing learning and more effectively meeting students’ diverse needs.

AI can never replace the unique human spirit, the wisdom of a teacher, or the personal relationships and community that are at the heart of Catholic education.

This AI Policy serves as a companion to the school’s broader Responsible Use Policy (RUP). While this document provides specific guidance on generative technology, it does not supersede the RUP; rather, both policies work in tandem to ensure both academic integrity and the effective ethical use of all digital resources. We are reminded in Pope Leo XIV’s encyclical [*Magnifica Humanitas*](#) (2026), that “it will always be human intelligence, with its conscience and freedom, that guides technical innovations and responsibly determines their use and limits.” By anchoring our technical advancements in this truth, we ensure that our deployment of artificial intelligence remains aligned with our faith, our values, and our commitment to forming responsible digital citizens.

The Human-Led Classroom - Guidance for Educators

The core of Catholic education is the human relationship and the community of faith, which no technology can replace. We view AI as a tool to support teacher effectiveness and efficiency, allowing educators to devote more time to the spiritual and intellectual formation of their students.

Teachers are encouraged to use school-approved AI platforms to enhance personalized learning and meet the diverse needs of all students through differentiated instruction. This includes using AI for administrative tasks, lesson planning, and creating assessments that accurately measure student growth. Teachers will prioritize Google Gemini and other Google Workspace for Education tools, as these provide a protected ecosystem that addresses the security and data privacy concerns inherent in many AI platforms. By utilizing these preferred platforms, the school ensures that all data, both student and teacher, is handled in compliance with COPPA and FERPA regulations. Additionally, with the school's right to monitor all digitally accessed content, administrators may utilize Google Vault as a digital investigation tool to review a 30 day history of Google Gemini prompts and responses.

These tools can help our educators focus on what matters most: the holistic formation of young minds and hearts. However, it is essential that teachers maintain a "human-in-the-loop" approach, reviewing and "owning" all AI-generated content for accuracy, bias, and alignment with Catholic values before it is presented to students.

Educators are called to model responsible use of Artificial Intelligence. Before engaging with AI tools, educators and administrators are encouraged to refer to the [Catholic AI Discernment Rubric](#), asking:

- Does this tool respect the privacy and worth of every person?
- Does this tool help me support my students' needs and amplify the voices of the marginalized?
- Is the AI output accurate?

Teachers are responsible for providing students and their families with specific guidelines indicating whether AI use is permitted on a specific activity, assignment, or project. The following scale may be used for guidance:

Level	Permission Status	Requirements & Expectations
Red	Prohibited	AI tools are not permitted for the activity, assignment, or project. This aligns with the general prohibition of AI for academic or assessment purposes without express authorization
Yellow	Permission Required	Students must obtain teacher permission before use. Any AI-assisted work must be cited appropriately to maintain academic integrity
Green	Permitted with Plan	Students may use AI tools but must discuss their usage plan with the teacher. AI use must be cited appropriately, and students may not submit AI-generated content as their original work.

As this technology evolves, there may be a shift toward assessing the learning process, including drafts and reflections, rather than just the final product, to verify the authenticity of the student's original work.

Academic Integrity and Authorship - Guidance for Students

Students are called to a Christ-like presence in digital spaces, where every interaction is an outward expression of their inner character. The goal is for students to navigate complex digital landscapes with honesty and empathy. Students must come to value and prioritize the authenticity of the human voice over the speed of a digital output. As students use Artificial Intelligence tools for educational assistance, research, or brainstorming, they must, with teacher permission and guidance, remain the primary drivers of their learning journey.

As AI policies are developed, it is essential to distinguish between the mechanics of the tool and the student's intent.

Most modern educational software now features integrated AI, such as automated grammar suggestions, layout assistance, or image formatting, where the AI technology is often an unavoidable part of the product's ecosystem.

In contrast, a clear distinction must be made when students utilize Generative AI tools (GenAI) such as Large Language Models e.g. ChatGPT, Google Gemini, Claude. In these instances, the risk is that a student may prompt a tool to manufacture an end product or complete an entire assignment from scratch. Such use bypasses the learning process and fails to honor the unique, God-given intellect and spiritual guidance with which each student has been blessed.

Developmental Distinctions

We recognize that the use of AI must be developmentally appropriate for the age and maturity of our students. Expectations appropriate for high school students may not be suitable for middle or elementary students. Local school AI committees should create methods for evaluating and approving new AI tools.

- **Elementary (K-8):** The focus in these grades should be on building foundational digital literacy and "digital character." Student AI use in these grades should be highly structured and closely monitored by the teacher. Students under the age of 13 should not create individual accounts on any Generative AI site. Students struggle distinguishing between human beings and anthropomorphic chatbots. Teachers may choose to model AI usage for students and teach AI literacy concepts using AI tools specifically designed for safe, secure student interaction.
- **Secondary (9-12):** High school students may be granted greater flexibility with the use of AI, accompanied by explicit instruction in ethical use, attribution practices, and intellectual responsibility. Academic integrity is maintained through transparency; students must clearly disclose when AI has been used to assist with an assignment. These students are expected to engage in deeper ethical discernment, and utilize the [Student AI Use Self Reflection Checklist](#) to evaluate their use of AI tools for any given assignment.

Accountability of AI Use

Violations of this policy including academic dishonesty involving AI or the creation of harmful or inappropriate content will be handled in accordance with the school's disciplinary code. Students may be subject to disciplinary action even if they view their use of GenAI as humorous or harmless. Our response to misuse is designed to help students understand the importance of integrity and the impact of their actions on the community. Consequences are determined based on the severity of the violation and in accordance with the school's Academic Integrity Policy.

Furthermore, the unauthorized use of any individual's Name, Image, or Likeness (NIL) including the creation of AI-generated "deepfakes," voice cloning, or the non-consensual manipulation of photos and videos—is a grave violation of our community standards. Students are strictly prohibited from inputting Personally Identifiable Information (PII) belonging to themselves or others into GenAI prompts, as this compromises digital privacy and data security. Any attempt to use AI to impersonate faculty or peers, or to expose private information, will be treated as a significant disciplinary matter. Because these actions can cause lasting reputational and emotional harm, the school reserves the right to impose consequences ranging from loss of technology privileges to suspension or expulsion. Our priority is to protect the dignity and privacy of every member of our school.

Portions of this document were developed with the assistance of Google Gemini, (February 2026), in drafting language regarding AI policies, which was subsequently reviewed and edited by the AoP Office of Catholic Education, AoP Tech Team, AoP Tech Committee.

Office of Catholic Education
1601 Cherry Street, Suite 1100
Philadelphia, Pa 19102

Responsible Use of AI for Students

I agree to the following rules regarding the use of Generative Artificial Intelligence (GenAI) tools in connection with schoolwork:

1. I understand that GenAI is a tool, not a human, and therefore does not possess the moral and ethical discernment that God has granted me.
2. I will only use GenAI tools to help complete school assignments or assessments when a teacher has given permission.
3. I will use GenAI to deepen my understanding of concepts.
4. I will ask my teacher before using GenAI if I am unsure whether GenAI is allowed or appropriate for an assignment.
5. I will be honest about when and how I use GenAI in my schoolwork. I will follow my teacher's directions for citing GenAI.
6. I understand that GenAI may provide inaccurate or biased results, and I will use it carefully and critically. I take full responsibility and ownership of all the work I turn in.
7. I will use GenAI tools responsibly, avoiding content or actions that could cause emotional or reputational harm to myself or others. I will not use GenAI to manipulate the likeness (photos, videos, etc) of anyone without permission. This includes but not limited to faculty, staff, and students from any school, or any community member in a way that is disrespectful, dishonest, or harmful.
8. I agree to use the designated GenAI tool(s) if my teacher or the school recommends a specific tool.
9. I will not share personal, sensitive, or confidential information with GenAI tools.
10. I will not use GenAI carelessly or without purpose. GenAI tools require significant energy and resources to operate, and I will use them thoughtfully, respecting both the task at hand and our responsibility to care for God's creation.
11. I understand that this policy may be updated as technology and school practices change, and I will follow any new guidelines shared with me by teachers or school leaders.
12. I will protect my digital identity and the privacy of others by never inputting Personally Identifiable Information (PII)—such as names, home addresses, phone numbers, or ID numbers—into GenAI tools. I understand that information shared with these tools may be stored or seen by others, and I will act as a responsible steward of the private details of my life and my community.

[School Name]

Schools, please use the space below to define your specific community standards:

Approved AI Tools

Our schools utilize the following tools vetted by AoPTech and OCE: Google Gemini, Google Notebook LM, Brisk, Magic School, School AI, Diffit, Khanmigo, Canva, Catholic Chat, Magisterium AI.

Additional AI tools that have been locally evaluated through our AI evaluation framework include:

Citation Standard

[How should students cite AI? e.g., "Generated by ChatGPT-4o based on student prompt: 'Create an outline for...'"] [University of Maryland's Citation Guide](#) may be used as a reference.

Consequences of Misuse

[Align with your current student handbook, focusing on restorative justice and the opportunity to "redo" the work with human-only effort.]

Misuse of GenAI in academic work is considered a violation of academic integrity and will be addressed by the school administration and faculty. Students may be subject to disciplinary action even if they think their use of GenAI is humorous or harmless. School administration and faculty will decide on the consequences of AI misuse.

Our goal is to foster a partnership between home and school that encourages innovation while maintaining the high standards of integrity outlined in this AI policy document as well as the **Responsible Use Policy (RUP)**. Please refer to the parents section of aoptech.ai for parent and guardian resources.

This AI Policy serves as a companion to the school's broader Responsible Use Policy (RUP). While this document provides specific guidance on generative technology, it does not supersede the RUP; rather, both policies work in tandem to ensure academic integrity and the effective, ethical use of all digital resources.

Signatures

Student Commitment: *I agree to use AI only when my teacher gives me clear permission for a specific task. I will always cite any AI tools I use and will not turn in AI-generated work as my own original writing. I understand that using AI without permission is a violation of academic integrity.*

_____ (Student Signature)

_____ (Date)

Parent Commitment: *I have read the school's policy on AI and will help my child follow these rules at home. I will model and encourage my child to use technology safely and honestly, focusing on their actual learning and the development of their own critical thinking skills.*

_____ (Parent Signature)

_____ (Date)

Teacher Commitment: *I will clearly communicate to students when and how AI tools may be used in my classroom. I will supervise any authorized use of these tools and continue to teach the ethical, safe, and legal ways to use technology in a digital society.*

_____ (Teacher Signature)

_____ (Date)

Staff / Admin Commitment: *I will model the ethical, safe, and legal ways to use AI technology within our school community.*

_____ (Staff / Admin Signature)

_____ (Date)

Each student will sign this policy annually, and a copy will be kept on file for the school year.

Appendix A: Student AI Use Self Reflection Guide

Alignment with Teacher Guidance

- Did I confirm that my teacher allowed AI for this specific assignment?
- Do I know which level of use is permitted for this task? Is it for brainstorming, editing, feedback, or content generation?
- If I am unsure about how much AI help is “too much”, have I asked my teacher for clarification?

Academic Integrity and Authorship

- Is this work a true reflection of my own creativity and effort?
- Have I clearly cited the AI tool and described exactly how it helped me?
- Did I use AI to help me understand the material rather than just to generate an answer?
- Am I prepared to provide a verbal or written explanation of my process if asked?
- Did I keep my drafts and reflection logs to show how my own thinking evolved?

Ethical Reflection

- Has my use of AI respected human dignity and promoted kindness?
- Have I acted as a “human-in-the-loop” by personally reviewing every piece of information the AI provided for accuracy?
- Did I check the AI’s output against my textbook or other trusted sources to ensure it is true?
- Does the content I generated respect the dignity of others and avoid any language or image that may be harmful or offensive?
- Does this use of technology help me to learn or am I just looking for a shortcut?
- Am I certain that I haven’t shared “personally identifiable information” about myself, my classmates or teachers?

Student Self Reflection Adapted from [Student AI Policy Template](#), Lewis Poché, Higher-Powered Learning at the University of Notre Dame.

Appendix B: A Parent's and Guardian Guide to Supporting their Child's Use of AI

Key Principles for Home Support

To ensure AI tools remain a bridge to learning rather than a shortcut, we ask parents to reinforce the following pillars of ethical use:

- **Prioritize Academic Integrity:** AI should be viewed as a **tutor or a brainstorm partner**, not a ghostwriter. Students must ensure that the final product of any assignment reflects their own understanding, voice, and effort.
- **Transparency is Mandatory:** Encourage your child to be open about their use of AI. If a tool was used to help structure an essay or explain a complex math problem, it should be disclosed to the teacher according to the specific guidelines of that assignment.
- **Verify, Don't Just Trust:** AI can "hallucinate" or provide confident but incorrect information. Ensure your child fact-checks all AI-generated claims using reliable primary sources and school-provided databases.
- **Data Privacy & Safety:** Remind students never to input personal identifiers (full names, addresses, or private family information) into AI prompts. These tools often use input data for further training.

How to Help Your Child Use AI Effectively

(Examples may be customized to reflect the local school's / departmental AI policies.)

Use Case	Recommended Approach	What to Avoid
Studying	Asking AI to "Explain the laws of thermodynamics like I'm 10."	Asking AI to "Write a summary of the chapter for me."
Writing	Using AI to generate an outline or suggest transition words.	Copying and pasting AI-generated paragraphs into an essay.
Problem Solving	Asking for the <i>steps</i> to solve a calculus problem.	Asking for just the final answer to a homework set.

Coding	Using AI to debug an error in a line of code.	Generating an entire program without understanding the logic.
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The "Tandem" Approach

As noted in our policy, this AI guidance works in conjunction with the school's broader RUP. We encourage parents to review both documents with their children.

A Note on Critical Thinking: The most valuable skill a student can develop is the ability to ask the right questions. By guiding your child to use AI as a tool for inquiry, you are helping them develop the "AI Literacy" essential for their future careers.

If you are ever unsure whether a specific use of AI is permitted for a project, we encourage you or your child to reach out to the classroom teacher for clarification before submission.

September 6 - 12, 2026

Sep 6 Sunday	Sep 10 Thursday
Sep 7 Monday	Sep 11 Friday
Labor Day	
Sep 8 Tuesday	Sep 12 Saturday
Sep 9 Wednesday	Notes

September 13 - 19, 2026

Sep 13 Sunday	Sep 17 Thursday
Sep 14 Monday	Sep 18 Friday
Sep 15 Tuesday	Sep 19 Saturday
Sep 16 Wednesday	Notes

September 20 - 26, 2026

Sep 20 Sunday	Sep 24 Thursday
Sep 21 Monday	Sep 25 Friday
Sep 22 Tuesday	Sep 26 Saturday
Sep 23 Wednesday	Notes

September 27 - October 3, 2026

Sep 27 Sunday	Oct 1 Thursday
Sep 28 Monday	Oct 2 Friday
Sep 29 Tuesday	Oct 3 Saturday
Sep 30 Wednesday	Notes

October 4 - 10, 2026

Oct 4 Sunday	Oct 8 Thursday
Oct 5 Monday	Oct 9 Friday
Oct 6 Tuesday	Oct 10 Saturday
Oct 7 Wednesday	Notes

October 11 - 17, 2026

Oct 11 Sunday	Oct 15 Thursday
Oct 12 Monday	Oct 16 Friday
Columbus Day	
Oct 13 Tuesday	Oct 17 Saturday
Oct 14 Wednesday	Notes

October 18 - 24, 2026

Oct 18 Sunday	Oct 22 Thursday
Oct 19 Monday	Oct 23 Friday
Oct 20 Tuesday	Oct 24 Saturday
Oct 21 Wednesday	Notes

October 25 - 31, 2026

Oct 25 Sunday	Oct 29 Thursday
Oct 26 Monday	Oct 30 Friday
Oct 27 Tuesday	Oct 31 Saturday
Oct 28 Wednesday	Notes

November 1 - 7, 2026

Nov 1 Sunday	Nov 5 Thursday
Nov 2 Monday	Nov 6 Friday
Nov 3 Tuesday	Nov 7 Saturday
Nov 4 Wednesday	Notes

November 8 - 14, 2026

Nov 8 Sunday	Nov 12 Thursday
Nov 9 Monday	Nov 13 Friday
Nov 10 Tuesday	Nov 14 Saturday
Nov 11 Wednesday	Notes
Veterans Day	

November 15 - 21, 2026

Nov 15 Sunday	Nov 19 Thursday
Nov 16 Monday	Nov 20 Friday
Nov 17 Tuesday	Nov 21 Saturday
Nov 18 Wednesday	Notes

November 22 - 28, 2026

Nov 22 Sunday	Nov 26 Thursday Thanksgiving Day
Nov 23 Monday	Nov 27 Friday
Nov 24 Tuesday	Nov 28 Saturday
Nov 25 Wednesday	Notes

November 29 - December 5, 2026

Nov 29 Sunday	Dec 3 Thursday
Nov 30 Monday	Dec 4 Friday
Dec 1 Tuesday	Dec 5 Saturday
Dec 2 Wednesday	Notes

December 6 - 12, 2026

Dec 6 Sunday	Dec 10 Thursday
Dec 7 Monday	Dec 11 Friday
Dec 8 Tuesday	Dec 12 Saturday
Dec 9 Wednesday	Notes

December 13 - 19, 2026

Dec 13 Sunday	Dec 17 Thursday
Dec 14 Monday	Dec 18 Friday
Dec 15 Tuesday	Dec 19 Saturday
Dec 16 Wednesday	Notes

December 20 - 26, 2026

Dec 20 Sunday	Dec 24 Thursday
Dec 21 Monday	Dec 25 Friday
	Christmas Day
Dec 22 Tuesday	Dec 26 Saturday
Dec 23 Wednesday	Notes

December 27, 2026 - January 2, 2027

Dec 27 Sunday	Dec 31 Thursday
Dec 28 Monday	Jan 1 Friday
	New Year's Day
Dec 29 Tuesday	Jan 2 Saturday
Dec 30 Wednesday	Notes

December 27, 2026 - January 2, 2027

Dec 27 Sunday	Dec 31 Thursday
Dec 28 Monday	Jan 1 Friday
	New Year's Day
Dec 29 Tuesday	Jan 2 Saturday
Dec 30 Wednesday	Notes

January 3 - 9, 2027

Jan 3 Sunday	Jan 7 Thursday
Jan 4 Monday	Jan 8 Friday
Jan 5 Tuesday	Jan 9 Saturday
Jan 6 Wednesday	Notes

January 10 - 16, 2027

Jan 10 Sunday	Jan 14 Thursday
Jan 11 Monday	Jan 15 Friday
Jan 12 Tuesday	Jan 16 Saturday
Jan 13 Wednesday	Notes

January 17 - 23, 2027

Jan 17 Sunday	Jan 21 Thursday
Jan 18 Monday Martin Luther King Day	Jan 22 Friday
Jan 19 Tuesday	Jan 23 Saturday
Jan 20 Wednesday	Notes

January 24 - 30, 2027

Jan 24 Sunday	Jan 28 Thursday
Jan 25 Monday	Jan 29 Friday
Jan 26 Tuesday	Jan 30 Saturday
Jan 27 Wednesday	Notes

January 31 - February 6, 2027

Jan 31 Sunday	Feb 4 Thursday
Feb 1 Monday	Feb 5 Friday
Feb 2 Tuesday	Feb 6 Saturday
Feb 3 Wednesday	Notes

February 7 - 13, 2027

Feb 7 Sunday	Feb 11 Thursday
Feb 8 Monday	Feb 12 Friday
Feb 9 Tuesday	Feb 13 Saturday
Feb 10 Wednesday	Notes

February 14 - 20, 2027

Feb 14 Sunday	Feb 18 Thursday
Feb 15 Monday Presidents' Day	Feb 19 Friday
Feb 16 Tuesday	Feb 20 Saturday
Feb 17 Wednesday	Notes

February 21 - 27, 2027

Feb 21 Sunday	Feb 25 Thursday
Feb 22 Monday	Feb 26 Friday
Feb 23 Tuesday	Feb 27 Saturday
Feb 24 Wednesday	Notes

February 28 - March 6, 2027

Feb 28 Sunday	Mar 4 Thursday
Mar 1 Monday	Mar 5 Friday
Mar 2 Tuesday	Mar 6 Saturday
Mar 3 Wednesday	Notes

March 7 - 13, 2027

Mar 7 Sunday	Mar 11 Thursday
Mar 8 Monday	Mar 12 Friday
Mar 9 Tuesday	Mar 13 Saturday
Mar 10 Wednesday	Notes

March 14 - 20, 2027

Mar 14 Sunday	Mar 18 Thursday
Mar 15 Monday	Mar 19 Friday
Mar 16 Tuesday	Mar 20 Saturday
Mar 17 Wednesday	Notes

March 21 - 27, 2027

Mar 21 Sunday	Mar 25 Thursday
Mar 22 Monday	Mar 26 Friday
Mar 23 Tuesday	Mar 27 Saturday
Mar 24 Wednesday	Notes

March 28 - April 3, 2027

Mar 28 Sunday Easter	Apr 1 Thursday
Mar 29 Monday	Apr 2 Friday
Mar 30 Tuesday	Apr 3 Saturday
Mar 31 Wednesday	Notes

April 4 - 10, 2027

Apr 4 Sunday	Apr 8 Thursday
Apr 5 Monday	Apr 9 Friday
Apr 6 Tuesday	Apr 10 Saturday
Apr 7 Wednesday	Notes

April 11 - 17, 2027

Apr 11 Sunday	Apr 15 Thursday
Apr 12 Monday	Apr 16 Friday
Apr 13 Tuesday	Apr 17 Saturday
Apr 14 Wednesday	Notes

April 18 - 24, 2027

Apr 18 Sunday	Apr 22 Thursday
Apr 19 Monday	Apr 23 Friday
Apr 20 Tuesday	Apr 24 Saturday
Apr 21 Wednesday	Notes

April 25 - May 1, 2027

Apr 25 Sunday	Apr 29 Thursday
Apr 26 Monday	Apr 30 Friday
Apr 27 Tuesday	May 1 Saturday
Apr 28 Wednesday	Notes

May 2 - 8, 2027

May 2 Sunday	May 6 Thursday
May 3 Monday	May 7 Friday
May 4 Tuesday	May 8 Saturday
May 5 Wednesday	Notes

May 9 - 15, 2027

May 9 Sunday	May 13 Thursday
May 10 Monday	May 14 Friday
May 11 Tuesday	May 15 Saturday
May 12 Wednesday	Notes

May 16 - 22, 2027

May 16 Sunday	May 20 Thursday
May 17 Monday	May 21 Friday
May 18 Tuesday	May 22 Saturday
May 19 Wednesday	Notes

May 23 - 29, 2027

May 23 Sunday	May 27 Thursday
May 24 Monday	May 28 Friday
May 25 Tuesday	May 29 Saturday
May 26 Wednesday	Notes

May 30 - June 5, 2027

May 30 Sunday	Jun 3 Thursday
May 31 Monday	Jun 4 Friday
Memorial Day	
Jun 1 Tuesday	Jun 5 Saturday
Jun 2 Wednesday	Notes

June 6 - 12, 2027

Jun 6 Sunday	Jun 10 Thursday
Jun 7 Monday	Jun 11 Friday
Jun 8 Tuesday	Jun 12 Saturday
Jun 9 Wednesday	Notes

June 13 - 19, 2027

Jun 13 Sunday	Jun 17 Thursday
Jun 14 Monday	Jun 18 Friday
	Juneteenth (observed)
Jun 15 Tuesday	Jun 19 Saturday
	Juneteenth
Jun 16 Wednesday	Notes

Becoming Women of Faith and Integrity

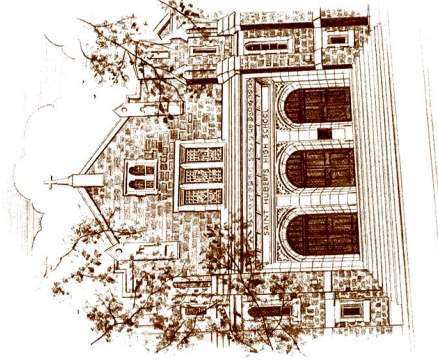


CALENDAR 2026-2027

September 2026



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"Each person must live
their life as a model for
others"

...Rosa Parks, American
Activist

**St. Hubert Catholic
High School for Girls**

7320 Torresdale Ave.

Philadelphia, PA 19136

Phone: 215-624-6840

Fax: 215-624-5940

Student Absence Phone:

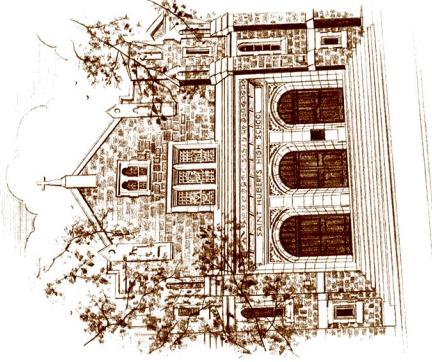
215-624-4044

(Please call before 10:00am)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
* DENOTES SHADOW DAYS		1	2	3	4	5
6	7 Labor Day School Closed	8 <i>Faculty Mass</i>	9 <i>SI/QI Begins</i> Opening Day for Grade 9(ONLY) Full Day	10 Opening Day for Grades 10-12 Full Day	11 A2 Opening Day Grades 9-12 Full Day Safety Seminar	12 SAT'S
13	14 B1	15 C3 Welcome Mass	16 D1 School Picture Day PA Meeting Academic Board	17 E5 <i>Senior Sunrise 6am</i> Jose Melendrez Afternoon of Praise! Back to School	18 F1 7th & 8th Grade Admissions Event	19 ACT'S
20	21 A1 <i>PA March for Life</i>	22 B1 BA Pinning 6pm	23 C2 Flu Shot Clinic Staff/Faculty SC Installation Dept. Meeting	24 D6 Renaissance Testing /ELA	25 E1 RING DANCE 7PM	26 Entrance Exam/ Admission Financial Aid Event
27	PA Top Golf Event 6 PM-8PM	28 F1 Seniors Live Vertical Entrance Exam/ Admission Financial Aid Event	29 A1 * NS Installation 6pm	30 B1 * Culture Project Lunch Encounter Faculty Meeting		



October 2026



*"I will praise you because I
am fearfully and wonderfully
made, I know that full
well!"*

Psalm 139:14

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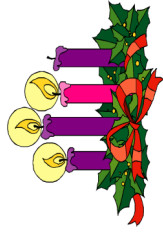
Student Absence Phone:

215-624-4044

(Please call before 10:00am)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
 * DENOTES SHADOW DAYS				1 C6 Renaissance Testing Math	2 D1 5th & 6th Crafting with Bambie 6pm-8pm	3 SAT'S
4	5 E1 SHAA Meeting	6 F3 * Progress Reports Due at 9am Respect for Life Mass w/ Father DeLacy	7 A1 * Senior Panoramic 7:20am Front Steps PA Meeting Academic Board	8 B1 * Renaissance Testing Math	9 C1 Senior Portrait Day (Only In-House Day) Athletic Hall of Fame at SHHS 7pm-9pm Alumnae Trivia 7pm-9:30pm	10 Fall Fling St. Dow's Marian Hall 6pm-10pm
11 Alumnae Mass At SHHS	12 D1	13 E1 *	14 F1 *	15 A1 * Parent/Teacher Conferences	16 Special Schedule 11 am Dismissal PSAT/PD	17 ACT'S
18 MOTHER/ DAUGHTER SOCIAL AT THE TOP 1PM-4PM SHAA Fall Bingo	19 B1 Archdiocesan Art Teacher Workshop (CA&D Center)	20 C1 *	21 D1 * Culture Project Lunch Encounter College Financial Aid Night 6pm Faculty Meeting	22 E3 * Passionately Pinks Wake	23 F1 Class Pictures Retake Day Freshmen Retreat At SHHS Senior Picture for Yearbook Due	24
25 SHAA Bambie Bolt 5k	26 A1 Sophomore Live Vertical	27 B1 *	28 C1 *	29 D1 FALL OPEN HOUSE	30 Fall Break School Closed	31 SHAA Fall Craft Show

November 2026



Give thanks...every day.



"Be present at our table,
Lord. Be here and
everywhere adored. Thy
creatures bless and grant
that we may feast in
paradise with Thee"
....John Cennick

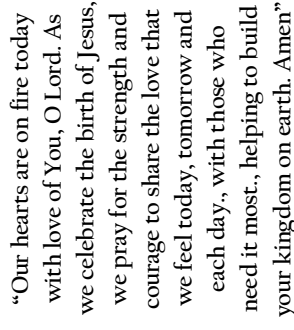
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Philadelphia, PA 19136

Phone: 215-624-6840
Fax: 215-624-5940
Student Absence Phone:
215-624-4044
(Please call before 10:00am)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 All Saints' Day	2 E1 * All Souls' Day Vocation Awareness Week SHAA Meeting	3 F3 * Feast of St. Hubert Mass	4 A1 * Academic Board	5 B1 Junior Retreat Chestnut Hill College & Immaculata	6 C5 Sarah Swafford Battle of the Schools At FJ 3pm-5pm	7 SAT'S
8	9 D1	10 E1*	11 F1 * PA Meeting Dept. Meeting	12 A1 *	13 B1 1st Qtr. Ends	14
15	16 C1 2nd Qtr. Begins Sophomore Retreat National Shrines of Our Lady of Czestochowa & St. John Neumann	17 D1 Winter Sports Tryouts	18 E4 SUSIE HUBERT PREP Culture Project Lunch Encounter Faculty Meeting	19 F1 Grade School Showing of Footloose	20 A1 FOOTLOOSE 7pm	21 PCYC FOOTLOOSE 7pm
22 FOOTLOOSE 2pm	23 B1	24 C5 Thanksgiving Prayer Service SERVICE DAY Susie Grew-Up Day 3pm-5pm	25 Special Schedule SUSIE HUBERT DAY	26 Thanksgiving Day School Closed	27 Holiday School Closed	28
29 First Sunday In Advent	30 D1 Classes Resume	BLOOD DRIVE ASSEMBY		TBD		* DENOTES SHADOW DAYS

A gingerbread house decorated with colorful candies and icing. The house is brown with white icing trim. It has a yellow window with a cross, a red heart-shaped door, and two red and white striped candy canes for chimneys. The roof is decorated with colorful candies. The house is surrounded by green icing bushes and red and white striped candy canes.



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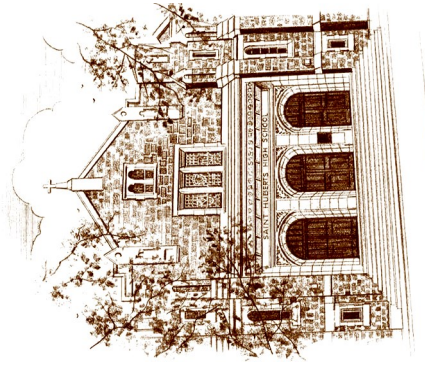
215-624-4044

(Please call before 10:00am)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
* DENOTES SHADOW DAYS		1 E1 * GIVING TUESDAY	2 F1 * Freshmen Culture Project Academic Board	3 A1 * BLOOD DRIVE	4 B1 Senior Retreat Basilica Shrine of the Miraculous Medal	5 SAT'S
6 Second Sunday In Advent	7 C1 Accepted School Day SHAA Meeting	8 Feast of the Immaculate Conception School Closed	9 D1 * Sophomore Culture Project PA Meeting Dept. Meeting	10 E1 * 	11 F1 	12 ACT'S
13 Third Sunday In Advent	14 A1 Freshmen Live Vertical	15 B3 ADVENT MASS	16 C1 * Progress Reports Due 9am Culture Project Lunch Encounter Faculty Meeting	17 D1 * <i>Christmas Concert 7pm</i>	18 E1 	19
20 Fourth Sunday In Advent	21 F1 	22 A1 	23 B7 ADORATION Christmas Break Begins at Dismissal	24 CHRISTMAS EVE SCHOOL CLOSED	25 CHRISTMAS DAY SCHOOL CLOSED	26
27 The Holy Family of Jesus, Mary & Joseph	28 CHRISTMAS HOLIDAY SCHOOL CLOSED	29 CHRISTMAS HOLIDAY SCHOOL CLOSED	30 CHRISTMAS HOLIDAY SCHOOL CLOSED	31 CHRISTMAS HOLIDAY SCHOOL CLOSED		



January 2027



Blessed is she who has
believed that the Lord
would fulfill His promises
to her.

Luke 1:45

**St. Hubert Catholic
High School for Girls**

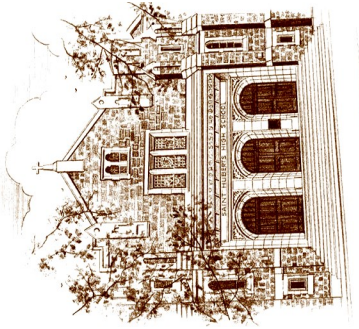
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Fax: 215-624-5940
Student Absence Phone:
215-624-4044
(Please call before 10:00am)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Year's Day School Closed	2
3	4 <i>CI</i> Classes Resume SHAA Meeting	5 <i>D3</i> Epiphany Mass <i>Feast of St. John Neumann; Official Kickoff of the 175th Anniversary of Catholic Education</i> Founders Week	6 <i>E1</i> Academic Board	7 <i>F1</i>	8 <i>AI</i>	9
10	11 <i>BI</i>	12 <i>CI</i>	13 <i>DI</i> PA Meeting Dept. Meeting	14 <i>E1</i>	15 <i>FI</i>	16
17	18 MLK Holiday School Closed 	19 <i>AI</i>	20 <i>BI</i>	21 <i>CI</i>	22 <i>DI</i> March for Life (DC) Freshmen/ Sophomore Dance 7pm-10pm	23
24	25 <i>E1</i>	26 <i>F1</i>	27 <i>AI</i> Culture Project Lunch Encounter Nationals 1/27-1/29	28 <i>BI</i>	29 <i>CI</i> <i>End of SI/Q2</i>	30 31 Catholic Schools Week



February 2027



**“No one heals himself
by wounding
another.”
St. Ambrose**

**“ Wrong is wrong,
even if everyone is
doing it. Right is
right, even if no one
is doing it.”
St. Augustine**

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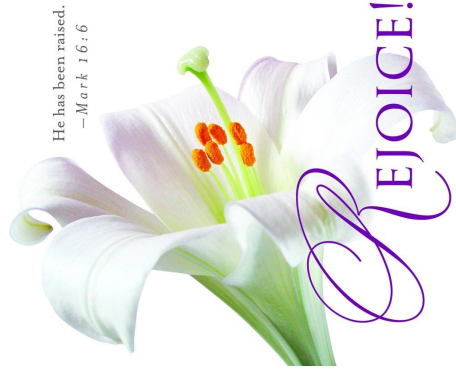
Student Absence Phone:

215-624-4044

(Please call before 10:00am)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Catholic Schools Week 1/31-2/6	1 D3 <i>SI/Q3 Begins</i> CSW Mass SHAA Meeting	2 E1	3 F1 Academic Board	4 A1 Parent/Teacher Conferences	5 B7 DANCE-A-RAMA 1PM-7PM	6 WELCOME TO THE SISTERHOOD
7	8 C3 Gospel Choir	9 D1	10 E4 Ash Wednesday PA Meeting Dept. Meeting	11 F7 Faculty Faith Formation 12:30 pm	12 Faculty Mission Renewal Day No School for Students	13
14 First Sunday in Lent 	15 President's Day Professional Development No School for Students	16 A1 Sophomore Culture Project	17 B1 Faculty Meeting	18 C1 Scholarship Dinner 6pm-8:30pm	19 D1 CELEBRATION OF SISTERHOOD DAY TALENT SHOW	20 PYCY Father/Daughter Dance TBD
21 Second Sunday in Lent	22 E1 Senior Live Vertical	23 F1	24 A1 Culture Project Lunch Encounter	25 B1	26 C5	27 ACT'S
28 Third Sunday in Lent						

March 2027



He has been raised.
— Mark 16:6

"Fight for things that you care about, but do it in a way that will lead others to join you."

...Ruth Bader Ginsburg,
Supreme Court Justice

St. Hubert Catholic
High School for Girls

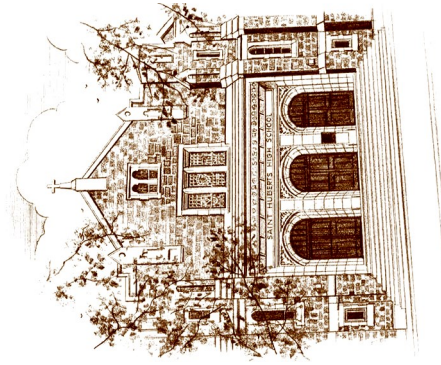
7320 Torresdale Ave.
Philadelphia, PA 19136

Phone: 215-624-6840
Fax: 215-624-5940
Student Absence Phone:
215-624-4044

(Please call before 10:00am)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 DI SHAA Meeting	2 E5 Marathon of Mercy Spring Sports Tryouts	3 FI Academic Board	4 AI	5 BI	6 SAT'S
7 Fourth Sunday in Lent	8 Universal Professional Development Day No School for Students	9 CI Freshmen Culture Project	10 DI **Kairos 3/8-3/11** PA Meeting Dept. Meeting	11 EI	12 FI 	13
14 Fifth Sunday in Lent <u>Fashion Bingo</u> <u>Doors Open at 1pm</u> <u>Starts at 2pm</u>	15 AI Juniors Live Vertical	16 BI	17 CI Culture Project Lunch Encounter Faculty Meeting	18 Universal High School Visitation Day for 7th Grade No School for Students	19 D2 Stations of the Cross 	20 7th Grade Practice Exam
21 	22 EI	23 F3 Holy Week Mass	24 A7 Easter Holiday begins at the End of the School Day	25 Holy Thursday School Closed	26 Good Friday School Closed	27
8 <i>Easter Sunday</i>	29 Easter Monday School Closed	30 BI Classes Resume	31 CI			

April 2027



She opens her mouth
with wisdom, and the
teaching of kindness is
on her tongue.

Proverbs 31:26

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>DI</i>	2 <i>EI</i> Junior Prom 7pm-10pm Juniors Dismissed after 5th Period	3
4	5 <i>FI</i> SHAA Meeting	6 <i>AI</i>	7 <i>BI</i> Academic Board	8 <i>CI</i> Sisterhood Stroll 6pm	9 <i>D5 Q3 Ends</i> Faculty Follies	10 ACT'S
11	12 <i>E1 Q4 Begins</i> SENIOR TRIP	13 <i>F3</i> Easter Mass	14 <i>AI</i> PA Meeting Dept. Meeting	15 <i>BI</i>	16 <i>CI</i>	17
18	19 <i>DI</i> Sophomore Live Vertical	20 <i>E1</i>	21 <i>FI</i> Culture Project Lunch Encounter Faculty Meeting	22 <i>AI</i>	23 <i>BI</i> 5th & 6th Grade Crafting w/ Bambie Event!	24
25	26 <i>CI</i> Freshmen Live Vertical	27 <i>DI</i>	28 <i>E1</i>	29 <i>FI</i> Blood Drive Patch Ceremony 6pm-7pm	30 <i>AI</i>	

May 2027



Gentle woman, quiet light,
morning star, so strong &
bright, gentle Mother,
peaceful dove, teach us
wisdom, teach us love....

Hail Mary, Gentle Woman

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 SAT'S
2 <i>Senior Class Mother/Daughter Communion Lunch 1pm-4pm</i>	3 B1 SHAA Meeting	4 C1 <i>40 Hours All Theology Classes</i> <i>AP US Government</i>	5 D3 <i>40 Hours AP Lit & Composition</i> Academic Board	6 Ascension Thursday School Closed	7 AP Art Submission Due AP US History Principal's Holiday	8
9 	10 E1 <i>AP Seminar</i>	11 F1 <i>AP Pre-Calculus</i>	12 A1 <i>AP Language & Composition Culture Project Lunch Encounter Dept. Meeting</i>	13 B4 Ring Mass Practice 85th Anniversary Gala Union League 6pm-9pm	14 C1 AP PSYC RING MASS ST. BERNARDS 11AM (Juniors dismissed after 5th period)	15
16 Pentecost Sunday	17 D1	18 E3 <i>May Crowning Arch. Honors Convocation</i>	19 F1 PA Meeting Faculty Meeting Sewing Dept. Trip to NYC	20 A1 SPRING CONCERT 6PM ART SHOW 7PM	21 B1	22
23	24 C1	25 D1 SHHS Honors Convocation	26 E1	27 F1 Senior Prom 6pm-10pm (Seniors Off)	28 President's Holiday	29
30	31 Memorial Day School Closed 					



June 2027

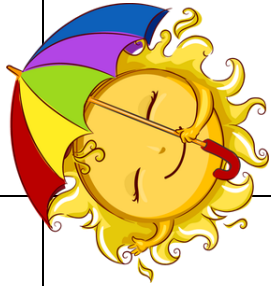
"If we merge mercy with
might, and might with
right, then love becomes
our legacy."

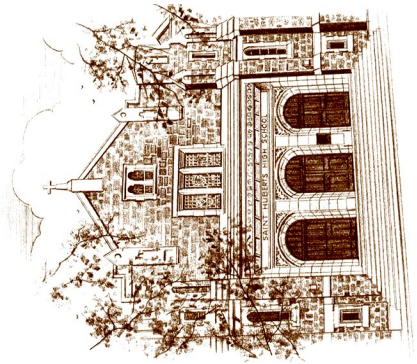
...Amanda Gorman,
American Poet

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>AI</i> <i>Senior Exams</i>	2 <i>BI</i> <i>Senior Exams</i>	3 <i>CI</i> <i>Senior Exams</i>	4 <i>DI</i> <i>Make-Up Senior Exams</i> <u>GRADUATION MATERIALS</u> Locker Clean Out Key, Swipe, Book Collection	5
6	7 <i>EI</i> <i>Underclassmen Exams</i> SR Breakfast 7am Grad/Bac Practice 9am SR Memory Night 7pm SHAA Meeting	8 <i>FI</i> <i>Underclassmen Exams</i> SR Award Ceremony Grad/Bac Practice SR Picnic Baccalaureate	9 Graduation Holy Family University No School	10 <i>AI</i> <i>Underclassmen Exams</i>	11 <i>BI</i> <i>Underclassmen Make-Up Exams</i>	12
13	14 <i>CI</i>	15 <i>DI</i>	16 <i>E5</i> Locker Clean Out Key, Swipe, Book Collection	17 <i>F</i> Closing Mass Awards Ceremony	18 Juneteenth Observed School Closed	19
20	21	22	23	24	25	26
		BEHAVIORAL MODIFICATION SUMMER SCHOOL—6/21 TO 6/25				
27	28	29	30			



Does not wisdom call
out? Does not
understanding raise her
voice?

Proverbs 8:1

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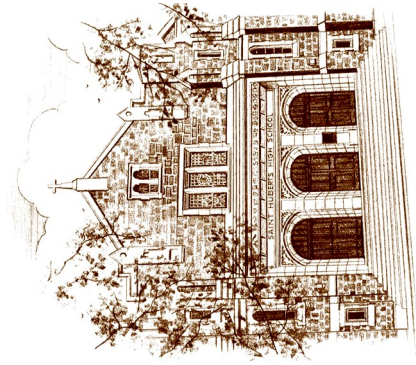
July 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4 	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2027



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



And so we know and rely
on the love God has for
us. God is love. Whoever
lives in love lives in God,
and God in them.

1 John 4:16

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PERIODIC TABLE OF THE ELEMENTS

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Fr	Ra																		Lv	Og		
*Lanthanoids																						
†Actinoids																						

ST. HUBERT CATHOLIC HIGH SCHOOL FOR GIRLS



Congratulations & Good Luck Class of 2026!
Forever a Bambie!