

**John W. Hallahan  
Catholic Girls' High School**

*"Educating Young Women with Faith, Purpose and Vision"*

**311 N. 19<sup>th</sup> Street, Philadelphia, PA 19103**

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**Student Handbook**

**This handbook belongs to:**

**Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Homeroom Section:** \_\_\_\_\_

Nothing contained herein is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of John W. Hallahan Catholic Girls' High School. Contents of this handbook are subject to alteration or modification by Hallahan as circumstances require.

## **INTRODUCTION**

John W. Hallahan Catholic Girls' High School is fully accredited by the Secondary Schools of the Middle States Association of Colleges and Schools and the Commonwealth of Pennsylvania. Hallahan is approved by the Department of Public Instruction of the Commonwealth of Pennsylvania. This school is operated as a four-year, comprehensive high school by the School System of the Archdiocese of Philadelphia. School policies are determined by the Archbishop of Philadelphia with the advice of the Archdiocesan Board of Education. Policies are implemented by the Superintendent.

## **VISION STATEMENT**

John W. Hallahan Catholic Girls' High School develops the intellectual, spiritual, and emotional potential of each student within a diverse Catholic academic community. Through participation in Hallahan's deeply rooted traditions, rigorous academics, and engaging activities and service, each young woman develops a vision for her future and is empowered with the faith and skills necessary to become a productive member of the global community.

## **MISSION STATEMENT**

Inspired by a rich diversity and ideal center city location, John W. Hallahan Catholic Girls' High School, through a values-centered curriculum, educates women with faith, purpose and vision.

## **BELIEF STATEMENTS**

The John W. Hallahan community believes that:

- o Each student is a unique individual created by God in His image and likeness
- o Through Catholic Education, each student develops a personal relationship with God and strengthens her faith
- o Catholic Education nurtures self-respect and self-worth in each student
- o A culturally diverse school environment teaches each student to recognize, respect and appreciate the inherent dignity of all persons
- o Single sex Catholic education promotes the holistic development of young women: spiritual, intellectual, emotional, and social
- o A rigorous curriculum enables students to think critically, to communicate effectively, and to meet the challenges of the global community
- o Education promotes learning as a lifelong endeavor that responds to the changing needs of society and requires the ethical use of technology and social media
- o Each student, is a witness to the Gospel values, develops civic and moral integrity
- o Our history, diversity, location, and traditions make us unique

## **PROFILE OF GRADUATES**

A graduate of John W. Hallahan will:

- o Be a creative and critical thinker, writer, communicator, and mathematician who uses knowledge to act responsibly.
- o Recognize and respond to the need for God in daily life through service to others, compassion, integrity, respect, stewardship, and prayer life inspired by the Gospel message.

- o Develop emotional maturity, demonstrate leadership, work cooperatively and collaboratively, and engage in life-long learning.
- o Be aware of global issues, and contribute responsibly to our diverse global society.

### **STUDENT HONOR CODE**

The mission of J.W. Hallahan Catholic Girls' High School is to educate young women with faith, purpose, and vision through a Catholic values centered curriculum. The dignity and integrity of the institution and of each student are of paramount concern to the administration, faculty, staff, and students themselves. We cultivate young women with high ideals of morality, honesty, and respect for themselves and their community. Furthermore, we endeavor to create an atmosphere of personal and academic freedom and of mutual trust between students and faculty. Breaches of academic integrity by a student undermine the development of such an environment.

Students of John W. Hallahan Catholic Girls' High School must adhere to the Student Honor Code.

### **HISTORY OF THE SCHOOL**

"There is an urgent need for the establishment in the City of Philadelphia of a Catholic High School for Girls" Father John W. Shanahan as found in the First Annual Report of the Superintendent of Schools for the Archdiocese of Philadelphia June 30, 1895.

In 1901, Father Philip R. McDevitt, who succeeded Father Shanahan, reported that five High School Centers had been organized throughout the city. Each was staffed by the religious community that staffed the parish school in which the Center was located. There was, however, still the dream of a Catholic girls' high school. Along with the dream there was a prayer for a "Catholic Philanthropist" to meet this necessity and endow such a school. The prayer was answered in 1908, the centennial year of the diocese, when a devout Catholic lay woman, Mary E. H. McMichan, offered a gift of \$100,000 toward the establishment of such a school.

The faculty of the new school was another first. Father McDevitt invited the religious communities of the five High School Centers to continue at the new school. Four of the communities, the Sisters of the Holy Child, Sister Servants of the Immaculate Heart of Mary, Sisters of St. Joseph and the Sisters of St. Francis accepted the invitation.

In 1911, Father McDevitt presided at the laying of the cornerstone blessed by Pope Pius X.

In 1925, the name John W. Hallahan was prefixed to Catholic Girls' High School, for Mary McMichan's brother. For a century, over 39,000 young women have passed through Hallahan's halls, building the strong traditions that are currently alive.

## SCHOOL SEAL

*Designed by Bishop McDevitt*



Our escutcheon incorporates the time-honored motto of the school, “Aptate Lampades Vestras,” “Keep trimmed your lamps”. Prominent in the seal is a lamp, wisdom and Christian learning. This is shown by Christ’s monogram, the superimposed Greek letters Chi and Rho, which form the handle of the lamp. Beneath the lamp is an open book, the symbol of education. The letter Alpha on the first page and Omega on the last signifies that all learning should begin and end with God. The literary quill and the distaff of industry are on either side of the book, while Our Lady’s lilies occupy the center of the field. The blue, white, and gold of the seal typify loyalty, blamelessness, and integrity which should characterize the lives of the students who claim Mary Immaculate as patroness of their school. The Latin inscription, “Fides, Scientia, Modestia, Industria” found on the pages of the book suggests again that the education of the Catholic girl is modesty, industry, and faith.

## ALMA MATER

*Written by Sister M. Assissium, S. S. J.*

*Music composed by Nicholas A. Montani*

“Let a floodtide of song  
from our hearts pour along  
O girls of the Hallahan High!  
For the Mother whose art  
doth her knowledge impart  
As religion’s grand ally.  
She has given us dow’r  
of the mightiest pow’r  
enrolled us ‘neath standard blest,  
On whose azure field triple lily sealed,  
Inscribed the Alumnae’s test.  
Let our lamp then outgleam  
With our Faith’s brightest beam:  
O girls of the Hallahan High!  
O girls of the Hallahan High!  
Let the blue and the white  
In their radiant light  
Alma Mater Glorify!  
Alma Mater Glorify!”

## SCHOOL COLORS

Blue and White

## **MINISTRY PROGRAM**

“The challenge of discipleship—of following Jesus—is at the heart of the Church's mission. All ministries with adolescents must be directed toward presenting young people with the Good News of Jesus Christ and inviting and challenging them to become his disciples.” (USCCB, *“Renewing the Vision”*, 1997)

The School Ministry Program develops our young women into disciples for the 21<sup>st</sup> century. Spiritual development is achieved through a life rooted in prayer and the Sacraments, and participating in the evangelistic mission of the Church. Our program includes daily mass, Sacrament of Reconciliation, monthly school liturgies, and annual retreats. The School Minister is available by appointment for private spiritual counseling.

### **DAILY MASS**

Daily Mass is celebrated each morning in our chapel at 7:15 AM. Students, families, and alumnae are always welcome to attend. Contact Advancement Office to schedule intentions for Mass and Mass Cards.

### **SACRAMENT OF PENANCE**

Penance Services are scheduled throughout the year to allow opportunities for this Sacrament. Students may schedule private appointments to receive the Sacrament of Penance or for Spiritual Direction by contacting the School Minister.

### **DAILY PRAYER**

Prayer is “communication with God”. At all times of prayer, every student is expected to be reverent and, when appropriate, to stand. Each morning, the Hallahan community begins its day with prayer during the homeroom period. Silence is to be observed during prayers and announcements. The Pledge of Allegiance follows Morning Prayer. If students are anywhere other than homeroom when prayer begins, they are to stand in place until prayer and the pledge are over.

### **ANNUAL RETREATS**

Every student must attend a school sponsored retreat each year. Students absent on the assigned retreat day will be required to make up the time before the end of the school year.

### **KAIROS RETREATS**

Kairos is an intense, four-day spiritual retreat offered to juniors and seniors. The retreat is held at an off-campus location under the leadership of the School Minister along with a trained team of adult and student leaders. Student who attend a Kairos retreat are exempt from their class retreat day.

### **SERVICE REQUIREMENT**

Each student is required to complete community service projects each school year by becoming active in their local parishes and communities. This requirement is designed to engage students in a meaningful work of Christian charity and to enable students to make a difference in the world.

**RCIA (Rite of Christian Initiation for Adults)**

Students interested in becoming Catholic are welcome to contact the School Minister who will coordinate with the student's parish in beginning the RCIA process. Sessions may be conducted for Religious Instruction at school with the School Minister, at the Pastor's discretion. The Rites of Initiation are performed at the student's territorial parish by the Pastor or local Bishop.

**DIVERSITY**

We are certainly very proud to be a very diverse school community. Our Catholic identity challenges us to be attentive to the needs of all our students regardless of their race or religious background. Since we are a Catholic School, attendance at school-wide liturgies, prayer services, and other religious exercises is required for all students, regardless of their personal religious beliefs

## **ACADEMIC AFFAIRS**

John W. Hallahan Catholic Girls' High School is in the Secondary School System of the Archdiocese of Philadelphia and fully accredited by the Secondary Schools of the Middle States Association of Colleges and Schools and Commonwealth of PA.

The Principal arranges academic offerings consistent with policies determined by the Department of Education of the Commonwealth of Pennsylvania, the directives of the School System of the Archdiocese of Philadelphia, and the philosophy and objectives of the school.

### **RESPONSIBILITIES OF STUDENTS**

- To complete all academic work honestly and independently, except in instances in which an instructor clearly permits collaboration among students
- To learn the meaning of plagiarism, and how to properly cite sources used in written work, and to consult with instructors regarding the allowable resource materials or aids to be used during tests or in the completion of any graded work.
- To refrain from revealing any information regarding the contents of a test, directly or indirectly, to any other student who may subsequently take the same test.
- To refrain from the fraudulent or unethical use of computers, as more fully defined in the Responsible Use Policy of John W. Hallahan Catholic Girls' High School (found on page 23).
- To refrain from personal dishonesty as more fully defined in this Honor Code.

### **ACADEMIC CHEATING**

Cheating involves a willful and fraudulent act on the student's part. It includes, but is not limited to:

- Copying answers from another student's quiz or test.
- Allowing another student to copy answers from a quiz or test.
- Communicating answers during test or quiz.
- Transmitting answers by use of non-verbal signals during a test or quiz.
- Using notes or other unauthorized materials during a test or quiz.
- Gaining access to test questions or answers without permission of the teacher.
- Violating test or assignment procedures established by the teacher.
- Copying the homework of another student and submitting it as one's own.
- Collaborating with others or with written materials in take-home assignments unless expressly allowed to do so by the teacher.
- Obtaining a paper from any source (a person, a text, online) and submitting it to a teacher as one's own work.

### **PLAGIARISM**

Plagiarism is a situation in which one leads a reader to believe that written work submitted by the student is her own writing when it is not.

Plagiarism includes, but is not limited to:

- Directly copying part or all of another person's work and presenting it as own.

- Submitting papers /reports from research companies, including online sources.
- Copying text without citing sources.
- Rephrasing another’s ideas and presenting as own without crediting sources.

## UNETHICAL USE OF COMPUTERS

The use of technology resources is a privilege, not a right, subject to rigorous standards of conduct. All computers are for educational use only. Students may not email or use social media for personal correspondence, go into chat rooms, or change any computer configuration in any way. **Use of the Hallahan name in an inappropriate manner on a created website, or representation of Hallahan students in an inappropriate manner may result in legal and disciplinary action.**

**Please refer to the Technology Responsible Use Policy on page 23 of this Student Handbook for further regulations. Failure to adhere to these regulations will result in revocation of computer use privileges and/or disciplinary action.**

## PERSONAL DISHONESTY

In addition to all of the above behaviors, personal dishonesty includes, but is not limited to:

- Stealing the personal belongings of a Hallahan community member.
- Destruction or abuse of school property.
- Failure to report instances of theft or destruction of school property.

## SANCTIONS

Matters of violation of the Student Honor Code will be treated seriously. The following guidelines will be a reference for the administration in sanctioning Honor violations; however, each case will be examined individually and responded to in an appropriate manner.

- Teachers will deal with violations of academic integrity on an individual basis.
- All serious instances of academic dishonesty will be reported to the Principal.
- The **first serious violation of academic integrity** may result in a reduced grade for the assignment, test, lab report, or quiz.
- The **second violation** of academic integrity may result in a failing grade for the course in question. Students who are in the National Honor Society and/or on Student Council may be subject to other sanctions according to the guidelines outlined by those associations.
- A student who has a further violation of academic integrity will be reported to the Principal. Reported violations are cumulative while the student is enrolled at Hallahan, but do **not** appear on the permanent record.
- **All decisions regarding a serious or planned breach of the Student Honor Code will be made by the Principal. Consequences may include dismissal from school.**
- **Instances of personal dishonesty will be reported to the Assistant Principal for Student Services immediately.**

## **ABSENCES**

In the event of absence from school, 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, regardless of the reason, will be accountable to the customary criteria and standards for grades. Any exception will be made by the Principal.

Any student experiencing an extended absence (2 weeks or more) must contact the Principal, who will collect and distribute assignments to a parent or student volunteer. If health conditions permit, arrangements will be made for the administration of tests/exams in the Academic Office.

## **ACADEMIC HONORS**

Academic honors are awarded to recognize outstanding achievement. **First Honors** are awarded to students who have a grade average of 93 with no grade below 90. **Second Honors** are awarded to students who have a grade average of 88 with no mark below 85. Students with a discipline grade below 80 will not qualify for honors. In the spring, an honors convocation is held to recognize the top 10% of each class.

## **ACADEMIC REQUIREMENTS**

The academic program at Hallahan works to develop the abilities, talents, and needs of all students. All students graduate with at least 24 credits. The required courses for graduation and available electives are listed in the Course Catalog.

## **ACADEMIC PROBATION/DISMISSAL**

Any student with two failures at the end of the school year is placed on academic probation. Anyone with two failures at the end of the probation period may be dismissed from school. Students with three or more failures are liable for dismissal.

## **ADVANCED PLACEMENT COURSES**

Advanced placement courses are offered in Biology, Calculus A/B, Calculus B/C, Chemistry, English Composition, and English Literature. Additional AP courses may be available in partnership with other Archdiocesan schools and through Jesuit Virtual Learning Academy JVLA. Academically-qualified students are placed in these courses. Students receive track 5 quality points for Advanced Placement courses. All students must take the Advanced Placement test in May which enables them to qualify for college credits. This test has a fee that must be paid in January.

Advanced Placement courses are rigorous requiring extensive course work in and outside of class; therefore students must carefully consider the number of AP courses taken in a single year.

## **CHANGE OF ADDRESS/PHONE**

If a parent has a change of address, telephone number, or last name, parent should notify the Principal's Office.

## **COURSE SELECTION/ROSTERING**

The Course Selection Process begins in early February. Information concerning course offerings is detailed in the Course Catalog.

Since the selection of courses is a serious responsibility, it should be done thoughtfully and realistically. Students are urged to discuss their selections with parents, teachers, counselors, and department chairpersons. The Course Selection Form is completed and printed through the Grade Connect website. Signing this form is an agreement that the student commits herself to these courses for the upcoming school year. Requests for changes will not be entertained except for serious and compelling reasons. All such requests are subject to a \$50 processing fee.

Academic Affairs will make every effort to roster all students to the courses selected and approved, however, there are constraints based on the number and availability of teachers, number of sections, course scheduling conflicts, class size, bargaining unit requirements, etc. The Principal will be the final arbiter when such conflicts occur.

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.

## **CYCLES AND TEST DAYS**

The 6-Day Cycle promotes continuity in class preparation and instruction. Whenever a holiday or longer vacation interrupts the cycle, classes resume with the next day of the cycle.

The Cycle is arranged to space the number of tests on one day. Departments may choose one of the following two days in a cycle for testing:

### **CYCLE DAY ASSIGNMENTS:**

**A & D: Math, Theology, Business**

**B & E: Science, English, Fine Arts**

**C & F: History, World Language, PE/ Health**

## **SUMMER BRIDGING ASSIGNMENTS**

All students will be required to complete a school developed bridging packet each summer. When students return to school in September each is to have completed the assignments.

## **DIOCESAN SCHOLAR PROGRAM**

The Office of Catholic Education, in cooperation with the Catholic Colleges and Universities of Philadelphia, offers the opportunity for students chosen from the top 30 members of the junior class to take two courses each semester during their senior year on the campus of a Catholic college. There is no college tuition cost. At the end of the year, an official transcript of credits and grades will be available to the student. Grades for the college courses taken will be used to compute the semester grades.

## **RANK IN CLASS**

Rank in class is determined by the adjusted quality point average using a diocesan wide computer program. Quality points are earned for grades received in a particular track according to the table in the Course Catalog.

## **PROGRESS REPORTS**

Progress reports will be issued at the midpoint for each quarter. These reports will be mailed in October, December, February and May.

## **PARENT /TEACHER CONFERENCES**

Parent/Teacher Conferences are scheduled after the first quarter, first semester and third quarter progress reports are issued. Conferences are also scheduled after the final report card is issued. **Parent(s)/guardians of students with failure warnings must attend.** If for any reason a parent/guardian is not able to attend the conference, the parent must contact the teacher prior to the scheduled conferences.

## **GRADUATION POLICY**

Participation in the commencement exercises in an Archdiocesan high school is a privilege not a right. Only those students who have completed all the requirements for a diploma may participate in the commencement exercises. Students shall be excluded from participation in the commencement exercises for:

- a scholastic failure in the program of studies,
- disciplinary problems or a major breach in the school's disciplinary code,
- a failure to fulfill financial requirements (which include tuition, senior fees, and school fees),
- excessive absences, excessive lateness
- failure to attend all mandatory graduation rehearsals.

Students may be excused from participation in graduation ceremonies at the written request of the parents or guardians.

## **SUMMER SCHOOL POLICIES**

A failure in a course means that the average of the mid-term and final grade is below 70. A failure must be made up in summer school. Archdiocesan Policy stipulates that seniors with a final grade failure do not participate in the graduation exercises. Seniors with final grade failures must successfully make up these failures in an approved Diocesan Summer School to receive her diploma; this applies even if the failure was in an elective course.

Underclassmen with any final grade failures must successfully make up those failures in an approved Diocesan Summer School to return to Hallahan the following September. Archdiocesan policy also states that students with excessive absences do not successfully complete the school year until they make up time they have missed in an approved Diocesan Summer School Program.

## **TESTING: PSAT & SCANTRON TESTING**

The PSAT Test will be administered to all 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students in October. Scantron testing, will be administered three times during the academic year. The first testing, conducted in September or October will establish a baseline for student knowledge in reading and mathematics. Later test administrations will indicate student progress in reading and mathematics.

## **TEXTBOOKS**

Books given to a student for her use during the school year must be returned at the end of the year. A student will be charged a fee for a book not returned, and final report card will not be mailed.

A senior's diploma will be withheld pending the receipt of the book or the fee; academic records of a student intending to transfer could be withheld pending the receipt of the book or the fee.

## **TRANSFERS**

Transfer students must return all books, ID cards and other school material.

The Academic Office issues transfer slips upon written receipt from the student's parent/guardian indicating the name of the school the student plans to attend. Student records will not be released until all financial obligations to Hallahan are fulfilled.

# RESPONSIBLE USE POLICY FOR TECHNOLOGY

## Preamble

### ***Catholic Schools of the Archdiocese of Philadelphia Revised May 2017***

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

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

We are interested in technology because of our faith.

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

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

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

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

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

# RESPONSIBLE USE POLICY FOR TECHNOLOGY

*Catholic Schools of the Archdiocese of Philadelphia*

## PURPOSE

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

## SCOPE OF USE

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

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

## GOAL

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

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

## RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are

granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

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

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

## TECHNOLOGY USE GUIDELINES

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

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

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

The school-sanctioned communications methods include:

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

Teachers, administrators or staff member in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents using a home phone or a personal cell phone. However, they should not distribute a home

phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

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

### **Examples of Unacceptable Uses**

#### **Users are not to:**

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

- Loading personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

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

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

## **Personal Use of Social Media**

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

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

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

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

## **Policy Violations**

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

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

## **OFFICE OF STUDENT SERVICES**

The policies described below are designed to motivate students to respect themselves and others and to create a positive school climate that promotes academic excellence.

### **ATTENDANCE**

#### **ARRIVAL/DISMISSAL**

The 19<sup>th</sup> Street doors are open for student ID card access at 6:45 AM. Students arriving to school between 6:45 and 7:30 AM must report to and remain in the Cafeteria.

- 7:30 Morning Bell (move to lockers)**
- 7:35 Students must leave the cafeteria**
- 7:40 Warning Bell**
- 7:45 Homeroom/Prayer Begins**

No student is allowed at her locker before 7:30 AM. Students found to be in these areas before 7:30 AM will incur demerits for being out of bounds.

Students are to report to their locker and then to homeroom. Students not in Homeroom by 7:45 AM are late. These students get a late pass. Students will not be issued a late pass before 7:45 AM.

**Students must enter and leave school in full uniform, including school shoes.** Students are not permitted to change shoes in the building, except on inclement weather days.

Students are encouraged to appointments after school. If a student arrives late for a serious reason, she must have a note from her parent/guardian or doctor, or be with a parent.

If a student requires an **early dismissal** for a serious reason, **she must bring a note from her parent/guardian to the Student Services office before Homeroom begins.** Students being dismissed early must be picked up by a parent/guardian. **STUDENTS CAN NOT DISMISS EARLY UNLESS A PARENT/GUARDIAN SIGNS THE STUDENT OUT. Accumulated early dismissals without doctor certification will require a meeting with Assistant Principal of Student Services.**

No early dismissals on days of dances and proms.

**No student, UNDER ANY CIRCUMSTANCES, may call a parent/guardian to be picked up during school hours. In cases of emergency or illness, the designated school official will notify the parent/guardian. Students using a cell phone to call or text a parent to be picked up will be issued demerits. Students responding to parent call or text will be issued demerits.**

Only a parent/guardian is permitted to wait for a Hallahan student outside at dismissal. All others must wait one block away from school grounds. Loitering around the building, across the street, or homes in the area is strictly forbidden.

## **ATTENDANCE POLICY**

Regular attendance at school is essential to good scholarship. The learning experiences of each day are important and difficult to make up if missed. Colleges and future employers use attendance records to determine dependability. Therefore, it is important that students attend school every day.

A **parent** or **guardian** must call the absentee line, (215) 569-8049, before 9:00 AM. **A student may not notify the school of her absence.** The parent or guardian should state name, the student's name, the student's number and reason for absence.

A parent/guardian must complete the official absence form. This form is available in the Student Services Office. **A doctor's note should be presented with an absence of three or more days.** Doctor's note should be presented with the official absence form whenever a student is under a doctor's care. Doctor notes must be submitted within the same quarter of the absence.

Student experiencing a long-term illness must contact the Principal, who will collect and distribute assignments to a parent. If health conditions permit, arrangements will be made for the administration of tests/exams.

**Students who have been absent without current Doctor Certificates for 22 or more days will be required to attend the Summer Program to remain a student in good standing.**

### **EXCUSED/UNEXCUSED ABSENCE**

If a student is not physically present in the school building, it is recorded as an **unexcused** absence. The only absences recorded as "excused":

- Death of an immediate family member- 5 days
- Scheduled college visit in senior year- 1 day

Seniors are permitted one day as an excused absence for a college visit. Prior to visit, they must notify Assistant Principal Student Services. Upon return, they must present verification of the visit.

The following are an excused one-day absence only in the event that there are no other absences and the student is eligible for Perfect Attendance:

- death of extended family (day of funeral only)

Documentation of the funeral must be presented for the absence to be recorded as "excused".

Students who are absent from school may not participate in after-school activities on the day of absence; i.e. athletic events, dances or proms, etc.

### **PERFECT ATTENDANCE**

Perfect Attendance Certificates will be issued to students who are within the following guidelines:

1. NO absences
2. NO lateness
3. NO early dismissals

## **LATENESS FOR SCHOOL**

The warning bell rings at 7:40 AM and Homeroom begins at 7:45 AM. Students not in Homeroom when the 7:45 AM bell rings are considered late for school and must obtain a late pass.

For every **five** late days a student accumulates, she will be required to serve a one-hour detention. If a student accumulates **10** late days in one quarter, she will be suspended and fail conduct for that quarter. If a student accumulates **25 or more** late days in one year, she will incur a second suspension and fail conduct for the year. If a student accumulates 25 late days and fails conduct for the year, she will be required to attend a summer attendance program before she is admitted to school for the next year.

**If a senior accumulates 25 lates in one year, she is liable not to participate in graduation exercises and/or attend a summer attendance program before being issued her diploma.**

STUDENTS WHO ARE LATE ENOUGH TO MISS MOST OR ALL OF FIRST PERIOD WITHOUT A DOCTOR'S CERTIFICATE WILL BE ISSUED 16 DEMERITS FOR CUTTING CLASS.

NOTE: Perfect Attendance is awarded only to students who have NOT been late during the school year.

## **HEALTH SERVICES**

**Every freshman must have a current physical on record in the nurse's office by September 15. Freshmen who do not have a current physical documented will be contacted. This is a state law mandate, therefore, non-compliant students will NOT be permitted to attend school.**

The nurse's office is located on the second floor of the Cathedral building. Vision and growth screenings, auditory testing, and TB testing are done according to the School Code. Medical concerns are reported to the parents so that a physician can evaluate and prescribe treatment.

Health problems, the immunization program, and communicable disease exclusions are monitored by the school nurse. The school nurse should be notified of any special health conditions that affect a student's social or academic progress or limit her physical activities in school. A note from a parent and doctor explaining the condition will be kept in the nurse's office and Student Services office. This information will be kept confidential and only shared with written permission of parent or guardian.

Medications brought to school must be registered in the nurse's office and taken in the presence of the school nurse or in the Student Services Office. Medication schedules should be adjusted around school hours whenever possible.

If the nurse is not in school, students who are ill are to report to the Student Services Office.

For safety reasons, only the school nurse (a health professional) will evaluate your daughter and/or administer medication. School staff will not administer over the counter medication to students. No student will be permitted to leave class to request over the counter medications from staff.

Students who need to take medication during the school day must report this to the school nurse or to the Student Services Office if the nurse is not in school. In order for medication to be administered at

school, the school form, signed by the doctor, and the medication must be submitted to the Student Services.

## **ELEVATOR**

The elevator is for the faculty and staff. A student who has a serious medical condition may apply to the Student Services Office for an elevator pass. Any student who uses the elevator without a pass is liable to receive demerits

## **ARCHDIOCESAN AIDS POLICY**

The Office of Catholic Education of the Archdiocese of Philadelphia has a specific policy relating to students/staff who are HIV positive or who have AIDS. A copy of this policy is available in the Student Services Office.

## **ARCHDIOCESAN PREGNANCY POLICY**

When a student is pregnant, she is to inform a guidance counselor, or member of faculty or administration with whom she feels comfortable. This person must then inform the Assistant Principal for Student Services. If the student has not told her parents, she is given time to do so, or the counselor will inform the parents.

A letter from physician must be on file indicating the length of time student may remain in school. Student cannot remain in school longer physician recommendation. Each case will be evaluated individually, however, and the Principal may decide that it is in the student's best interest to leave the school on an earlier date. When the student leaves, she is assigned full program of independent study-with specified assignments to be completed by a designated date. During this time, she will continue to be carried on the roll of the school.

The Principal, the Assistant Principal and a Counselor will review with the student and parents/guardians the support services of the school, the desire of the school to have the student continue on roll, the method of completing assignments, and the expected levels of achievement and responsibilities. Principal shall determine if student has completed the independent work adequately for readmission and the work credited towards graduation.

## **ARCHDIOCESAN ABORTION POLICY**

Upon receipt of information that a student has procured or assisted another in procuring an abortion, the school principal will promptly arrange to meet with the student and her parent(s). If the principal determines that the student procured or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service, e.g., Archdiocese of Philadelphia Project Rachel, Catholic Social Services, School Ministry Office, etc.

The school principal will attempt to handle each matter in a spirit of Christian compassion and forgiveness, but when public scandal, the students' refusal, or failure to participate in counseling or other circumstance warrants, the school principal may dismiss or take other appropriate action.

The school principal and other individuals who learn of any such matter will handle in a confidential manner to the extent possible, and communicate it only to those individuals at the school, at counseling services, and at the Office of Catholic Education who have a reason to know.

## DISCIPLINE

### **THE SCHOOL AND THE LAW**

Any unlawful act taking place on school grounds or any unlawful act which brings scandal to the school not only makes the student subject to the penalties of the law but also may result in suspension or dismissal from school. If a student is presently attending or applying to Hallahan, and is found guilty of a crime, the student is liable for dismissal from Hallahan or may be refused admission.

### **BEHAVIOR IN PUBLIC**

Students are expected to behave in a refined, and responsible manner at all times while enrolled at Hallahan. Behavior in public that projects an unfavorable image of Hallahan will be treated as a school matter. **Misconduct or inappropriate behavior or language on transit, at athletic or social events, or anywhere in public is subject to disciplinary action.** Students involved in verbal/physical/electronic altercations will be dealt with severely. Demerits, detentions, and/or review for dismissal will occur.

Hallahan students are NOT permitted to go to the campus of any other school during or after school hours without expressed permission of that school official. Demerits, detentions, and/or review for dismissal are the consequences for students found to be loitering on the grounds of another school.

### **ASSEMBLIES**

Various types of assemblies are throughout the year. Students must go and return from the auditorium or gym in a **quiet** and **orderly** fashion. They are to sit in their assigned section. Students should conduct themselves appropriately by demonstrating respect and courtesy before, during, and after the assembly. If the assembly is of a religious nature, silence is to be observed.

### **HALLWAYS**

Students are not permitted to leave class, lunch, study, homeroom, an office, etc without an official request slip or hall pass. Students are to give their ID cards to teachers in exchange for a Hall Pass. **Observe silence in the halls when classes are in session.**

### **STUDY HALL**

The atmosphere in Study Hall is to be conducive to academic work. Therefore, a quiet and organized setting is mandatory. Students must sit in assigned seats and bring sufficient academic work to complete. Sleeping, or any behavior that distracts others is unacceptable. Students who wish to see a teacher for extra help or testing during the study hall must present the Study Hall Moderator with a **pink** Teacher Request Slip or a **white** Office Request Slip. **NO EXCEPTIONS.**

### **CAFETERIA**

Students must report to the cafeteria at designated lunch period. Students should be in the cafeteria within two minutes of the bell or they will be considered late. Students must sit with their own grade. Students must gain permission from the cafeteria moderator in order to leave the cafeteria. Students are expected to cooperate and follow the directives at the end of the period.

- Prayer will begin two minutes after the bell rings. All students must be seated for prayer. Students will be called to the purchase food or drink after the prayer. Students must wait for their class to be called to purchase food.
- Food or drink cannot leave the cafeteria.
- Food cannot be ordered or delivered to students during the school day. This includes delivery of outside food by a parent/guardian.
- No glass or glass thermos bottles are permitted.
- Students should use the lavatory located in the cafeteria during their lunch periods.
- Trash and liquids are to be discarded in the proper containers.
- Students must clean their own places and take turns washing the table. Tables should be left in order for the next group.
- If tables are not cleaned and trash not thrown away, all students assigned to that table are liable to receive demerits for cafeteria violation.
- Students must observe proper manners at all times in the cafeteria, including:
  - Wait in line in single file.
  - NO STUDENT MAY DISRUPT THE LINE.
  - Students arriving to the line must stand behind the last person.

Students in violation of cafeteria regulations will be issued demerits.

## **FIRE DRILL**

Fire drills are held at stated intervals as required by law, and in cooperation with the Fire Marshall. Every fire drill must be taken seriously; misconduct or failure to cooperate is a serious offense. As soon as the alarm sounds, students should stop all other activity and leave the school in silence. No one may use the elevator during a fire drill. Classroom lights should be off and doors closed.

Any student who tampers with the fire alarm and brings about a disruption of the daily schedule is guilty of a serious breach of the disciplinary code. Such an act is liable to result in an immediate suspension or dismissal.

John W. Hallahan Catholic Girls' High School complies with all Crisis Management regulations deemed by the City of Philadelphia. The complete Crisis Management program can be found on file in the Student Services Office.

## **MESSAGES DURING SCHOOL DAY**

It is our duty to promote an academic atmosphere. Therefore, the school will NOT deliver messages to students. In an extreme emergency, we will locate your daughter immediately and assist you in any way. In this case, for safety reasons, the identity of the person on phone will have to be confirmed.

**Do not call or text your daughter's cell phone during school hours. If a student is found to be retrieving messages before the end of the school day, it is a clear violation of the Cell Phone Policy and will result in demerits.**

## CELL PHONES POLICY

John W. Hallahan Catholic Girls' High School is not responsible for lost or stolen cell phones. It is the student's responsibility to keep her cell phone safe.

**Phone must be turned off and stored in student's locker or pencil case.**

Cell Phones are permitted to be used during classroom instruction or during project/group work under direct supervision of the teacher. The classroom teacher must give expressed permission to class for any cell phone use. Any cell phone in hand without teacher consent will be considered a violation of the Cell Phone Policy. It is NOT mandatory to have a cell phone.

Cell phones are NOT permitted to be used in the classroom for ANY reason other than academic. Students not following directions of the classroom teacher are in violation of the Cell Phone Policy. Demerits will incur if a student uses cell phone to communicate with parent. In the event of an emergency, parents should call Student Services. Your daughter will be located immediately.

Cell phones are NOT permitted to be used in

- Bathrooms or Hallways
- Cafeteria between 7:30 AM and 2:24 PM
- Study Hall, Auditorium, Gym (unless granted permission by moderator)

### **VIOLATION OF CELL PHONE POLICY**

First Offense: Cell phone is confiscated and returned to student.

\$20.00 Fine    15 demerits    Detention

Second Offense: Cell phone is confiscated and returned only to parent/guardian.

\$30.00 Fine    20 demerits    Detention

After Second Offense: Cell phone is confiscated and returned only to the parent/guardian. In addition, students will have to turn cell phone into the Student Services Office each morning

\$50.00 Fine    31 demerits    Automatic conduct failure    2 detentions

**If a student is found to be using a cell phone for harassment, displaying aggression, or recording images, it will be treated as a serious discipline issue. The student is liable to receive 31 demerits and be reviewed for dismissal from school immediately.**

## CONTRABAND

Contraband refers to those objects that are not permitted in school, on school property, or at school-sponsored events. Among these are illegal substances (drugs, alcohol, etc.), drug paraphernalia, weapons or any items used as weapons, and other illegal, dangerous, or distracting paraphernalia. Cameras are not permitted in school. **Any photos taken in school are done so only with the expressed permission of a parent/guardian and are taken by students who work for the school publications, or by Gursick studios. All other photos are not condoned or permitted by Hallahan High School.** All materials which do not promote the common good are banned. Possession of such items in or around school, before, during, or after school hours is forbidden. Any violation may result in the confiscation of the materials. Disciplinary action may include demerits, suspension, and/or review for dismissal from school.

Any item that is capable of causing bodily harm, whether it is a weapon or an item used as a weapon will be confiscated. The student will be suspended with review for immediate dismissal.

## **ILLEGAL SUBSTANCES**

Illegal substances include drugs, alcohol, tobacco, etc... Any student who possesses and/or uses a controlled substance on or around school property or at school -sponsored events will be dealt with most severely. This applies to Hallahan students and their guests. Also, these cases may be referred to law enforcement officials.

Anyone suspected of using, selling, or possessing a controlled substance with intent to distribute will be referred to law enforcement officials and face failure in conduct and review for dismissal. Students who are in proximity of possession/use of illegal substances will be held accountable as well.

Students who bring a guest to any school function who is found to be in violation of this policy will be held accountable and face disciplinary action up to and including dismissal from school.

## **SMOKING**

Cigarette smoking is not permitted in the school building, or area surrounding the school. That is: Spring Garden Street to the north; Arch Street to the south; 16<sup>th</sup> Street to the east; and 22nd Street to the west. The area is a non-smoking zone for students. Smoking is not permitted at school-sponsored activities or field trips.

If a student is smoking in school or on school premises, she will be given 20 demerits and fined \$25.00. If a student is found to be in possession of cigarettes or matches, 20 demerits will be issued.

A student does not need to be seen smoking to receive demerits. If smoke or smoke odor is coming from the area in which the student is found, then it will be deemed that the student is smoking. Student should not be near students smoking if she does not wish to receive demerits

## **LOCKERS**

**Lockers are the property of the school, therefore, the administration has the legal right to search a student's locker if necessary.**

- Only locks purchased from the school may be used. The school will remove other locks.
- Lockers are to be locked at all times. Do not give your lock combination to anyone. Locks are purchased in freshman year and are used for four years. If a lock is lost, a new lock must be purchased in the Student Services Office.
- Students are responsible for the security and appearance of their lockers. The school is not responsible for items kept in lockers. Lockers must be kept neat and clean. Stickers, glue, marker or writing of any kind is forbidden.
- Students are not permitted to change their lockers without the written permission of the Assistant Principal for Student Services, nor are students permitted to share lockers
- A student may go to her locker before homeroom, after school, and between classes as long as she can get to class on time.

- It is recommended that the student organize her day to include TWO locker visits. Frequent requests to retrieve items from lockers are unreasonable. Students must develop organizational skills and time management that results in few locker visits.
- Students at a locker without permission will be issued demerits for out of bounds.
- Students found to be using more than one locker will be issued demerits for disobedience.

## SCHOOL BAGS

Students use a standard schoolbag to carry books to and from school. This schoolbag must be locked in the locker during the school day. Students carry their books from class to class. If a student prefers, she may use a CLEAR SCHOOLBAG to carry books from class to class. These are available in most discount stores. No mesh bags or color/tinted bags are acceptable **Students are NOT permitted to carry pocketbooks, purses, or handbags.** Anything that contains valuable items should be securely locked in the locker or left at home.

## VALUABLES

**The school is not responsible for lost or stolen items. Students are discouraged from bringing valuables to school.** Money and other valuables are the responsibility of the individual. Any significant amount of money should be brought to Student Services Office for safekeeping.

## DEMERITS

Each infraction of a rule results in a demerit(s). It is the responsibility of the student to advise her parent or guardian of her demerit status and to keep copies of demerits. Instead of issuing a demerit slip, a teacher may choose to hold private detention after school hours. The student must be given one day's notice. The Assistant Principal for Student Services reserves the right to administer demerits for infractions that are not listed here. Such demerits may be accompanied by suspension.

The following infractions may be accompanied by suspension and/or dismissal.

1. Alcohol or Drug violations	31
2. Fighting	31
3. Stealing	31
4. Truancy	31
5. Behavior in public	15-31
6. Cut Detention (school)	10
7. Contraband	8-31
8. Actions Detrimental to Hallahan	8-31
9. Vandalism	8-31
10. Inappropriate Language	8 - 31
11. Smoking (and a \$25 fine)	20
12. Cell Phone (and a \$5-\$20 fine)	10-31
13. Cut class, lunch, or study	16
14. Disobedient, Disruptive, Disrespectful Conduct	8-31
15. Cut Detention (private)	5
16. Out of Bounds	5
17. Eating/drinking outside cafeteria	3
18. Dress Code Violation	3-15
19. Late (class, lunch, study)	3

20. Gum	3
21. Cafeteria Violation	3
22. Accumulated Lateness	31
23 Responsible Use Policy Violation	5 – 31
24. Peer Harassment Violation	31
25. Hair Violation (suspension warning)	10
26. Piercing Violation (suspension warning)	10

## DETENTION (SCHOOL)

Detention works in conjunction with the demerit system. Any student who accumulates 15 demerits must attend a one-hour detention. If she receives an additional 15+ demerits in the quarter, she will fail conduct and be suspended; at this time she must serve 2 detentions. Since punctuality is an important personal asset, any girl who accumulates **five** late days must serve a one-hour detention.

The Assistant Principal for Student Services reserves the right to assign detention for any infraction not listed in the demerit code.

## DETENTION (PRIVATE)

All teachers have the right to call a private detention. Twenty-four hours notice is required. A student who fails to report to a private detention is liable to receive demerits.

## CONDUCT MARKS

Students begin each quarter with a conduct grade of 100. Demerits lower the conduct grade. Parents are notified in writing when a student accumulates 15 demerits in one quarter. **At 15 demerits, student must serve a detention.**

Accumulation of 31 demerits in one quarter results in a suspension. Students suspended are liable to mandatory counseling, additional detentions, denied participation in extracurricular activities, such as sports, dances, school functions. Suspended student may not be readmitted until a parent /guardian meets with Assistant Principal for Student Services.

## FAILURE IN CONDUCT FOR THE SCHOOL YEAR

A student fails conduct for the school year:

- a second accumulation of 31 demerits any quarter, or a second suspension in any quarter
- **accumulation of 90 demerits in the school year, WITH OR WITHOUT individual quarter failures or suspensions.**
- accumulation of 25 or more unexcused late days
- accumulation of 22 or more unexcused sick days

If a student fails conduct, she will be liable for dismissal immediately. If the Principal determines a student is to be dismissed, the dismissal is final.

If a student fails conduct but is permitted to remain at Hallahan, she must complete the Summer Behavior Modification Program. It is a week-long program during the summer at additional cost.

Student and parent/guardian must review a Behavior Contract with Assistant Principal of Student Services. Student must sign and adhere to a Behavior Contract for the following school year. If the contract is not met, she is liable for immediate dismissal.

A senior who fails conduct is liable not to participate in Senior Prom, Baccalaureate, and Graduation. A senior who fails conduct and is permitted to participate in Baccalaureate/Graduation will receive her diploma after successful completion of the Summer Behavior Modification Program. The Principal reserves the right to present this diploma at a date specified after completion of this program.

## **DRESS CODE – DIOCESAN UNIFORM POLICY**

Attention to personal appearance is an important part of the maturation process for young Catholic men and women. The school uniform expresses traditional values of economy, neatness, and practicality and our unity as a community. A person's appearance is a reflection of self-image and is an indication of respect for oneself and others. The dress code promotes pride in personal appearance, pride in representing the student's school community, and pride in being part of the Catholic school system. The dress code and uniform policy affirm the values of modesty and decency in keeping with the teachings of the Church and each local school community.

Students are expected to be clean, well groomed, and dressed appropriately. School uniforms must be purchased through the official supplier for the Secondary School System, currently Flynn & O'Hara. The Assistant Principal for Student Services is the final judge of adherence to, or violations of, the dress code and uniform policy.

### **GENERAL DIOCESAN POLICIES**

1. Students are to come to school and leave school in full uniform unless they are involved in a school activity after 8<sup>th</sup> period.
2. If there is a medical reason to not wear the uniform saddle shoe, a note from the doctor must be on file for the duration of the accommodation.
3. Substitute footwear are not acceptable. Sneakers for gym class are worn only in the Gym, and only for the gym class itself.
5. Students in Physical Education class must wear the gym uniform determined by school.
6. For field trips, the Assistant Principal for Student Services will determine the dress code.
7. Extreme hairstyles or hair dyes are not permitted (bright highlights such as reds, blues, purples, etc.). Shaved heads are not permitted. Students may not wear excessive jewelry or make-up.
8. No visible tattoos, including henna tattoos, are permitted on any student. No visible body piercing is permitted on any student (except for two pair of earrings). This includes piercing of the tongue, eyebrows, lips and/or nose.
9. A student who violates the dress or hair code may receive demerits and remain out of school for a brief period until the situation has been corrected. **Students who do not cooperate will not be permitted to return to school.**
10. Students representing the school at official functions must wear the formal uniform.

### **HALLAHAN UNIFORM POLICY**

The school uniform is to be worn to and from school. Students must be in full uniform while in the school building. No student is permitted to change her uniform in school unless it is for a sports activity. Full uniform includes:

- regulation navy blue jumper
- regulation school blouse in white or blue
- regulation saddle shoes (reverse blue and white saddle shoes)
- regulation class color shoelaces
- navy blue knee socks or tights (see summer/winter uniform)
- lanyard and ID
- school emblem, **sewn on**
- school sweater (optional)

### ***Uniform Supplier***

Flynn & O'Hara ([www.flynnohara.com](http://www.flynnohara.com))

- 10905 Dutton Road, Philadelphia 19154 (215)637-4600
- 6801 Frankford Avenue, Unit G, Phila 19135  
215-624-1983

### ***Shoe Supplier***

Flocco's Shoes & Clothes: 110-114 Fayette Street, Conshohocken PA 19428 (610)-828-5544

## **HALLAHAN DRESS CODE**

- Summer Uniform –navy knee socks can be worn up until October 15<sup>th</sup> and after May 16<sup>th</sup>
- Winter Uniform- navy blue stockings must be worn October 16<sup>th</sup> through May 15<sup>th</sup>
- The jumper must not be higher than two inches above the knee. If a student's jumper is too short, she will be required to alter it or purchase a new uniform. Students who do not comply are liable to be suspended and not readmitted until the jumper is of acceptable length.
- On occasions when the school uniform is not required, students must wear appropriate attire. Any student who comes to a dance in an inappropriate outfit or gown may be sent home.
- School shoe must be worn as the student enters and leaves the building, except in inclement weather, such as rain or ice
- Students must leave all outerwear in their locker during the school day. This includes boots in the case of inclement weather.
- Only the official school sweater may be worn.
- Clothing worn under the uniform, i.e. colored tshirts, must NOT be visible.
- Jewelry may be worn, however, inappropriate or excessive jewelry may be confiscated. The school is not responsible for loss or damage to confiscated jewelry.
- Only small POST earrings are acceptable
- Unacceptable earrings include more than two pair, hoops, dangling earrings of ANY size, posts to enlarge the earlobe, spike earrings
- One simple necklace/medal may be worn. NO lanyards other than Hallahan lanyard, may be worn. Choker necklaces are NOT permitted.
- No inappropriate symbols (depicting violence or hate, etc.) on clothes, bags, or jewelry.
- Buttons, pins, other decoration NOT issued by our school are not permitted to be worn on any part of the school uniform. No Exceptions.

- No caps, hats, wraps, bandanas, large head bands are permitted. No hair curlers.
- Small, plain headbands, no wider than two inches, are acceptable.
- Any body piercing other than pierced ears is unacceptable. Students may NOT cover piercing with a bandage to deem the piercing acceptable. The jewelry in the piercing must be removed. Failure to comply with this policy will result in demerits for deliberate disobedience.
- Tattoos are not condoned. They are to be invisible when wearing the school uniform. Students with tattoos on any part of the arm must wear a long sleeved blouse or sweater
- No extreme hairstyles are permitted. Hair color not suitable for school (bright reds, pinks, blues, purples, etc.) will result in demerits. Students with unacceptable styles/colors must rectify the situation before being admitted back to school.

**Final judgment in dress code matters is reserved to the Assistant Principal for Student Services.**

## **I.D. CARDS**

Students are required to wear their ID cards on their lanyards **at all times**. If a student loses her ID, she must have it replaced promptly for a fee of \$15.00. ID cards are to be kept in good condition.

## **VISITORS IN SCHOOL**

**All visitors must report immediately to the Main Office.** No one is permitted to visit classes, cafeteria, teachers, and students or to walk through the school without expressed permission from Administration. All visitors must obtain a Visitor's Pass from the Main Office.

## **HARASSMENT/SEXUAL HARASSMENT**

Harassment because of a person's sex, race, age, national origin or disability is particularly egregious. Accusation of such harassment will be thoroughly investigated and appropriate sanctions will be imposed.

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

- Threatening adverse action if sexual favors are not granted
- Promising preferential treatment in exchange for sexual favors;
- Unwanted physical contact;
- A pattern of offensive remarks such as unwelcome comments about appearance of clothing, obscene jokes, sexually explicit or offensive language;
- Display of sexually suggestive objects or pictures; material downloaded (text, pictures) on phones or other devices deemed offensive, sexual, or suggestive by the receivers
- Unwelcome notes, e-mails and other communications that are sexually suggestive

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, the student should report it to the Principal.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. Appropriate action will be taken, which may include dismissal from school and notification of law enforcement.

Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

A copy of the Harassment/Sexual Harassment Policy is on file in the Principal's Office.

## **PEER HARASSMENT POLICY**

John W. Hallahan Catholic Girls High School is a NO PLACE FOR HATE school and participates in the SpeakUp! Program.

Peer harassment, or "bullying" is considered a serious breach of the conduct code and mission of our school. Peer harassment is defined as intentional, repeated hurtful words, acts, or other behaviors such as name-calling, threatening, and shunning, committed by one or more students against another. This, or any pervasive, unwelcome action, physical, verbal, or written, which has the effect of disrupting normal and appropriate activities of anyone within the school community, is strictly prohibited.

If, after a formal report and investigation, a student is found to be in violation of the Peer Harassment Policy, the following sanctions will be put in place:

- First Offense:
  1. Complete the Acknowledgement Form with the Assistant Principal for Student Services
  2. Call parent/guardian to notify them of the infraction.
  3. Identify the specific issue and explore the motivation behind the act(s) through the "Think About It" component.
- Second Offense:
  1. Complete components 1, 2, and 3.
  2. Mandatory Parent Meeting with Assistant Principal for Student Services.
  3. Participate in counseling sessions as necessary
  4. "Classes Only" for one week.
  5. Disciplinary action may be taken.

***Further offense will be treated as a serious matter.***

***Consequences will be severe and may include demerits, suspension, and review for dismissal from school. Offenses are cumulative for as long as the student is enrolled at Hallahan. Cases of peer harassment that are deemed serious at the first offense will result in 31 demerits, immediate suspension, and review for dismissal.***

## **CYBERBULLYING**

Cyberbullying is defined as sending or posting harmful or cruel text or images using the internet or other digital communication devices (ie., instant messaging, email, cell phones, text messages, defamatory

personal web sites, chat rooms). Cyberbullying in any form is considered a violation of the Peer Harassment Policy and the Responsible Use Policy of our school.

## **INTIMIDATION/FIGHTING**

Any student involved in **physical/ verbal/ electronic violence**, threatened or actual, will be dealt with severely. Cases may be referred to law enforcement officials. Violence, verbal or physical, will not be tolerated. Any physical or verbal abuse or intimidation towards teachers, staff, or students is liable for immediate dismissal.

If any student engages in physical fighting during the school day, traveling to or from school, or at any school function, she will be liable for immediate dismissal from Hallahan. Any student who travels to another school after dismissal for the day and is involved in intimidation or fighting will be liable for immediate dismissal. The rationale for the school's policy concerning fighting is twofold:

- I. We are a Catholic school and we are founded on a philosophy that is based on the two great commandments of Christ: *Love God* and *Love Your Neighbor*
- II. We are committed to providing a safe environment for each student who attends Hallahan High School.

If a student is involved in a physical fight:

- (1) Parents will be called and must pick the student up from school immediately and
- (2) Suspension will occur and the terms of suspension will immediately go into effect.

**In addition, students found to be in REPEATED conflict (verbal arguments, physical altercation, harassing behaviors, in proximity of repeated conflict) with other students will be reviewed for dismissal from school. If the student is dismissed, this decision is final.**

## **WITHDRAWAL/DISMISSAL POLICY**

It is the policy of our school to notify the school to which a student transfers if a student is dismissed, or is withdrawn from school, for any of the following infractions:

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

## GUIDANCE

The philosophy of the Guidance Department reinforces and adheres to the philosophy of John W. Hallahan Catholic Girls' High School. Each member of the Guidance Department is committed to recognizing each student as an individual, reinforcing her personal goal setting and empowering her towards wholeness: emotionally, spiritually and academically.

### **COLLEGE GUIDANCE**

The Guidance Department offers assistance to help students make informed decisions concerning the selection of a college or career. The Department also provides planning for financial assistance for higher education. This assistance is offered through:

- A series of personal interviews that are tailored to the college process
- Developmental guidance units
- Classroom presentations
- Student/parent events, such as: college information nights, financial aid nights, college fairs
- College visits to school

Services for College Bound Students are an integral part of the Guidance Program. Students should be aware that the grades of all four years are critical to college acceptance.

### **COLLEGE ADMISSION CHECKLIST**

In freshman year, students take the **PSAT 8/9**. In sophomore, and junior years, students take **PSAT** (Preliminary Scholastic Aptitude Test). In the spring of junior year, students are encouraged to take the **SAT** (Scholastic Aptitude Test). Throughout junior year, students are encouraged to spend time in the Guidance Office investigating colleges and using available resources.

During junior year, visit selected colleges and request offerings as well as financial aid.

- In fall of senior year, take the **SAT** again to improve scores. If the **SAT** has not been taken, it is imperative that it be taken at this time in order to apply to college.
- In fall of senior year, fill out applications to the selected colleges and meet again with the counselor who will review these applications.
- Obtain teacher recommendations by using naviance .Remember a request should be made in person before making an electronic request.
- Investigate scholarship opportunities using the links provided at <http://www.jwhallahan.com/academics/guidance>
- Request transcripts to be included with your applications to college.
- Transcripts will be electronically sent only if tuition is current.
- In October of senior year, prepare and file **FAFSA** form electronically and print and mail the **PHEAA** grant form to Harrisburg.

**Hallahan's High School Code is 393350.** This number is required on many forms including applications for college admission and financial assistance as well as registration for the **SAT**.

All college applications are processed through the Guidance Office. Transcripts and letters of recommendation along with the completed application and required attachments are sent electronically using naviance. Some colleges still request forms be mailed. Official transcripts are not given to students or parents; they are sent electronically or mailed directly to the designated institution(s). College application fees are waived only if a student has taken the SAT on a college board fee waiver. Transcripts for college applications must be requested in person after the application has been completed. No requests for transcripts will be taken by e-mail request

In order to have transcripts released, a student must:

1. Have tuition up to and including junior year paid in full. Tuition for senior year must be up to date.
2. **Return a Parental Release of Information Form, signed by a parent**, which will be placed in the guidance files.
3. Had their required senior interview.
4. Come to the Guidance Office and make the request in person

## **CAREER PLANNING**

Students planning to attend a vocational school or enter the workforce upon graduation are encouraged to speak with a counselor to determine the best course of action. Supplemental resources are available in the Guidance Office: Career literature, Career interest surveys (administered in the freshman and sophomore years), Information regarding working papers, Recommendations to prospective employers sent upon request.

## **TESTING**

Individual and group testing programs are offered in the areas of academic assessment and career interests:

Seniors: SAT I & SAT Subject Tests & ACT

Juniors: PSAT & SAT I, ScanTron, ACT

Sophomores: PSAT, ScanTron, Career Interest Inventory

Freshmen: PSAT, ScanTron, Career Interest Inventory

## **COUNSELOR & PSYCHOLOGIST**

Counseling services are conducted individually or in small groups by a certified school counselor who works with students, parents and teachers to discover and to help resolve learning, behavioral or personal difficulties that may be interfering with growth and development. The counselor further assists in the design and implementation of individual programs. Psycho-educational testing of individual students is available and provided by a psychologist.

## **STUDENT AFFAIRS**

Hallahan offers a wide variety of extracurricular and student activities. The Assistant Principal for Student Affairs directs this program for the purpose of providing different experiences and leadership opportunities for the Hallahan students. These activities help build a sense of community, provide outlets for expression, and develop a sense of responsibility, cooperation and service among the students. Moderators supervise every activity. Activities may be added or replaced each year according to student interest. Students are encouraged and welcomed to share ideas and suggestions in the Student Affairs Office.

- Students are encouraged to participate fully in school activities. Involvement in extracurricular activities shows that a student is well-rounded and is asset in college applications.
- Students must exercise good judgment when choosing extracurricular activities, and balance involvement to ensure quality of participation.
- A full commitment is expected when a student accepts membership in a club or on a team
- Leadership positions, in any capacity, should be taken seriously. A student who runs for must consider the responsibilities of the position before accepting nomination.
- Participation in social and extracurricular activities sponsored by the school is a privilege for current Hallahan students only.

## **THREATS, BULLYING, INTIMIDATION, HAZING AND OTHER INITIATION CEREMONIES**

The Office of Catholic Education and Hallahan firmly believe that students must be protected from threats, bullying, intimidation, hazing and/or initiation ceremonies. All verbal, written, electronic and physical conduct that harasses, humiliates, or persecutes students or disrupts or interferes with any student's curricular or extracurricular experiences will not be tolerated. This policy applies to hazing behavior that occurs on or off school property and before, during and after school hours.

No coach, sponsor, volunteer or diocesan employee shall plan, permit, direct, assist, condone or tolerate any of the above stated activities.

Any apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Any student found, after investigation, to have engaged in any forms of this misconduct would be subject to disciplinary actions as defined by members of the school.

Furthermore, any coach and/or student who witnesses or has knowledge of such misconduct activities and fails to report such actions will also be subject to appropriate disciplinary actions as defined by the member schools.

## **ELIGIBILITY FOR EXTRACURRICULAR AND ATHLETIC PARTICIPATION**

**Academic:** Students who fail (grade below 70) any subject are liable for probation from all sports and activities. Permission to participate in extracurricular activities may be granted with the approval of the

Principal. Students who fail two or more courses are subject to exclusion from all extracurricular activities and athletics.

For the school year, in accordance with the above stated policy and the PIAA: any athlete who fails two subjects in the previous quarter, will be suspended from the team for at least 15 school days; and any athlete who fails three or more subjects in the previous quarter, will be unable to participate until she receives her next report card. The suspension of play shall begin on the day the report card is issued. In addition, all athletes must be in good academic standing to return to play.

Finally, in accordance with PIAA guidelines, progress reports will be issued regularly to athletes. To be eligible to participate in her sport, a student may not be failing two or more subjects. Eligibility shall be cumulative from the beginning of a grading period. A student, whose cumulative work from the beginning of a grading period indicates a failure in two or more subjects on any given Friday, shall be ineligible to play from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the standards listed above.

**Discipline:** An accumulation of demerits makes a student subject to suspension from extracurricular activities (including athletics). A failure in conduct (90 Demerits) will result in a 20 school day suspension from team, with a review after 20 school days by the Assistant Principal for Student Services in conjunction with the Principal and Athletic Director. This review will determine student eligibility.

**Attendance:** Students who are absent from school may not participate in after-school activities on the day of their absence; i.e. athletic events, dances, school shows or proms, etc.

**Finances:** Students must be in good financial standing to participate in activities and athletics.

## ACADEMIC CLUBS

**National Honor Society** Induction is granted to students with exemplary academic, leadership, service, and character.

**Sociedad Honoraria Hispanica, Spanish Honor Society** Induction is granted to those who exceed expectations in the study of Spanish language.

**Mu Alpha Theta, Math Honor Society** Induction is granted to those who exceed expectations in the study of mathematics.

**Mathletes** Members compete in meets where their mathematical skills are tested against teams from other high schools.

**Model U.N.** Members engage in an authentic simulation of the United Nations by learning about the United Nations system, the skills of debate, compromise, conflict resolution and negotiation.

**Science Club** Membership is open to all students interested in exploring topics in science outside the classroom.

## SERVICE CLUBS

**Student Council** Students who meet discipline and academic standards and go beyond expectations in offering service to Hallahan are invited to run for Student Council. Elections are held each year

**Ambassadors Club** Members help with the recruitment efforts such as Visitation Day, High School Nights, and Open Houses.

**C.S.C. (Community Service Corps)** Members participate in visits to Assisi House, food drives, soup kitchens, Broad Street Run, Aids for Friends, Catholic Relief Services, etc.

## SPIRITUAL CLUBS

**Respect Life Club** Members participate in group discussions, awareness projects, and March for Life

**Handmaids of Mary** Members meet to pray and celebrate their devotion to the Blessed Mother.

**Kairos Leaders** Select seniors are invited to be Kairos leaders after attending the powerful 4-day Kairos Retreat.

## CULTURE & SPECIAL INTEREST CLUBS

**African American Student Association (AASA)** Membership is open to all students interested in learning more about the major influence of Black History.

**Asian Culture Club** Membership is open to all students interested in learning more about the traditions, events and cultures of the Asian world.

**Irish Club** Membership is open to all students interested in learning about the Irish culture.

**K-Pop Club** Membership is open to all students interested in learning popular Korean dance.

**Otaku Club** Membership is open to all students interested in the anime.

**Writing Club** Membership is open to all students who like to write short stories, poems, lyrics, etc.

## PERFORMANCE & PUBLICATIONS

**Chorus** From traditional hymns to contemporary songs, this group performs at liturgies and concerts.

**Concert Band** Daily class is held at Roman Catholic High School. Students practice and perform in several events a year.

**Dramatics** Each year Hallahan students collaborate to present a musical in the spring.

**Hallahan Day Show** Members of the senior class work together to write, plan, practice, and perform the beloved Hallahan Day Show.

**H.T.V. (Television)** Students can work behind the camera or as anchor-women to produce the daily HTV broadcast.

**Hourglass (Art and Literary Magazine)** This magazine contains quality student writing and poetry, in addition to student artwork.

**Sand Script (Newspaper)** Student reporters write and edit articles, select photos and design layouts for the school newspaper.

**Silver Sands (Yearbook)** Students design the layout, write and edit the text, and select the photos to produce this annual book.

**Stage Crew** Members work in conjunction with cast members to present a fall musical. Stage crew members build sets, operate lighting and sound equipment and coordinate scenery changes.

## **ATHLETICS**

J.W. Hallahan High School participates in the Philadelphia Catholic League and PIAA in the following sports: **Basketball, Bowling, Cheerleading, Cross Country, Golf, Lacrosse, Soccer, Softball, Swimming, Tennis, Indoor and Outdoor Track & Field and Volleyball.**

To participate on a team, students must be in good academic and disciplinary standing. No one may tryout without first submitting both a current PIAA physical form signed by a physician and a parent(s) or a legal guardian.

## **SOCIAL AFFAIRS**

- Tickets are purchased in advance for most social events. No tickets are ever sold at the door for dances.
- Tuition must be up-to-date in order to purchase tickets for certain events. For juniors, all debts up to the current month's tuition must be paid in full to attend the prom and to receive a class ring at Ring Mass. For seniors, all debts (tuition, graduation fees, AP fees, library fees and class fees, etc.) need to be paid in full to attend prom and receive Graduation materials.
- A lack of interest in a dance or social event, indicated by low ticket sales, may result in the cancellation of the event. The Assistant Principal for Student Affairs will make this determination. Under this circumstance, refunds will be issued if necessary.
- **Student must be present in school on day of dance or activity in order to participate.**

## **CLASS DANCES**

**UNDERCLASS GALA** Freshmen and sophomores, with or without dates, may attend this semi-formal dance held in the school gym. A dance committee, under the guidance of the Assistant Principal for Student Affairs, plans and decorates. Appropriate attire is required. Students, who do not meet dress code expectations, may face disciplinary consequences. Please refer to permission slips for specific details. Permission slips must be signed and presented at the time of ticket purchase.

### **Eligibility (Discipline/Attendance Issues) for Junior/Senior Prom:**

The Prom is a privilege afforded to students in good standing. Any student with excessive demerits or a conduct failure may forfeit her eligibility to attend the prom. Any student with excessive absences or lateness may forfeit her eligibility to attend prom.

Students in danger of failing conduct, or who have excessive absences/lateness must receive approval from the Assistant Principal for Student Services to attend the prom.

**JUNIOR PROM** This annual semi-formal dance and catered dinner for juniors. Students wishing to bring a guest to this semi-formal affair must have their guest approved. This guest must be male. This social is planned by a committee of juniors who, under the guidance of the Assistant Principal for Student Affairs, are responsible for the overall planning. Appropriate attire is required. Students who do not meet dress code expectations may face disciplinary consequences. Please refer to permission slips for specific details. Permission slips must be signed and presented at the time of ticket purchase. Appropriate attire for girls includes semi-formal dresses, and suits, ties and dress shoes for their escorts. Pictures are taken by Gurcsik Studios at an extra cost. In order to attend the junior prom:

- Students must be in good disciplinary standing
- All tuition and fees must be up-to-date

**SENIOR PROM** This formal dinner-dance is for seniors. Students wishing to bring a guest to this formal affair must have their guest approved. This guest must be male. A student planning committee, under the guidance of Assistant Principal for Student Affairs, plans the event. Appropriate attire is required. Students who do not meet dress code expectations may face disciplinary consequences. Please refer to permission slips for specific details. Permission slips must be signed and presented at the time of ticket purchase. Formal wear, along with flowers, is the appropriate attire for the seniors and their male dates. Pictures are taken by Gurcsik Studios at an extra cost. J.W. Hallahan High School does NOT sponsor or condone any post-prom trips or activities.

In order to attend the senior prom:

- Students must be in good disciplinary standing
- All tuition, fees and other financial responsibilities must be paid in full

## **ALL-SCHOOL DANCES**

The following dances are open to all Hallahan students. Tickets for all events will be sold through Student Affairs Office. Appropriate attire is required. Refer to permission slips for details.

**FATHER & DAUGHTER DANCE** Students may invite fathers, step-dads, uncles, grandfathers, or brothers to attend this dinner event. Tickets sold on a first-come, first-served basis.

**THE JINGLE JAM** A semi-formal dance in the school gym; students may come with or without a male date. Students must arrive within a half hour of start time and may not leave until indicated end time. Appropriate attire is required. Students who do not meet dress code expectations may face disciplinary consequences. Please refer to permission slips for specific details. A signed permission slip is necessary to purchase tickets.

**MOTHER & DAUGHTER LUNCHEON** Students may invite mothers, sisters, aunts, or grandmothers, etc. to attend this luncheon affair. Tickets sold on a first-come, first-served basis.

## **HALLAHAN DAY**

Hallahan Day is a beloved tradition. The purpose of this day is to celebrate the sisterhood and friendships shared by the Hallahan girls.

- In the spirit of celebration, Big and Little sisters exchange simple tokens of appreciation (candy, stickers, ribbons, HH items, etc.) on this day. Large, expensive gifts are NOT expected or permitted in school on Hallahan Day. Gifts that are deemed as excessive or inappropriate by faculty/

administrators will be confiscated. Questions about this issue should be directed to the Assistant Principal for Student Affairs.

- All students will have the opportunity to see the Senior Class perform the Hallahan Day Show.
- Tickets will be sold for family members who wish to attend the evening performance of the Hallahan Day Show. Students can purchase tickets in the Student Affairs Office.

## **SCHOOL RINGS AND RING MASS**

Students have the privilege of ordering a class ring in their junior year. Students may select design features to personalize their rings, however, the stone and school seal are traditionally preset on every Hallahan ring. A Josten's representative will visit Hallahan to take orders and deposits. Ring Deposits are non-refundable. Balances for rings must be paid to Jostens.

All members of this class are welcome to attend and participate in the Ring Mass. Students must be up-to-date on tuition, fees and have fully paid for the ring in order to receive the ring at the Mass. Only official Hallahan class rings ordered through the school will be presented at the Mass.

## **GRADUATION**

Each graduate receives a designated number of tickets for Baccalaureate and Graduation; no one is admitted without a ticket. For this event, a sense of grace and reverence is expected from every guest and graduate. Seniors pay a Graduation Fee to cover cost of caps & gowns, programs, musicians, rentals, etc. This fee must be paid in the Tuition Office by October. In the spring, each senior who is eligible will receive a Graduation Packet that includes the academic attire and tassel, graduation announcements, thank you notes, and tickets.

**\* Please see Graduation Policy under Academic Affairs Section.**

## **YEARBOOKS**

*Silver Sands* Yearbook is distributed in the spring. All students who wish to receive a yearbook must place an order in the Fall. (Extra books may not be available after distribution.) A non-refundable deposit is required.

## **SCHOOL STORE**

The Hallahan School Store, **Mickey's Minnie Mart**, sells school supplies, gifts, clothing, and other Hallahan items. Located in the cafeteria, it is open during the lunch periods.

## **SALES AND MONIES**

No money is to be collected, or any item sold, without the permission of the President. No individual, class, organization or club may schedule a bake sale, candy sale, fundraiser, etc. without prior approval. Any money collected by a club or team must be turned into the Accountant and kept in the safe for safe-keeping. All prom tickets, yearbook or ring orders must be paid for directly in the Tuition Office.

## **FINANCIAL INFORMATION**

John W. Hallahan is operated as a faith based community, and not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any type or level of educational services, or to provide such services involuntarily.

### **TUITION**

Tuition for students in the secondary schools of the Archdiocese of Philadelphia is \$7400.00 (Catholic) and \$7900.00 (Non-Catholic) for the 2017-2018 fiscal year. When three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the Tuition Office with a list of the students' names, their grade and high school. The family rate does not apply to students in parish grade schools or in private high schools.

### **TUITION ASSISTANCE & SCHOLARSHIPS**

Although tuition continues to be an excellent value as compared to the tuition in other dioceses and in private schools, we realize that it puts a serious strain on some budgets. In order to assist families in providing for a Catholic school education, financial aid is available

Parents seeking financial aid must complete the SMART AID Form. The application process ensures that the amount of aid given to each family is objective and that as many needy students as possible receive help. Families currently receiving tuition assistance must reapply for the next school year. Please contact the Tuition Office for information concerning any other grants applications which may be available.

If a student receives scholarships or tuition assistance from other sources, Hallahan reserves the right to reduce a diocesan grant so that these funds may be allocated to other students.

If a student receives a scholarship or grant, it will be allocated to the student's account each month beginning in June and ending in April. Parents/ guardians are responsible for paying the net amount due each month to keep the student's 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.

## FEES

In addition to tuition, Hallahan has the following fees:

Type of Fee	Due Date	Amount
School Fee	Per Smart Tuition	\$1100.00
Graduation Fee (Class of 2017)	11/15/2017	\$330.00
Art Fee (Students in Art Class)	9/18/2017	\$30.00
Music Fee (Students in Instrumental Music Class)	9/18/2017	\$100.00
Theater Fee (Students in the Musical)		\$250.00
**Athletic Fee: Sport 1		\$250.00
Athletic Fee: Sport 2		\$150.00
Athletic Fee: Sport 3		\$100.00

You can recoup \$450 by selling chances. You may sell chances for \$3.00 each or complete the chances with your name.

## TUITION PAYMENTS

The Archdiocese of Philadelphia has partnered with Smart Tuition for the processing and collection of tuition and fees. All payments should be made payable to Smart Tuition.

Smart Tuition makes it easy for you:

- Select payment method that works best for you
- Review your account online
- Receive follow up reminders if you fall behind on payments
- Speak with a customer service representative 24 hours a day, 365 days a year

Smart Tuition has an annual enrollment fee of \$35. This fee will be included on your first invoice in June. Enrollment in Smart Tuition is mandatory.

If you already have an account with Smart Tuition for another school, you will still need another account for Hallahan.

For families with students at more than one of the 17 Archdiocesan high schools, Smart Tuition will rebate the \$35 annual fee for additional accounts.

In order for someone else to access your Smart Tuition account, you must provide their name at the time of your enrollment. If both parents/guardians want access to the account, please list both names.

For your privacy, Smart Tuition will only speak with authorized parties on your account.

Smart Tuition allows you to choose either the 1<sup>st</sup> or the 15<sup>th</sup> of the month as your payment due date. A \$30 late fee will be charged if you do not pay by your due date.

Your first payment for the school year is due in June. Smart Tuition will send an invoice/email.

You are encouraged to set up automatic payments with Smart Tuition to ensure that your tuition payments are received on a timely basis.

## **TUITION REFUNDS**

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

## **DELINQUENT TUITION**

According to Archdiocesan policy, delinquency in payment of tuition and fees results in the following:

- No student will be permitted to start a new school year with any outstanding balance from a previous year.
- Families must be current on tuition. If a student tuition is 90 days past due, student is liable to be withdrawn.
- Students will be dismissed for non-payment of tuition. Seniors who have not fully met their financial obligations will not participate in graduation and will not be granted a diploma.
- Students will not attend a prom unless they are current in their tuition payments.
- Students will not receive their class ring at ring mass unless they are current in their tuition payments.
- Transcripts will not be released for students who are not current in their payments.
- Final reports may not be released if there is an outstanding balance.
- Rosters for a new school year will not be released unless all tuition for the previous school year and the school fee for the new school year have been paid.

## **ALUMNAE ASSOCIATION, INC.**

The association is incorporated and although a separate entity from the school, partners with the Office for Advancement to advance the mission of Hallahan. The association is open to all Hallahan graduates who pay annual dues of \$10.00. The organization sponsors such activities as an annual liturgy and brunch, a day of recollections, the annual Day at the Bay and an annual chance drive. This association sponsors the Alumnae Scholarship fund.

## **INSTITUTIONAL ADVANCEMENT**

The Advancement Office works to advance the mission of John W. Hallahan Catholic Girls' High School through philanthropy, programming, and events. As many know, all tuition goes to the Archdiocese of Philadelphia for teachers' salaries and benefits. Hallahan relies on the Hallahan Fund, student fees and fundraisers to fund the Hallahan campus. The advancement office oversees all tuition assistance programs, maintains the alumnae database, publishes alumnae magazine *Footprints*, organizes all special events, and reunions.

## **ANNUAL NOTIFICATION**

John W. Hallahan Catholic Girls' High School has developed and maintained an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at our administrative office during regular office hours. The Keating Group, (610) 668-4100, is the school's program manager and Acer Associates, (856) 809-1202, is the school's consultant. Inquiries regarding the plan should be directed to these organizations.