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MISSION STATEMENT

Empowered by the traditions of our Catholic faith, the partnership of students, parents and staff of Conwell-Egan Catholic High School collaborates to build character, achieve excellence, and demonstrate commitment.

PHILOSOPHY

Conwell-Egan Catholic High School provides a Christian atmosphere which promotes the spiritual, academic and social development of the individual within the message of the Gospels. Our school offers a rigorous curriculum designed to meet the individual needs of a diverse student body. We address the challenges our students will face by fostering critical thinking, creativity, collaboration and communication. At CEC, our vision encompasses character development through faith formation, a collaborative effort for educational excellence and committed service to others.

BELIEF STATEMENTS

- We believe that the Catholic faith permeates all aspects of our educational process.
- We believe that the collaboration of faculty and families, students and staff will produce spiritual, academic, and social growth.
- We believe that all students deserve a safe and nurturing environment.
- We believe that our graduates are responsible and productive citizens who are prepared to participate in a global society.
- We believe that we give students the opportunity to expand their unique talents and abilities.
- We believe that we challenge students to be lifelong learners who manifest their Catholic education through faith-based service.

SCHOOL SEAL

The right side of the seal displays the pennant coat of arms of the Archdiocese of Philadelphia. Covering the points of this pennant is the tower from the coat of arms of the Egan family of Ireland. This is a memorial to Bishop Michael Egan, first Bishop of Philadelphia for whom the original school was named. Behind a tower, two blue pennants meet, symbolizing the 1993 merger of the two high schools, Bishop Conwell and Bishop Egan. In the center of each pennant gleams a star symbolizing Our Lady. Placed in the lower left-hand corner of the seal is the coat of arms of the Third Order Regular of St. Francis. In this, the bare wounded arm of Our Lord crosses the vested arm of St. Francis bearing the stigmata to form the Greek Chi, the initial letter of Christ in that language. In the upper left quarter of the seal superimposed on the crescent are symbols of Mary, Mother of Jesus, our Redeemer. Around the entire shield are the words Conwell-Egan Catholic High School, Fairless Hills, Pennsylvania, 1993.

School Patrons: The Blessed Virgin Mary and St. Francis of Assisi

School Colors: Royal Blue and White

Yearbook: The Aerie

Accreditation: Middle States Association of Colleges and Schools

School Mascot: The Eagle

Newspaper: The Crier

SCHOOL HISTORY

Conwell-Egan Catholic High School's history began in 1957 as Bishop Egan High School, a co-institutional school located on Levittown Parkway in Levittown, Pennsylvania. Ground was broken for the high school in late September 1956 by Monsignor Edward M. Reilly, Superintendent of Schools for the Archdiocese of Philadelphia. Construction began immediately.

By August of 1957, the first faculty had been assigned, which included seven priests of the Franciscan Fathers of the Third Order Regular, who were appointed administrators of the high school, eight sisters and one layman. Under the guidance of its first principal, Father Regis Stafford, TOR, the new school opened its doors on September 5, 1957 to 353 freshmen and 254 sophomore students. Before the building was ready for occupancy, the ninth grade students in the area attended classes at two centers - Immaculate Conception School, Levittown and St. Anne School in Bristol.

As students came each year from the twelve neighboring parishes in the densely populated Levittown-Fairless Hills-Bristol area, enrollment increased so rapidly that by 1964 the building became inadequate for its 2600 students. Under the authorization of Archbishop John J. Krol, a new Bishop Egan building was planned for the boys in Fairless Hills and the original building became Bishop Conwell High School for girls. Archbishop Krol appointed Reverend Charles J. Schaefflein principal of the newly established girls' school in June 1965.

September 1965 found two principals functioning under one roof, Father Schaefflein directing the girls of Bishop Conwell and Father Linus Carr, TOR, directing the boys of Bishop Egan; each one was preparing the students to meet the challenge of the change which was about to occur. Although the new Bishop Egan High School building was not quite complete, the faculty and 1300 boys moved out at the beginning of the second semester in January 1966.

In September of 1973, two new parishes were added to Bishop Egan and Bishop Conwell High Schools. This increased the number of parishes served to fifteen and included the Bensalem School District.

Twenty-six years later, due to increased tuition and declining student enrollments throughout the Archdiocese of Philadelphia, Bishop Conwell and Bishop Egan High Schools were merged and the new school was named Conwell-Egan Catholic High School. The first freshmen class reported to Conwell-Egan Catholic in Fairless Hills in September 1993.

During the '90's the Archdiocese of Philadelphia adapted an open enrollment policy whereby students could attend any Archdiocesan Catholic high school of their choice. Consequently, Conwell-Egan Catholic serves seventeen parishes in Lower Bucks County and the Philadelphia area.

With the merger of Bishop Conwell and Bishop Egan the traditions of both schools have become a vital part of Conwell-Egan Catholic. The school seal blends the coat of arms of both schools. Students voted to keep Egan's mascot, the eagle. A new alma mater was written and the school colors changed to blue and white. The school's patron saints are Mary, the Mother of God and St. Francis of Assisi.

Most faculty from both schools were retained, giving CEC a faculty of both lay and religious men and women whose dedication and concern mirror their commitment to Catholic education. A few current faculty members have taught since the early sixties at the original Bishop Egan and several teachers are graduates of Bishop Egan or Bishop Conwell.

Traditions begun at Bishop Egan and Bishop Conwell still flourish today at Conwell-Egan Catholic. Spirit Week continues to be the highlight of the year for both students and alumni. The Memorial Mass held close to All Soul's Day is a prayerful reminder of beloved students, graduates, faculty and staff who have passed before us.

In January 2011, the Archdiocese of Philadelphia announced that Conwell-Egan Catholic would close its doors in June 2012. Our community rallied, presenting a sound business plan and the

resources necessary to secure Conwell-Egan Catholic's place here in Lower Bucks. On February 24, 2012, Archbishop Chaput announced that CEC will remain open. To this day, Conwell-Egan Catholic continues its mission of providing the best possible Catholic secondary education for the students of Lower Bucks County. We face a secure future, developing tomorrow's leaders today.

ALMA MATER

Oh see how the eagle soars,
through white and blue above,
And in our hearts once more,
that swell of pride and love:
Conwell-Egan, tower of strength,
your sons and daughters praise;
Alma Mater, pledged to you,
the service of our days.
Oh see how the eagle glides,
upheld through wind and rain
By God's loving graciousness,
again and yet again.
We shall soar as eagles soar,
triumphant, brave and free;
We shall build the future blessed
with true humility.

DISCLAIMER

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

TECHNOLOGY GUIDELINES

PURPOSE: Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members who are allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

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

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

GOAL: The school's goal is to prepare its members for life in a digital global community. To this

end, the school will:

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

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

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

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

TECHNOLOGY USE GUIDELINES

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

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

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

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

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

Electronic and Mobile Devices, Cell Phones: Users must adhere to local school policy that may

further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

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

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

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

Personal Use of Social Media: This section of the policy refers to the personal use of all social media sites.

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

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

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

- Result in the 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.

Email and Posts

- Students may not email whole classes or large groups of students without the permission of a teacher or Administrator.
- Material posted on public or semi-public social media platforms, as well as material directly sent electronically to an individual, is subject to the CEC code of conduct. If the poster/sender is a CEC student, despite the time or location that the material is posted/sent

School issued Technology: This section refers to the student's responsibility with respect to technologies issued to them by Conwell-Egan Catholic High School.

- Unless otherwise stated any and all technology issued to a student is the property of Conwell-Egan Catholic High School. Should a student, for whatever reason sever ties with Conwell-Egan Catholic High School, they will return any and all technology issued to them. Should the technology not be returned, the student will be charged the cost to replace the issued technology and all records/transcripts will be held until such time that the obligation has been met. Should any CEC issued device be lost or stolen the replacement of that device is the sole responsibility of the student. (Note: For stolen items, a police report must be filed and a copy of the report must be given to the CEC Director of Technology.)
- Any technology issued to students is issued for the sole purpose of supporting and enhancing the educational process.
- Depending on the technology issued, students may be required to supply a case that properly secures and protects the device during normal day to day use. Conwell-Egan Catholic High School reserves the right to specify brands or types of cases it feels would best protect devices that have been or will be issued to students. Should a student provided case prove to be ineffective in protecting a Conwell-Egan Catholic High School issued device during normal day to day use, Conwell-Egan Catholic High School reserves the right to purchase a case that offers greater protection and pass on any and all costs to the student.
- Unless otherwise stated, it is expected that the student will keep any and all Conwell-Egan Catholic High School issued technology in working condition (i.e. in the same condition as when it was first issued). To that end, when applicable, insurance policies or maintenance contracts will be offered to the students and their parents/guardians. Repairs to Conwell-Egan Catholic owned equipment must be authorized and initiated through the school. Parents or guardians may not take it upon themselves to effect repairs on any Conwell-Egan Catholic High School owned device as doing so may void existing warranties or agreements. Abuse (excessive number of repairs) of Conwell-Egan Catholic High School issued technology could result in disciplinary action (i.e. demerits and/or detention).
- Conwell-Egan Catholic High School reserves the right to perform unannounced inspections of any and all Conwell-Egan Catholic High School owned technology issued to students. Students who fail to present any Conwell-Egan Catholic High School owned and issued technology for inspection in a timely manner (when requested) will be subject to disciplinary action (i.e. demerits and/or detention).

FINANCIAL INFORMATION

Directives about tuition, schedules of payments and other details are sent to parents each year. The following items give a general picture of the revenue needed for the school to function:

1. The Archdiocesan tuition is the main source for paying staff salaries, educational programs, major building repairs, improvements and utilities. This money is forwarded to the Office of Catholic Education.
2. The \$1800 School Fee supports the academic, activity and athletic programs for all students.

This fee is non-refundable.

Tuition Rates

Tuition is \$ 7,350 for Catholic students for the 2017-18 school year.

Tuition is \$ 7,800 for Non Catholic students for the 2017-18 school year

All international students pay an additional \$1,750 in addition to the Catholic student tuition rate.

Fees

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

Registration Fee \$175

School Fee \$1800

Kairos Fee (if applicable) \$275

Tuition Discounts

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

Tuition Assistance and Scholarships

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

Information on scholarships may be found on school websites.

Parents seeking financial aid must complete a tuition assistance application by the deadline set in the previous school year, submitting the required forms to verify income, and the required fee. A link to the Smart Aid Tuition Assistance Application may be found on the school's website. Families currently receiving tuition assistance must reapply each year for the next school year. If a student receives scholarships or tuition assistance from multiple sources, the school reserves the right to reduce awards so that these funds can be allocated to other needy students.

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

Tuition Loans

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

Smart Tuition Payment Schedule

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

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

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

in two payments in June and December will receive a rebate for the annual \$35 per family Smart fee.

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

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

Smart Tuition Payments

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

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

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

- Check or Money Order by Mail
- Automatic Bank Debit from Checking or Savings
- Bank Online Bill Payment Service from Checking or Savings
- Phone Payments from Checking, Savings or Credit Card with automated service or live agent, 24 hours per day, seven days per week.
- Online Web Payment from Checking, Savings or Credit Card
- Credit Cards—Visa, MasterCard, American Express or Discover
- Cash at School—recorded by School into Smart Family Account as a Paid at School Payment (no checks may be taken by the school).
- Cash at Retail Outlet: 7Eleven, Family Dollar Stores or Ace Cash Express
- International Payments through peer Transfer
- Mobile Payments from Apple and Android devices

If a parent signs up for automatic payments, they will receive an email reminder 7 to 10 days in advance of the payment. If a parent signs up to be invoiced, an invoice will be created 20 days before the due date. Payments are due on or before the due date. If your payment is not made by the due date or if you are carrying an outstanding balance, a late fee will be applied to your account.

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

Smart Tuition Login and Customer Service

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

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

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

Provide you with balance & account information

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

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

Pro-Rated Tuition and Tuition Refund

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

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

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

Delinquent Tuition

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

No student will be permitted to start a new school year with any outstanding balance from a previous year.

Rosters for a new school year will not be released unless all tuition and fees for the previous school year have been paid.

Families may not be more than 90 days in arrears on tuition payments at any time. Failure to cooperate may result in dismissal for non-payment of tuition.

Seniors who have not fully met their financial obligations will not be able to participate in graduation ceremonies and will not be granted a diploma.

Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshmen dance) unless they are current in their tuition payments.

Students may not purchase a class ring or participate in any ring functions.

Transcripts may not be released for students who are not current in their payments.

Final reports may not be released if there is an outstanding balance.

SCHOOL STORE

The school store is adjacent to the cafeteria and is operated for the convenience of the student body. In addition to supplying the students with the required gym equipment and books, the store has a complete line of school supplies, school jackets, sweat suits, tee shirts, etc., at reasonable prices. All of these items can be purchased online through the CEC website.

COLLECTION OF MONEY

The collection of money by any student, school personnel, or private organization is in direct violation of Archdiocesan policy. However, Conwell-Egan Catholic does collect alms on behalf of various charities and the Archdiocese. All monies are directed to the Finance Office.

SCHOOL MINISTRY OFFICE

Conwell-Egan Catholic High School, through the School Ministry Office and classroom teachers, strives to provide opportunities for the religious growth of each student. Through this growth each person may deepen his/her relationship with God, the Church, and themselves. Emphasis is placed on the experience of the sacraments of the Eucharist and Reconciliation, moral teaching, and personal prayer. The school minister is available to every student to discuss any matter relative to family concerns. The school minister should be contacted to arrange for visits to the sick at home or in the hospital. The school minister attends wakes and funeral Masses or other services of deceased members of the Conwell-Egan Catholic community and their immediate family members.

MINISTRY TEAM

The ministry team consists of faculty and students who, in cooperation with the school minister's, plan and assist in ministry activities including CEC Catholic identity, liturgies and para-liturgies, retreats and special celebrations and prayer groups. Membership on the team is open to any member of the CEC community.

CHAPEL

The school Chapel is located on the third floor of the building and is open daily for private and group prayer. Gatherings for prayer services with classes, teams and clubs occur from time to time as well as Liturgical Services that are scheduled throughout the school year.

LITURGIES

The Celebration of the Eucharist occurs several times in the course of the school year. While the purpose or nature of the occasion determines the size of the gathering, all students are expected to attend and participate in the Masses that are celebrated in the community. In addition to the Celebration of the Eucharist, a variety of para-liturgical and devotional services take place during the year where students' attendance and participation are not only expected, but are also welcomed.

RITE OF RECONCILIATION

Each Catholic student is offered the opportunity to receive the Sacrament of Reconciliation within the context of the regularly scheduled Penance Services especially during Lent and Advent. The school minister is also available during a student's lunch or study period.

ANNUAL RETREATS

It is an Archdiocesan policy that each student enrolled in an Archdiocesan high school attend an annual retreat as a requirement for promotion and/or graduation. Retreats will be scheduled for the students by grade throughout the school year. Kairos retreats are available for juniors and seniors. These are three day retreats and students assume the responsibility for the cost.

VOCATIONS

The school minister serves as vocation coordinator for both boys and girls. Special focus is given to vocation awareness in cooperation with the Archdiocesan Office for Vocations. The school minister is also available for informal talks concerning the student's spiritual life and choice of vocation.

CHRISTIAN SERVICE

The Roman Catholic Church teaches that we are redeemed not only by faith but also by good works. Since Christ is our model, we strive to bring about the Kingdom of God by putting what we

profess into practice. In order to help instill the belief in the solidarity of all people as children of God, students are required to complete community service. Juniors and seniors must complete a minimum of 20 hours. Freshmen and sophomores must complete a minimum of 15 hours. Students must process all Christian Service Hours through the website, www.cecservice.org

ACADEMICS

Conwell-Egan Catholic High School is part of the Secondary School System of the Archdiocese of Philadelphia and is accredited by the Middle States Association of Colleges and Secondary Schools and the Pennsylvania Department of Education. CEC does not discriminate on the basis of race, color, national and ethnic origins or religion, in the administration of its educational policies, its admission policies or in any school administrative program. Non-Catholic students must attend all theology classes and religious activities required of all students.

Academic offerings consistent with policies determined by the Department of Education of the Commonwealth of Pennsylvania, the directives of the Office of Catholic Education of the Archdiocese of Philadelphia, and the philosophy and objectives of the school. Continuing assessments are made to update these offerings as student needs indicate, as college and other post high school objectives demand, and as the school's resources permit.

The administration, in conjunction with guidance counselors, department chairpersons, and teachers, assists students in their selection of courses. A Course Description Catalog is published annually and is available on the school's website. The catalog provides information on all courses and programs of study along with an update of academic policies/procedures.

ADMISSION

Admission of students to Conwell-Egan Catholic is based on the open enrollment policy of the Archdiocese.

Students are admitted to Conwell-Egan Catholic High School based on the academic performance and the record of conduct and attendance at their previous school. A completed application and all current school transcripts must be forwarded to Conwell-Egan Catholic. Admission will not be granted if records reflect a final failure in any subject that has not been rectified by attendance at summer school. Applications are available on our school website. Any student found guilty of a juvenile or adult crime may be refused admission to the school.

A non-refundable registration fee of \$175.00 is due at the time of course selection.

ACADEMIC REQUIREMENTS

The academic program at Conwell-Egan Catholic is designed to develop the abilities, talents, and needs of all students. Conwell-Egan Catholic offers a four-year comprehensive program of studies.

The following are the minimum requirements for graduation from Conwell-Egan Catholic High School:

Theology	4.0 credits
English	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Social Studies	4.0 credits
World Language	2.0 credits
Health	0.5 credit
Physical Education	0.5 credit
EAST Initiative	1.0 credit
Electives	4.0 credits
Christian Service	0.5 credits

Minimum number of credits to graduate: 26.5 credits

Community service requirements must be completed.

Each student is required to take and successfully complete seven credits in both 9th and 10th grades. Each student in both the 11th and 12th grades must take a minimum of six credits. It is the responsibility of the parent and child to ensure that enough credits of required courses are taken during the student's enrollment at Conwell-Egan Catholic.

COURSE SELECTION

The involvement of the following individuals will help ensure an appropriate selection of courses:

- The student must evaluate honestly personal abilities and potential, aptitudes and achievements, needs and interests.
- Parents should engage the child in a frank discussion on the previous considerations in order to reach a collective decision that will best serve the child's educational welfare. Parents and child need to consider past academic performance, current academic performance, and realistically anticipate that the following year's course work will incrementally become more difficult regardless of track.
- Teachers, past and present, are excellent sources of advice since they have witnessed firsthand the scholastic performance of the student.
- Teachers of courses being considered know the academic demands of these courses and the level of performance expected of the student. The student should base course selection around a sincere interest in the material and not based on the personality of a teacher who may or may not be teaching a course the following year.
- The Academic Office oversees and makes final decisions on rostering based on academic requirements of the course, space in class and academic ability of the student. Guidance counselors are well informed about general college and career requirements necessary to attain specific goals. Students are encouraged to make full use of their expertise.

PROGRAMS

ADVANCED PLACEMENT COURSES

Conwell-Egan Catholic High School offers a number of Advanced Placement Courses, though not each of these classes is offered every year: AP Literature and Composition, AP Language and Composition, AP Calculus, AP Chemistry, AP Biology, AP Physics, AP U.S. History, AP Psychology, and AP Studio Art. Advanced Placement Courses consist of a structured program of college level courses and examinations for secondary school students. The program is administered by the Educational Testing Service (College Board Division).

Students who are granted admission into AP level courses must understand the following: AP level courses have limited enrollment determined by the specific department, the Principal and the Assistant Principal for Academic Affairs. Because students compete for limited positions in these courses, it must be understood that once a student accepts the admission appointment to an AP level course, the student is required to carry the course for the entire year and will not be allowed to drop the course. Students in AP level courses are required to take the AP exam in May. Every reasonable effort is made to accommodate all schedules in accordance with the master schedule.

DIOCESAN SCHOLARS PROGRAM

The Office of Catholic Education, in cooperation with the Catholic colleges and universities of the area, offers selected high school seniors the opportunity to take up to four college courses during their senior year. This program is seen as an opportunity "to provide some of our best students the opportunity to experience the collegiate environment while allowing them to continue to keep close association with the maturation, social and academic life of the home school." The Diocesan Scholars are guests of the institution and no tuition is charged. Based on a ratio established by the Diocesan Scholars Program, Conwell-Egan Catholic Diocesan Scholars attend nearby colleges

and universities. These institutions provide an official transcript of credits and grades to the student.

The college or university generates a letter grade while the school provides AP-level quality points for courses taken as a Diocesan Scholar. Each semester grade in the college course counts as one (1) credit and carries the corresponding quality points. There is a maximum of two (2) college courses per semester.

DUAL ENROLLMENT OPPORTUNITIES

Dual Enrollment allows students to enroll in colleges courses taught here at CEC. Students who successfully complete these courses, taught by college faculty, receive college credits from the college or university as well as AP credits from Conwell-Egan Catholic. These courses are open to qualified 11th and 12th grade students. Students are responsible to purchase their own textbook for the courses.

COURSE CHANGES

Students may request a roster change on designated dates in August. A \$50.00 non-refundable fee is due at the time the roster change is made. A change in roster includes dropping a course(s), adding a course(s), switching courses, changing tracks, etc.

In order to obtain a roster change:

- a completed Roster Review Form is requested in writing, with parental signature. No parent signature = no review of roster!
- The non-refundable \$50 roster change fee is billed to the tuition account and paid through Smart.
- The Academic Office will review the request and determine the feasibility after reviewing all aspects. Students will be contacted regarding feasibility and final decision.
- The steps in the roster review process are meant to ensure that the change is really in the student's best interest, that individual class size and total teacher load are not compromised, and that a "domino effect" is not produced involving course changes or track changes in subjects other than the one requested.
- The non-refundable fee is imposed to emphasize the seriousness with which roster changes should be requested, and to offset the real costs involved — updating the database, and producing new rosters for the student and the various school offices.

Requests for a change in roster because of a real or anticipated failure during any quarter will not be granted. No roster changes will be made to accommodate lunch changes or early dismissal.

EARLY DISMISSAL ROSTER

Seniors and juniors with no scheduled eighth period class or lab have an early dismissal. For these students, the school day ends with their last scheduled class period and with written parental permission, they may leave school at this time. Sophomores and freshmen with no class scheduled in the eighth period are automatically rostered for a study hall. For these students, there is no early dismissal. Parents and students cannot request a roster with an early dismissal. If students are required to stay after school for a meeting or other issue they must report to Study during 8th period if they have early dismissal normally.

COURSE CANCELLATION

Conwell-Egan Catholic reserves the right to cancel or postpone any course in which there is an inadequate enrollment, lack of physical facilities, or staffing impossibility. Students requesting such courses will be notified and asked to make an alternate selection. After the master schedule is in its final form, any students who have requested courses scheduled in conflict situations will also be notified of that fact and asked to make an alternate selection. No roster will be changed once they because a student has changed his/her mind, they do not like the teacher, or the period it is scheduled. Should a student decide to change a course for valid reasons, if there is availability

and it can be changed there will be a charge placed on the service.

AN EXPLANATION OF ACADEMIC PLACEMENT

AP Prepares selected students to take the Advanced Placement Examination. It offers college level courses in accordance with the AP Program of the College Board. Students will have the opportunity to experience the demands of college level courses in the familiar surroundings of Conwell-Egan Catholic. Students *may* receive college credit (*if* they score a particular number) by the post-secondary educational institute that they are hoping to attend after their graduation.

Honors College Prep courses for exceptional students working at an accelerated pace. This is established for those students who are self-driven and are able to find supplementary resources as independent learners.

College Prep College Prep courses for students of above average ability. The course material is covered quickly and the student is expected to routinely review and preview material.

Movement in Placement Students will have their academic placement reassigned prior to the course selection process each year. Placement will be based on a unique formula created by each individual academic department in conjunction with the Assistant Principal for Academic Affairs

TEXTBOOKS

If a school-loaned textbook is lost or damaged, the student will be assessed a penalty fee which may be as high as the full cost of a replacement textbook. This penalty fee must be paid before a replacement is issued or records released. If this fee is not paid, seniors will not be permitted to participate in Baccalaureate/Graduation ceremonies; underclass students will not receive transcripts or a roster for the new school year. The Finance Office oversees all collection of monies.

CHEATING/PLAGIARISM/THEFT OF INTELLECTUAL PROPERTY

Cheating is defined as the giving, receiving or copying of information for class work, homework, reports, projects, quizzes, tests, assessments, etc. The school administration, faculty and staff do not, in any way, accept cheating as necessary or unavoidable. Cheating has a negative effect on the individual student, the class and the overall academic climate of our school.

Any student encountering academic difficulty should seek help from the teacher or another individual, for everyone is committed to helping each student to succeed.

All students should be aware that plagiarism, whether intentional or unintentional, is a form of cheating. Plagiarism applies to reports, term papers, projects and computer accessed information. If a faculty member determines that plagiarism has been committed he/she has the option of giving no credit (a zero) for the assignment. The zero grade will be averaged with the student's other marks for the marking period.

To plagiarize is to take the ideas or writings of others and present them as if they were one's own. Using the words or ideas of another, be it a friend, relative, or published writer, without giving the individual credit, is unacceptable in any form of work. This is a serious offense and will not be tolerated at Conwell-Egan Catholic High School. In addition, this is also a moral issue involving the values of integrity and trust.

Stealing is defined as the taking, copying or examining a teacher's or student's academic materials without permission.

Any student who violates educational integrity and engages in any form of cheating, plagiarizing, or stealing of academic material is subject to penalties which will be determined by the teacher who may wish to consult the principal.

TESTING SCHEDULE

To allow students to prepare adequately for tests and to avoid multiple tests on the same day, the faculty of Conwell-Egan Catholic High School observes a first assigned, first administered policy for

major tests. No more than three major tests should be given to a student any day. A major test is defined as that extends over most of the class period (30 minutes or more) and reviews extensive subject matter. Quizzes may be given at the discretion of the teacher.

GRADING

The highest report card grade that may be given is **100**; the lowest passing grade is **70**; the lowest reported failing grade is **60**. Christian Service is graded as satisfactory or unsatisfactory.

QUARTER GRADE

It reflects the progress that a student has made during that marking period. This grade is determined by the teacher and, depending on the academic discipline, will include major tests, assessments, quizzes, term papers, homework, labs, projects, oral reports, and classroom participation. At least three (3) major marks must be included in the quarter grade.

SEMESTER GRADE

The semester grade is the average of the two quarter grades.

FINAL GRADE

The final grade is calculated based on 45% of the first semester grade, 45% of the second semester grade, and 10% of a final cumulative exam.

GRADE OF INCOMPLETE (I)

Only under extraordinary circumstances, such as an extended absence, is a grade of incomplete be issued. The Principal will evaluate the circumstances and make a determination. If granted, specific arrangements regarding make-up work and due dates must be coordinated with the respective classroom teacher. Conwell-Egan Catholic is under no obligation to grant an incomplete; the expected maximum make up time period is typically between two to three weeks.

POWER SCHOOL

All grades will be posted to Power School, which is accessible to both parents and students

NOTICES OF UNSATISFACTORY WORK/FAILURE WARNINGS

Failure Warnings for Students in Grades 9, 10, 11, 12: When failure in a particular subject seems probable for the semester grade or the final grade, parents and students will be notified via Power School. This failure warning will be posted at least 30 days prior to the close of the semester. However, if a student's grade changes dramatically at any time during the semester, the failure warning may be issued at the time the problem surfaces with the permission of the Principal.

Final Failure Warnings for Students in Grade 12: When failure in a particular subject seems probable for the final grade, parents/guardians and students will be notified of the probable failure at least 30 days in advance by certified mail in order to provide time for remediation. However, if a student's grades change dramatically at any time during the semester, the failure warning may be issued at the time the problem surfaces with the permission of the Principal.

ACADEMICS AND TRAVEL: AN IMPORTANT NOTICE REGARDING SEMESTER AND FINAL EXAMS

Parents must consult the school calendar and make note of important dates, especially semester and final exam schedules. Individual students may not take any semester or final assessments prior to the scheduled dates because of their travel arrangements. This includes vacations and trips for students leaving the country to return home for the summer.

MISSING SCHOOL/CLASS TIME

If a student is legitimately absent from school, make-up tests/quizzes must be administered and assignments/projects are to be accepted by the deadline determined by the subject teacher. Lateness in turning in an assignment or paper may be subject to points being deducted from a grade.

Faculty will be notified if a student has been truant or has cut class. In such cases, no teacher is obligated to administer a test/quiz, accept assignments or projects which were due on the day of the infraction.

- In the case of voluntary or sporadic absence, especially when there is a noticeable pattern of regularity as determined by the APAA, e.g. Mondays and Fridays, teachers are under no obligation to make formal provisions for assigned work, tests, quizzes, or projects.
- Assignments which have due dates for specific projects such as research papers, reports, examinations, and tests are the responsibility of the student to make up.
- Teachers are not obligated to extend or move dates for due work; if a student is absent on the day of a test, that test must be taken at a time convenient for the teacher.
- A teacher may compose and administer a different test after the date of a regularly scheduled assessment or test.
- Projects and other types of scheduled work may be required by the teacher for a specific date, regardless of a student's presence or absence in school or on the assigned due date.
- If a teacher offers an alternate time to a student to take a makeup test or to turn in other work, and the student misses or refuses, that teacher is not obligated to offer another date or time.

HOMEBOUND INSTRUCTION/LONG-TERM ABSENCE

When a student leaves the school for an extended absence, a letter from a physician should be on file in the office indicating the length of time that the student will be absent. The Principal will consult with the parents or guardians of the student to explain clearly 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.

The following procedures apply to long-term absences less than four weeks:

- When the student leaves the school, the student is to be assigned a full program of independent study-with specific assignments to be completed on designated dates. During this time, the student will continue to be carried on the roll of Conwell-Egan Catholic High School.
- The Principal will advise the student on policies with regard to the student's expected levels of academic achievement while on long-term leave.
- The Principal will act as a liaison with the student's teachers, obtaining from them weekly, bi-weekly, or long-term assignments which can be reasonably expected to be completed independently.
- The Principal will specify when assignments are to be completed and bring them to the teachers who will determine an appropriate method of evaluation and return the grade to the Principal. If these assignments have not been completed, the students may fail.

When a student anticipates an absence of more than four weeks, the following procedures must also be followed:

- The student must apply for homebound instruction from the public school district, if such instruction is available. To apply for homebound instruction, parents/guardians must take the student's health record from Conwell-Egan Catholic, a note from the physician, stating the illness and its probable duration, to the administration building of the local school district. Homebound teachers will be assigned in each major subject (excluding Theology) for one hour of tutoring per subject per week for the duration of the illness.
- When homebound instruction is not available, the employment of an individual tutor is strongly recommended because independent study assignments cannot totally replace classroom instruction. Conwell-Egan Catholic reserves the right to review and assign the grade received for the homebound instruction in accordance with the requirements of the subject teacher and the curriculum for each class.

PARENT-TEACHER-STUDENT CONFERENCES

Parents have the opportunity to meet with teachers on the Parent/Teacher/ Student Conference nights which are scheduled at the midpoint of the first, second and third quarter progress reports. These nights afford parents an opportunity to discuss with the teachers the student's academic progress. Students are encouraged to accompany their parents to these conferences. Parents are encouraged to contact teachers at school as the need arises.

Parents may make individual appointments for conferences with teachers or department chairs by email or phone.

REPORT CARDS

Student academic reports are processed by the Conwell-Egan Catholic High School administrative computer system. In addition to the student's grades, absences, lateness and conduct grades, the report card provides an opportunity for teacher comments. Reports are mailed or emailed as soon as possible after the quarter ends. It takes approximately one week to two weeks to process and distribute all report cards

Only the first semester grades and the final grade in June appear on the student's permanent record card which becomes the student transcript. The record of absence and lateness is also part of the permanent record.

HONORS

The following are the honors designations used by the Archdiocese of Philadelphia Secondary School System. Honors will be calculated on a quarterly basis and will not include semester assessments or the semester average. Honors are computed at the 1st quarter, 2nd quarter, 3rd quarter, and 4th quarter. Honors are determined by grade average as well as by lowest grade requirements; tracking is not considered. Students with a failure in any subject are not eligible for honors.

First Honors: Grade Average = 93.0 No grade lower than 90.0

Second Honors: Grade Average = 88.0 No grade lower than 85.0

CLASS RANK

The academic standing of each student in relation to the other members of the class is calculated from the quality points attained. The rank in class is computed for each current year and also cumulatively for all four high school years. Rank is given only at the semester and final marking periods.

Current Rank is determined by quality point average. The total of quality points is divided by the number of credits received in tracked courses.

Cumulative Rank is based on the average of total quality points accumulated for the number of years the students is in school.

QUALITY POINTS

To compensate for the degree of work demanded in each track, a system of quality points has been devised by the Archdiocesan secondary school system. For each grade a student receives, a corresponding number of quality points, based on the track level of the subject is given. Current and cumulative rank in class are determined by these quality points.

QUALITY POINT TABLE

GRADE			TRACK			GRADE			TRACK		
	AP	H	2	3	4		AP	H	2	3	4
100	54	48	44	40	36	79	33	27	23	19	15

99	53	47	43	39	35	78	32	26	22	18	14
98	52	46	42	38	34	77	31	25	21	17	13
97	51	45	41	37	33	76	30	24	20	16	12
96	50	44	40	36	32	75	29	23	19	15	11
95	49	43	39	35	31	74	28	22	18	14	10
94	48	42	38	34	30	73	27	21	17	13	9
93	47	41	37	33	29	72	26	20	16	12	8
92	46	40	36	32	28	71	25	19	15	11	7
91	45	39	35	31	27	70	24	18	14	10	6
90	44	38	34	30	26	69	23	17	13	9	5
89	43	37	33	29	25	68	22	16	12	8	4
88	42	36	32	28	24	67	21	15	11	7	3
87	41	35	31	27	23	66	20	14	10	6	2
86	40	34	30	26	22	65	19	13	9	5	1
85	39	33	29	25	21	64	18	12	8	4	0
84	38	32	28	24	20	63	17	11	7	3	0
83	37	31	27	23	19	62	16	10	6	2	0
82	36	30	26	22	18	61	15	9	5	1	0
81	35	29	25	21	17	60	14	8	4	0	0
80	34	28	24	20	16						

ACADEMIC FAILURES & ACTIVITIES/SPORTS ELIGIBILITY

A student with one academic failure during any quarter, or at the end of the first semester, is placed on probation with respect to activities/sports. This probationary period means that the activity moderator or coach has been informed of the failure and has encouraged the student to improve.

A student with two or more failures during any quarter or, at the end of the first semester, is prohibited from participation in activities or athletic competitions for fifteen school days, until re-evaluated by the subject teacher. He/she will continue to be on probation through the end of the quarter, but if his/her performance falters after the initial reinstatement, they will be ineligible for the

remainder of the quarter. The student is also prohibited from joining any new extracurricular activity. Any student who ends the year with fourth quarter failures is permitted to participate in athletics for the first quarter of the following year.

If a student is failing two or more courses at any time during the academic quarter, the student will be removed from all sports and activities until all but one of the failing grades has/have been raised to passing. This will be reevaluated weekly.

The Assistant Principal will notify moderators and the Athletic Director, who will alert coaches that the student is placed either on probation or ineligibility.

FAILURE & SUMMER SCHOOL POLICY

A student receiving one or more failures in required or elective courses must rectify these grades by successfully completing an online summer school course and earning a passing grade. This is an Archdiocesan policy and therefore no exceptions can be made if the student wishes to return to Conwell-Egan Catholic High School or any other Archdiocesan high school for the following school year. No subject will be repeated at Conwell-Egan Catholic.

A senior who fails any subject must successfully complete an online summer school course and earn a passing grade for that subject; Participation in commencement exercises will be left to the discretion of the principal in such situations, and does not receive a diploma until the successful completion of the online course.

ACADEMIC PROBATION & DISMISSAL

- Any student with two failures at the end of the school year is placed on academic probation for the following year.
- A student on academic probation, with more than two failures in major subjects at the close of the first semester of the following year, faces possible dismissal from Conwell-Egan Catholic in January.
- A student on academic probation with two failures in major subjects at the close of the school year is liable to dismissal in June.
- A student on academic probation with one failure in a major subject at the close of the school year remains on academic probation.
- A student receiving three academic failures in any subject, required or electives, major or minor, full or half credit, at the close of the school year is liable for dismissal in June.
- Ninth grade students with five failures in major subjects at the end of the first semester may be dismissed in January.
- Tenth, eleventh, and twelfth grade students with four or more academic failures in any subjects at the end of the semester are liable to dismissal.

The administration has the right to retain students who would normally be dismissed if they judge that there are grave reasons to do so, whether this judgment results from knowledge they gain independently or after consultation with other members of the faculty.

TRANSFER/WITHDRAWAL

To transfer/withdraw from Conwell-Egan Catholic, a student must have written permission from a parent or guardian. The Principal will provide the form which must be completed by the parents. The student must also arrange for an exit interview with the president. Transfers will be issued to the parents and guardians only. Transfers are mailed to the parents of students who are asked to leave the school for academic, disciplinary, or financial deficiencies. No transcript of grades will be issued until all financial obligations have been met and all books, student ID and equipment have been returned. Transcripts will be sent to the new school. Transcripts will not be given to the student or the parent.

CHANGE OF ADDRESS

If there should be a change of address or telephone number at any time during the school year, the

student must notify the Academic Office so that the records can be kept up to date.

STANDARDIZED TESTING - PSAT

PSAT/National Merit Scholarship Qualifying Test is a co-sponsored program by the College Board. PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. This test, administered to grades 10 and 11, provides firsthand practice for the SAT Reasoning Test.

The PSAT/NMSQT measures:

- critical reading skills
- math problem-solving skills
- writing skills

Freshmen are administered the PSAT 8/9, which provides a baseline for student achievement, allowing students greater opportunity to prepare for the suite of SAT assessments.

OFFICE OF THE ASSISTANT PRINCIPAL FOR STUDENT LIFE

NOTE TO PARENTS

Good discipline originates in the home as does the formation of the child; therefore parents should:

- Recognize that the teachers/staff/moderators/administrators take the place of the parents while the student is in school.
- Recognize that their child has sole responsibility for his/her material belongings. Conwell-Egan Catholic assumes no responsibility for items that a student loses, misplaces, or has not properly secured in their assigned locker with a lock purchased through the school. Sharing lockers is not permitted. Students should not share their combination with another student.
- Contact the teacher/moderator who issued any demerit to the student.
- Work with the school in carrying out recommendations made in the best interests of the student, including discipline penalties.
- Abide by the established protocol when demerits are issued or a disagreement with a teacher occurs. The first contact is to be made with the teacher and not the administration. If for some reason a parent is not satisfied at this level, then the teacher's department chair is the next person to contact.
- Continue to reinforce respect for the law, rights of others, school regulations, and for private and common property.
- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- Acknowledge that truancy is a serious matter and is noted on both the attendance records and discipline records.
- Be aware that inappropriate behavior during liturgy, prayer services, and other sacred times may result in immediate suspension from school, the maximum number of demerits will be assigned, and a conference with the administration prior to returning from the suspension.
- Remind students to adhere to all school policies, procedures, rules, and regulations.
- Understand that the purpose of school regulations is to develop a sense of personal responsibility and self-discipline, to protect the rights of all students, and to provide a safe

environment in which learning can take place. It is both the right and the duty of this school to make any regulations it deems necessary for the well-being of each student and for the common good of all.

- Recognize that the school administration makes the final decision regarding sanctions.
- Understand that students are liable for disciplinary action in school for actions committed outside of school and outside of the school day or school year.

LOCKERS

The school provides lockers for the use of the students. Lockers are the property of Conwell-Egan Catholic High School and the administration reserves the right to open and inspect school property at any time; this includes the lockers in the sports locker room.

Students may go to their lockers only before school, during the change of classes, and after school. Going to one's locker between classes can never be used as an excuse for being late for class. Students can be given demerits for locker violation, hallway violation, and disruptive behavior.

Students must use their assigned locker; they may not share a locker with another student. Lockers must be locked at all times with an official school lock that must be purchased in school for \$10.00. Serious disciplinary action will be taken against anyone who is discovered tampering with another student's locker.

Food should not be left in the locker overnight. Marks of any sort on a locker must be reported or the offense will be treated as vandalism with the student assigned to the locker held responsible. Students need to clean out their lockers throughout the year.

NOTE: The school is not responsible or liable for any personal property in any locker. Students must be vigilant with safeguarding property. Students who find items that do not belong to them should bring them to the Assistant Principal for Student Life's Office.

CONTRABAND

Students are forbidden to bring to school any item that is capable of causing bodily harm, whether it is a weapon or an item used as a weapon. These items will be confiscated and the student will be dismissed from school. Parents/Guardians as well as law enforcement will be contacted.

UNIVERSAL SEARCH POLICY

Ordinarily, a student has the right to privacy with regard to the school locker. It is the proper function, however, of school authorities or their representatives to inspect lockers under their control and vehicles on school property or at school sponsored events to prevent their use in any illicit ways or for illegal purposes.

Police may not inspect lockers without a warrant and/or school permission; parents may be notified and a school official or school representative must be present for the search.

In any contemplated search of a student's person, a school official or school representative should have "probable cause," or justification for immediate search and in the presence of one other adult witness, i.e. to prevent injury or loss of evidence. Under no circumstances may a student be asked to remove any part of his or her clothing as part of the search.

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

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

as suspension with the intent to dismiss.

ELEVATOR KEYS

The elevator is for the primary use by the school staff. A permit to use the elevator is obtained at the Assistant Principal for Student Life's Office. A \$10.00 deposit will be collected to rent the elevator key, which will be returned when the key is returned. It is given for a limited time to those in urgent need due to physical incapacitation as noted on a physician's stationery.

HALL PASSES

During the school day, students must obtain a teacher's hall pass or receive an official request slip from one of the offices in order to leave class and travel in the corridor. To receive a hall pass, the student must obtain the teacher's permission and then exchange his/her ID card for the pass. If a student doesn't have his/her ID the teacher may refuse permission to use the hall pass. A student in the corridor without a hall pass will be penalized for being out of bounds.

VISITORS

A student who wishes to bring a guest to school must obtain permission from the Principal and the subject teachers 24 hours in advance. No one is permitted to visit classes, cafeteria, teachers, or students or be in the school at any time. Visitors to the school must stop in the Main Office and obtain a visitor's pass. Visitors must be advised of dress expectations as we strive to instill modesty and decency in our charges. Visitors may be denied admittance due to inappropriate attire/appearance. All visitors must use the Main Entrance when entering and leaving the building.

FIRE DRILLS

Fire drills and other drills of safety are held at intervals as required by law and in cooperation with the Bristol Township Fire Marshall. Every drill must be taken seriously; misconduct or failure to cooperate is a serious offense. As soon as an alarm sounds or an alert is given, students should stop all activity and follow the directions given by the instructor/moderator.

Any student who takes it upon himself/herself to tamper with the fire alarm/fire equipment and brings about a disruption of the daily schedule is guilty of a serious breach of the disciplinary code. Such an act will bring about an immediate suspension with the intent of dismissal, depending upon individual circumstances.

APPEARANCE/DRESS CODE SECTION

Conwell-Egan Catholic reserves the right to establish standards of dress for school time and it's extra-curricular activities. There is the expectation that the students of Conwell-Egan Catholic will make choices that reflect the standards of modesty and decency in keeping with the philosophy of the school and the Church.

The dress code at Conwell-Egan Catholic High School attempts to instill in students pride in their appearance and in representing their school. These regulations strive to balance a certain uniformity to minimize the cost of clothing and lessen social differences. All students are to be in full compliance with the dress code by 7:30am.

NOTE: Students may wear t-shirts under their uniform shirts/blouses. The T-shirt color is solid white for all students.

Boys and Girls: Extreme hairstyles and hair colors are unacceptable and will be judged by the Assistant Principal for Student Life. Gentlemen are not permitted to wear ponytails or headbands. Students may be sent home for a length of time, to be determined by the administration, to remedy the situation.

- Stockings may not have holes. Girls will be forced to change into new pair of stockings, the charge of which will be added to the student's financial account.
- Girls and Boys are permitted to wear stud earrings (one set) no larger than the size of a pencil eraser.
- Visible tattoos are not permitted. Tattoos must be covered, without exceptions. During the

school day, student must wear their blazer or ¼ zip sweater to cover tattoos. A sports sleeve must be worn during games to cover any visible tattoos.

- Hats or other head coverings of any type may not be worn in the school building at any time. This also applies to dress down days.
- Sunglasses are prohibited in the school during school hours and/or school events that take place indoors, unless there is a doctor's note.
- An insignia of a recognized Conwell-Egan Catholic club or a Christian symbol may be worn with the uniform.
- Masks are not allowed during school hours; the wearing of masks at school events is left to the discretion of the Assistant Principal for Student Life.
- Girls may wear a small, stud nose earring, no larger than the size of a pencil point. The Assistant Principal for Student Life makes the final determination.
- **Young Mens' hair length:** the bangs may not cover the eyebrows, the length of the hair must be above the shirt collar, and the hair may not cover the ears. The Assistant Principal for Student Life makes the final determination.
- All students are to be well groomed, neat and clean.
- The expectation is that boys are clean-shaven. If a doctor's note is issued the note must have a time period for when the student must shave. Failure to comply after demerits are issued may result in student being forced to shave in school or being sent home.
- The approved school shoe must be worn at all times. Sneakers for gym class are worn only in the Gym, and only for the gym class itself.
- In the case of field trips or when the uniform is not required, the Assistant Principal for Student Life will determine the dress code of the day for students.
- Shirts must be tucked in, not worn outside the pants.
- Uniforms, shoes and stockings must be kept neat and clean at all times. The white section of the girls' contemporary saddle shoe is not intended for messages or artistic expression. Students are encouraged to purchase new uniforms and shoes at the beginning of each school year as needed.
- **Uniform items must be purchased at:**

Flynn and O'Hara School Uniforms
10905 Dutton Road
Philadelphia, PA 19154
215-637-4600

THE GIRLS' UNIFORM

The girls' uniform consists of the navy blue v-neck jumper; short or long sleeved oxford blouse, with the collar buttoned down; navy blue knee-high's, blue crew socks or navy blue tights (they must be plain navy blue with no designs or holes), and tan-colored boat shoe. The jumper must be a modest length, as determined by the Assistant Principal for Student Life. Hems are not to be cut because they may need to be lengthened at a later time. During the winter, the ladies must wear a navy blue blazer with the CEC school seal. Senior girls only may purchase an approved cardigan embroidered with the school seal. This is a senior privilege. All items (except shoes) must be purchased from **Flynn & O'Hara**.

THE BOYS' UNIFORM

The boys' **summer uniform** consists of gray Flynn & O'Hara uniform trousers, short sleeve blue banded golf shirt with CEC logo, navy blue boat shoe, and solid black or brown belt. Pants must fit at the waist and break at the top of the shoe. All non-banded shirts must be tucked into the waistband of the gray uniform pants. All items (except shoes and socks) must be purchased from

Flynn & O'Hara.

The **winter uniform** consists of the gray Flynn & O'Hara uniform pants, solid black belt, blue CEC oxford cloth shirt, regulation school tie, and navy blue blazer with the CEC school seal. Senior boys only may purchase an approved cardigan embroidered with the school seal. This is a senior privilege. Dress socks, worn over the ankle, and school regulation shoes. Students are permitted to wear the approved tie or bow tie purchased from Flynn and O'hara. Ties are to be worn properly with the knot of the tie in the proper position. Shirt collars are to be buttoned down at all times. Pants must fit at the waist and break at the top of the shoe.

ALL students may wear the official CEC quarter-zip sweater or the CEC blazer (only Seniors may wear the CEC royal blue cardigan).

DRESS DOWN REGULATIONS

- Follow "theme" of the day
- No offensive sayings
- No low-cut blouses/tank tops
- No hats – girls and boys
- Nothing that explicitly or implicitly references drugs, alcohol or weaponry
- Wear sweat pants/jeans – no spandex, pajama bottoms, lounge pants, no wording on the seat of the pants or pants with holes in them
- If girls wear leggings a long shirt must be worn which reaches the mid-thigh
- Wear sneakers or shoes with a back. No open back or open toe shoes, no slippers
- Boys must shave
- No sunglasses

ID CARDS

ID cards are the property of the school. All students are required to have an ID picture taken at the beginning of their freshman and junior years. The school fee covers the cost of the original ID for freshmen and a replacement for juniors. Students must wear their ID on a CEC lanyard at all times. If a student loses or breaks his/her ID card, he/she must obtain a new one. The cost for a replacement ID is \$20.00. Defacing or Destroying ID cards will result in demerits. These cards serve as school identification, cafeteria cards, and swipe cards to gain access to the building during school hours. If there is a problem with the student's ID card, the student must return the dysfunctional ID to the Assistant Principal for Student Life's office by the end of the first quarter and a new ID card will be issued at no charge, after the first quarter students will be forced to pay the replacement fee.

UNIFORM CHECKS

Uniform inspection will take place periodically. Violations of the uniform code will result in demerits. If, after corrections, a student persists in reporting to school out of uniform, demerits will result for reasons of defiance/insubordination/disrespect as determined by the Assistant Principal for Student Life. Students may be sent home if found in violation of the CEC dress code, including uniform length and facial hair. Non-regulation items will be confiscated and held by the Assistant Principal; they will be returned only to a parent/guardian.

ATTENDANCE/ABSENCE SECTION

SCHOOL ARRIVAL & DEPARTURE

Students who are driven to school are to be dropped off in the front of the school at the front cafeteria entrance. No student should enter at the front office door before school starts. Students arriving to school before 7:10 am should report to the Cafeteria. Students may proceed to their lockers and then to their homerooms after the 7:10 am bell.

Conwell-Egan Catholic operates on a **closed campus** policy. Even if homeroom has not yet

started, students must stay on the school grounds from the time they arrive until they are dismissed. Permission to leave campus must be given by the student's parent/guardian, and confirmed by the Assistant Principal for student life. Students from other schools are not permitted on campus without permission before school starts, during the day, or after school.

Students with early dismissal should go to their lockers and leave the school building immediately. After school, students must report to an area where there is an adult moderator present, by 2:30 pm, to wait for transportation home or for an after-school activity or practice to begin. They may not remain in any other part of the school building without the direct supervision of a moderator or coach. No student should be in the hallways for any reason. This constitutes loitering and being out of bounds and will result in demerits. At the conclusion of after school sports and activities, students should be picked up at the back entrance of the school.

All students should exit the building within 30 minutes of the conclusion of all school events, games or practices. Parents must make arrangements for student pickup to meet this requirement.

ATTENDANCE

Commonwealth law requires the attendance of each student on all days and hours that school is in session. Transportation of the student to and from school is primarily the responsibility of the parents. If there is a difficulty with school district transportation, parents have the responsibility to provide alternate means of transportation to and from school. **Absences due to transportation difficulties will be considered unexcused.** Archdiocesan policy states that any student with 22 or more days of unexcused absences and 25 or more unexcused lates must attend Discipline Summer School in their lowest subject. For excused absences, doctor's note should be submitted within 5 days following the absence. **Perfect attendance is achieved when a student has no absences.**

ABSENCES

A student who is absent for two or more days is required to have a doctor's certificate on the day of his/her return. The following situations are considered an excused absence, which would mitigate against a perfect attendance record:

- Death of a member of the immediate family (parent, stepparent, brother, sister or step siblings) maximum of 5 days
- Death of a grandparent, uncle, aunt, cousin, niece, nephew, brother or sister-in-law, step family member on the day before the funeral and the day of the funeral
- Representing the school at various functions, contests, or participation in KAIROS
- Court attendance

FUNERALS

A student must bring a note from a parent or guardian testifying to the relationship to the deceased and the date of the funeral. This information will be shared with the School Ministry Office. Whenever a member of the *immediate* family of a student dies, a representative group of students is permitted to attend the Mass of Christian Burial. Students wishing to attend the Mass of Christian Burial of a schoolmates relative should bring a written request from their parents to the Attendance Office prior to the day of the funeral, **not** the day of the funeral. After the dismissal of the Mass, students are required to return to school.

MEDICAL OR DENTAL APPOINTMENTS

All appointments with doctors and dentists are to be made outside school hours. Families and students should consult the school calendar for half days, school holidays or during vacation periods. Should a doctor or dentist appointment necessitate a late arrival, the student must present a certificate when she/he arrives in the Assistant Principal for Student Life Office. Notification to the Assistant Principal for Student Life Office the day before such a situation is required.

VACATIONS

Family vacations during the school year are discouraged and are not excused absences. The teachers are not required to provide work, make up work, and administer tests and/or quizzes, to give extra help, or adjust their grading schedule to accommodate family vacations during the school year. The school should be notified of such plans well in advance, and each subject teacher consulted as a matter of courtesy. Making up the missed work is solely the responsibility of the student. Students are reminded that excessive absence or lateness may result in the student being assigned to summer school. No trips/vacations should be taken during assessment times, on days scheduled for standardized tests, or on days scheduled for retreats. This is especially true on days on which graduation practices are scheduled.

UNEXCUSED ABSENCES/TRUANCY

According to Archdiocesan policy, students who have **unexcused absences of 22 days or more must attend Conduct Summer School for their lowest subject. Any student who fails to attend summer school may not return to any Archdiocesan school in the fall.**

Any senior who has unexcused absences of 22 days or more may not be permitted to participate in the Senior Prom, Baccalaureate Mass or Commencement exercises. Final determination will be left to the Principal's discretion. The diploma and graduation materials shall be issued upon a date determined by the Principal. Any senior who has 22 or more unexcused absences will also be required to attend Conduct Summer School. Graduation materials and the diploma will be given to the student upon completion of Conduct Summer School.

Students must be called out by a parent or guardian, by 8:00 am at the latest, or your child will be marked as truant.

College Visitation Days: There are no excused College visitation days permitted in the calendar. If a senior wishes to visit a school he/she should go during the PSAT testing day or on days free from classes.

Note: A student leaving school before at least four (4) academic classes are attended is not given credit for the school day. Likewise, a student arriving to school and does not attend at least four (4) academic classes will not be given credit for the school day (Lunch, Mass, Study, or an Assembly are not considered an academic class). If a student is truant or has cut class and/or school, the teachers are not required to administer a test/quiz or accept assignments or projects which were due on the day of the infraction.

EXTENDED ABSENCES

If a student is to be absent for an extended period, the parents are required to inform the Assistant Principal for Student Life of the nature of the absence and the estimated length of the absence.

ABSENTEE PROCEDURE

When a student is absent, a parent/guardian is required to telephone the Absentee Line (215-945-6200 followed by "#"), by 8:30 am, on the morning of the absence to notify the school that the student will not attend. Parents/guardians must provide the student's name and the 8 digit student number; state the reason for the absence, the name of the person making the phone call, relation to student, and a telephone number to contact the person making the phone call. Calls are accepted only from a parent or legal guardian.

LATENESS

All students must be in their homeroom when the bell rings at 7:30 am or they are considered late. Students who are habitually late to school may be denied permission to attend school functions/activities at the discretion of the Assistant Principal for Student Life, and parking privileges can be revoked or suspended. If a student arrives to school late after 8:00 am, a phone

call should be made to the Assistant Principal's office.

Every student will be given two excused latenesses each semester. After the two excused lates, demerits/detentions will be issued as determined by Assistant Principal.

The following reasons will result in an excused lateness.

- Doctor or Dentist Appointments -certificates must be given on the day of the appointment
- Court appearance - must present the order from the court **the day before** the appointment.
- Weather – determined by the local public school superintendents who call CEC's administration. There will be school reach notification.

ACTIVITIES & ABSENCE

Students who are absent from school, sent home early from school by the nurse or any administrator, or have not attended at least four (4) academic classes are not given credit for a school day, and may not participate in after school activities or attend school functions that day. Moderators and coaches will be informed of this policy by the Assistant Principal for Student Life and directed to enforce it. Any student who violates this policy will face severe disciplinary consequences.

EARLY DISMISSAL

In the event that a student must be dismissed early from school for a serious reason, he/she must present the official Early Dismissal form (available on the school's webpage) requesting this dismissal to the Assistant Principal for Student Life's Office before the homeroom period or as soon as possible prior to the requested date. The form must be legibly completed and signed by a parent/guardian. This form may be faxed to CEC at 215.945.6206. Students who are dismissed early must be picked up by a parent or guardian, unless permission is given for the student to drive himself/herself. Phone requests for early dismissals will not be honored. For security reasons, documentation and identification is required.

SNOW CLOSING/DELAYED OPENING/EARLY DISMISSAL DUE TO WEATHER

School closings or late openings will be communicated through Power School. In addition, when the weather is questionable school closing information will be listed on the following stations: WCAU (3), WNBC (10), WPVI (6) TV and Fox 29. These stations will broadcast the information by school name.

If inclement weather develops during the school day, students will be dismissed as their public school district closes and provides transportation. Students must present their ID, which indicates their school district, to their teacher in order to leave a classroom. Students who are dependent on other students for transportation will be handled on a case by case basis. Students from districts not bused are dismissed by the administration depending on weather conditions and their means of transportation home. Drivers are dismissed as their public school district closes.

If a student normally drives to school, we expect parents to require their children to make use of the public school district's bus service when snow or ice is forecast.

When there is a delayed school opening, student drivers are required to be on time. They will not be given an excused late.

DISCIPLINE/BEHAVIOR SECTION

CONDUCT MARKS & THE DEMERIT POINT SYSTEM

The conduct grade is calculated slightly different than academic grades. For each demerit received point(s) will be deducted from a conduct grade of 100. The conduct grade will be renewed at the beginning of each semester. Demerits will only reset in at the start of the first and second semester. A student's conduct grade from the first semester and second semester will be averaged together for a final grade and if that grade is below a 70, the student will attend discipline summer school unless prior arrangements are made with the Assistant Principal for Student Life. It is the responsibility of the student to know where they stand academically, but also in meeting personal

behavior expectations. Students should frequently check grade connect for demerit accumulations and the Student Services Office, for detention assignments.

Suspension can occur for various offenses throughout the year or from accumulation of demerits over a quarter. The administration reserves the right, depending on individual circumstances, to require any student to attend Conduct Summer School.

CEC & THE LAW

Any student taking part in any unlawful act on or off campus or in any outside community which casts shame or causes embarrassment to Conwell-Egan Catholic is liable for suspension, expulsion, or both. If a student is presently attending or is applying for admission to Conwell-Egan Catholic High School and is found guilty of a juvenile or adult crime and it is reported to the school administration, the student is liable for dismissal from Conwell-Egan Catholic or may be denied admission to Conwell-Egan Catholic.

RESPONSIBLE BEHAVIOR

If a teacher/moderator is not present in a classroom a few minutes after the second bell rings to start the class, either the first student alphabetically in the class or a member of Student Council who is a student of the class, is to leave and notify the Academic Office and the Assistant Principal for Student Life's Office.

FACULTY AREAS

All faculty rooms, faculty resource rooms, and the faculty dining room are off-limit to all students. This would constitute as Loitering and Out of Bounds which will result in demerits.

FOOD & BEVERAGES

No food, candy or beverages are permitted outside of the cafeteria. Only students with a doctor's certificate will receive a temporary reprieve from this directive.

CELL PHONES & ELECTRONIC COMMUNICATION DEVICES (ECDS)

Phones are not to be used in classes unless explicitly directed otherwise by the teacher. Teachers have the right to confiscate cell phones or ECDs that are used without permission during the school day. Refusal to surrender the contraband is an act of insubordination and defiance, which then leads to an immediate suspension.

Violation: 4 Demerits. Subsequent violations may result in detention and loss of phone privileges at CEC.

FIGHTING, INTIMIDATION & BULLYING

Fighting is not tolerated. If any student engages in physical or verbal fighting during the school day, in the vicinity of the school, traveling to or from a school event, or at any school sponsored event, he/she will be liable for immediate suspension with intent to dismiss from Conwell-Egan Catholic. Conwell-Egan Catholic High School will not tolerate physical violence, threatened or actual, inside or outside of school. These cases may be referred to law enforcement officials. Physical or verbal abuse, intimidation or bullying towards teachers, staff, or students may result in immediate dismissal. The Assistant Principal for Student Life will review all incidents.

A student is asked to report to the Assistant Principal for Student Life or the Guidance Office if they are the victim of bullying. Once a report is filed, immediate action will be taken. Bullying is any unwanted form of communication, both verbal and electronic exchange, as well as physical force. Physical or verbal abuse, intimidation or bullying towards teachers, staff, or students may result in immediate suspension or dismissal. These rules regarding bullying also apply to all online posts and electronic exchanges, no matter where or when they are posted or sent. The Assistant Principal for Student Life will review all incidents.

If a student is involved in any form of fighting: parents will be called and must retrieve the student from the school immediately, law enforcement may be contacted; suspension will occur for three school days and the terms of the suspension will immediately go into effect. Teachers are not

required to provide work for students who are suspended or to make any special arrangements for assignments, test, quizzes, or projects missed.

HAZING

Hazing is defined as any humiliating or dangerous activity expected of a person to join a group, regardless of his/her willingness to participate. No student may participate in hazing or the initiation of students in our school. Any student who participates in any hazing incident will receive demerits and is liable for suspension or dismissal. In accordance with anti-hazing statutes, students may also incur civil penalties.

HARASSMENT

Conwell-Egan Catholic High School strictly enforces all Archdiocesan policies based on harassment in any form. Harassment is unacceptable and will not be tolerated. Any pervasive, unwelcome action, physical, verbal, or written, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member, or anyone within the school community, is prohibited.

Harassment because of a person's sex, race, age, appearance, economic status, ethnicity, national origin, or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy.

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

- Threatening adverse action if favors are not granted
- Promising preferential treatment in exchange for favors
- A pattern of unwanted physical contact
- A pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language/gestures/actions
- Display of sexually suggestive objects or pictures
- Unwelcome notes, cards, and other communication that is sexually suggestive.

Any student who feels he or she is a subject of harassment should bring the matter personally to the immediate attention of a faculty member, Guidance staff, or any administrator. If the student is uncomfortable for any reason discussing the matter with anyone mentioned he or she should report it to the principal. All allegations of harassment will be investigated promptly and in a confidential manner. As a result, appropriate action will be taken, up to and including dismissal, if warranted. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited and will result in suspension with intent to dismiss.

VANDALISM

All school property is to be treated with care. Any damage to school property or the property of others, including graffiti, will be dealt with most severely and may result in dismissal. In addition to assigned demerits, full restitution may be required. Civil authorities may be contacted at the discretion of the administration.

DETENTION

Detention is a consequence of code violations/infractions and takes place at the discretion of the Assistant Principal for Student Life. Detention is held once a week from 2:20 to 3:30 p.m. Failure to come to detention will result in additional demerits on the student's discipline record. Neither work nor school activities excuse a student from detention although, exceptions can be made at the discretion of the Assistant Principal for Student Life. Consequences for disciplinary infractions may extend to the days following the close of school.

Teachers may assign private detention. The teacher will give the student one day's notice (verbal or written) for such detention, in order for transportation arrangements.

SUSPENSION

Out of School Suspension: When an infraction occurs which warrants suspension, the parents will be notified immediately to come for that student or to keep the child home. A student under suspension **may not** come to the school grounds for any purpose whatsoever without the express permission of the Assistant Principal for Student Life or the Principal. Students may not participate in any sport or activity. The length of the suspension will be determined by the Assistant Principal for Student Life or the Principal and it will be indicated to the parents. A parental interview with the Assistant Principal for Student Life or Principal is required before the suspension is lifted. It is the student's responsibility to make-up all academic work missed during the suspension.

In-School Suspension: When an infraction occurs which warrants an ISS, the parents will be notified. Teachers are notified about the ISS and can choose to send work for student to complete. An ISS excludes students from participating in any sport or activity.

Technical Suspension: A student may receive a technical suspension when demerits for the quarter exceed 30 points. The student will not be suspended out of school but will be prohibited from participating in any sport or activity for a period of 5 -10 school days based on the severity of the infractions. The decision will be made by the Assistant Principal for Student Life and the Principal.

DISCIPLINARY PROBATION

A student on disciplinary probation will have a contract for conduct with Conwell-Egan Catholic High School. If a student violates the contract at any time he/she is liable for dismissal. This contract is designed to assist the student in achieving his or her goals in the area of achieving proper decorum befitting a young Catholic. A student on disciplinary probation will be referred to a guidance counselor. It is the responsibility of the student to report to the counselor. If a student on disciplinary probation receives numerous demerits in a quarter, the student will not be permitted to participate in any extracurricular activities for a period of time as determined by the administration. This includes all school dances and proms. The school administration reserves the right to remove the student from probation at any time.

The Administration reserves the right to put any student on disciplinary probation for any serious infraction.

Note: If the contract is not signed and returned to the Assistant Principal for Student Life by the designated due date, then the student will not be permitted to return to Conwell-Egan Catholic.

INFRACTIONS LIABLE FOR DISMISSAL

Students who engage in any of the following infractions are liable for dismissal: gross insubordination; willful defiance; truancy; fighting; theft; intimidation; harassment; vandalism; alcohol/drugs/tobacco and any paraphernalia associated with them; cutting classes; immorality; accumulation of numerous demerits; conduct failure; smoking or any situation as determined by the administration. Possession of and/or use of weapons or contraband will result in immediate dismissal. The administration of Conwell-Egan Catholic reserves the right to modify the above list at any time.

CONDUCT SUMMER SCHOOL

Any student who has failed conduct through a decision made by the administration will be required to attend Conduct Summer School at Conwell-Egan Catholic High School. Seniors who have failed conduct may not be permitted to participate in Baccalaureate or Graduation. Conduct Summer School is held after school closes in June; a fee must be paid to attend Conduct Summer School. Any Student that attended Conduct Summer School will begin the following school year on disciplinary probation.

SMOKING AND VAPING

Smoking and vaping are forbidden at all times, in all parts of the school building, anywhere on the school grounds or on school buses. Students may not possess tobacco or products associated

with tobacco use. This includes lighted or unlighted cigarettes, cigars, pipes, and smokeless tobacco or paraphernalia associated with smoking. Conwell-Egan Catholic abides by the requirements set by the State of Pennsylvania Act 145. Students in violation of this policy will receive demerits and pay the required \$75.00 fine in cash. The cash fine of \$75.00 must be paid within 7 days to the Finance Office. Otherwise, the fine will be doubled and a fee of \$150.00 will be reported to the Finance Office. Additionally, violations of the smoking policy result in further disciplinary action and may result in suspension of activities and attendance at school sponsored events.

LOITERING

Students must leave the school building promptly following their class day and scheduled activities/sports events. Loitering in the building is a discipline issue and demerits will be issued. Students rostered for early dismissal may have this privilege revoked by an administrator.

WITHDRAWAL/DISMISSAL

According to Commonwealth law and Conwell-Egan Catholic school policy, CEC will 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 offence involving weapons; suspicion of dealing controlled substances; sale or possession of controlled substances; willful infliction of injury to another person or him/herself, or act of violence committed on school property, at a school event, or in the area of the school.

ASBESTOS STATEMENT

Conwell-Egan Catholic High School has developed and maintains 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 the school office during regular office hours. The Keating Group (610-688-4100) is the school's asbestos program manager and Acer Associates (856-809-1202) is the school's consultant. Inquiries regarding the plan should be directed to these organizations.

TRANSPORTATION/PARKING INFORMATION

BUS REGULATIONS

Misconduct on school buses will not be tolerated since it involves the safety and lives of others. Please note that each school district has its own set of guidelines for proper bus behavior. Failure to comply with these may result in loss of bus privileges by your public school district. Concerns regarding activity on the bus are to be directed to your public school district.

ACTIVITY/LATE BUS

Bristol, Bensalem, Neshaminy, and Pennsbury will provide late buses for students involved in after school activities. These buses do not stop at Conwell-Egan Catholic as a matter of routine. Students must go to the Assistant Principal's Office before homeroom to sign up for these buses. The pick-up time varies for each district. Students will need to call the district with questions about when their district's bus will arrive and where the bus can be boarded after school hours.

PARKING INFORMATION

Applications for parking privileges are available in the Assistant Principal for Student Life's Office as well as on the CEC website. Students can be denied parking permission forms for disciplinary reasons. Students must park in their assigned parking space. Cars must be registered with the Assistant Principal for Student Life and display a current parking hangtag. The hangtag is not transferable.

Failure to display the hang tag so that the hang tag number can be read by one standing in front of the car is a violation. Violation stickers will be placed on the students' cars. Students are to refrain from using staff/visitor parking areas, "creating" their own parking spots, or parking by the Saint

Anthony's Residence. Students must maintain a safe and proper speed on the school property not to exceed 5 MPH.

Student drivers must wait until the school buses exit the parking lot before they can move their vehicles. Violators may lose their parking privileges for reckless driving, congregating in the parking lot instead of leaving the property, excessive speed witnessed by faculty, staff, bus drivers, or concerned adults, as well as for disciplinary reasons.

The school assumes no responsibility or liability associated with vehicle use, vehicle contents, or vehicle damage. Cars parked illegally will be towed at the owner's expense.

SCHOOL COUNSELING SERVICES

THE SCHOOL COUNSELING DEPARTMENT'S MISSION

The primary mission of the School Counseling Department of Conwell-Egan Catholic High School is to facilitate the maximum development of each student. The services offered are concerned with identity, maturity, problem solving, conflict resolution, decision-making, academic excellence, and college and career choices.

Counselors are available throughout the day to meet with students. A student may make an appointment to see a counselor by filling out a form in the School Counseling Office.

SCHOOL COUNSELORS

Director: Ms. Nicole Salvatore (Rm. 107 School Counseling Office)

Grades 9 & 10: Morgan Feinman (Rm. 302) Services Provided by Catapult Learning

Grade 11: Mrs. Pamela Myers (Rm. 304) Services Provided by Catapult Learning

Grade 12: Ms. Nicole Salvatore (Rm. 107 School Counseling Office)

Additional Counselor Grades 9-12: Mrs. Geri Morel (Rm. 107 School Counseling Office) Services Provided by Catapult Learning

CATAPULT LEARNING SERVICES

Catapult Learning counselors and teachers provide some services at CEC. These services are paid for by Pennsylvania Act 89, which provides auxiliary services to nonpublic schools.

SUBSTANCE ABUSE POLICY

If one or more teachers/moderators during the school day or at a school sponsored function, feel that a student appears to be under the influence of drugs/alcohol, the student will be isolated from the general population. He or she will be required to submit to a Breathalyzer, Alco-screen saliva test, or drug test administered by law enforcement officers. A positive test result or refusal to take the test will result in police notification, if they are not yet present, the student's parents/guardian will be telephoned to inform them of the situation. Conwell-Egan Catholic will assist law enforcement officers in any way possible.

Any student who is under the influence of alcohol, drugs or mood-altering substances, or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over the counter drug, or tobacco shall be liable for immediate dismissal. This policy will be enforced even in cases where there have been no previous suspensions from school.

COUNSELING SERVICES

Academic Counseling assists the student in making responsible decisions regarding course selections. Counselors interview students who are not achieving their full academic potential in order to assist them. If a student experiences an issue in a particular class it is the policy of the School Counseling Office that the student, his /she parent, or his/her guardian makes contact with the teacher directly to attempt to resolve the issue. If this proves ineffective at resolving the issue the principal is to be contacted along with the school counselor.

In addition to the general academic counseling support offered by the department, Catapult

Learning offers academic assistance in mathematics, study strategies, and general academic performance. To inquire about or utilize these services please contact the Director of School Counseling and reference the Catapult Learning Service that interests you.

Career Counseling provides information regarding career exploration. Counselors also help students make responsible decisions regarding vocational choices. Students can access career interest inventories on Naviance and discuss results with their counselors.

College Counseling provides information regarding college entrance requirements and sources of financial aid. A Financial Aid Evening is offered to parents prior to their completing the required financial aid forms for state and federal monies.

Naviance: Naviance is the college and career readiness platform utilized by all students at Conwell-Egan Catholic High School. It assists students with the college and career exploration process and is the tool that seniors will use to navigate the college application process. All students are expected to visit Naviance regularly, and each year students will have particular tasks to complete in order to prepare for the college application process. Parents and guardians are encouraged to engage with their students in using the Naviance system so that all are actively involved in the educational process.

Transcripts: Students need to submit transcript requests to the School Counseling Office at least three weeks prior to the date they would like the documents received. In addition students must make the request on Naviance. The cost for each transcript is \$3.00 to be paid in the Finance Office with the receipt delivered to the School Counseling Office.

Transcript Deadlines: Students in grade 12 will have two to three transcript deadlines and will also need to submit all scholarship award letters and college acceptance letters by the deadline put forth by the School Counseling Office.

SAT/ACT: College-bound students in grade 11 are encouraged to take their SAT and/or ACT sometime in the spring of that year.

Teacher Recommendations: Students are encouraged to request recommendations in the spring of junior year. Recommendation requests must be made in person (by speaking to the teacher and submitting to the teacher a paper copy of one's resume) and on Naviance. Students need to be sensitive to the time constraints of persons writing letters of recommendation and need to submit these requests a minimum of two months prior to the date they would like to apply to the school.

NCAA: Students who plan to play an NCAA sport need to meet with their counselor beginning in their 9th grade year to discuss the courses and grades they must have to qualify. For more information visit Eligibility.Center.Org.

Personal Counseling is available to help a student gain better self-awareness. Personal counseling objectives are effective self-confidence, decision-making, problem solving, goal setting, and human relations skills. School counselors (school and intermediate unit) and the school minister provide these services.

Expectations Regarding Student Involvement in School Counseling Process: The School Counseling Office offers a wealth of resources. Therefore, parents, guardians, and students need to be proactive in utilizing services and requesting answers for pertinent questions. It is anticipated that all students will meet with their counselor at least once each year, but they may request additional meetings by visiting the School Counseling Office and filling out a paper request form. Students are expected to visit their Naviance site throughout the year for updates, to check their CEC email regularly for announcements, and are expected to follow all directives and deadlines put forth by the School Counseling Office. Parents, guardians, and students with questions, concerns, or issues are welcome to contact the School Counseling Office.

HEALTH SERVICES

SCHOOL NURSE

A certified school nurse is provided by Bristol Township based on financial constraints of the

district. Availability of a nurse on duty varies depending on the township's allocation of funds. CEC actively advocates for full days of service. When not available the Assistant Principal and the office personnel care for students who are ill.

SERVICES PROVIDED

As directed by Commonwealth regulations, the following health services are provided:

- annual vision screening for all students
- height and weight measurements for all students including BMI
- hearing acuity screening for juniors
- hearing threshold screening for all students with known hearing loss

Parents will be notified if the student fails any of the screenings or of any detected medical concerns.

MANDATORY MEDICAL EXAMINATIONS

In accordance with the Pennsylvania School Health Law, a mandatory medical examination is required for all freshmen. Parents are urged to have their children examined by their family physician since such an examination provides continuity of medical care.

IMMUNIZATION AUDITS

Immunization audits of all incoming freshmen and new students are done each fall or upon student entry. All students must have proof of full immunization as required by the Commonwealth for school entry.

EMERGENCY FIRST AID

Emergency first aid care for accidents or illnesses that occur at school is provided in the presence of the school nurse. In the case of illness during the school day, the student should secure a pass from a teacher or moderator. If this is not possible, the student should inform any faculty member in the area or someone in any administrative office. If the nurse is not in the Health Office, the student should report to the Assistant Principal's Office. A student who claims illness and misses class or leaves school without reporting to the Assistant Principal's Office is subject to disciplinary action.

Under no circumstance is a student to call home for transportation due to illness. The school nurse will evaluate the health of the student and will make the decision concerning the care needed. If the nurse decides that a student should go home, she will contact the parents and request that they come for the student. A parent must report to the Assistant Principal's Office to sign the student out of school.

DISTRIBUTION OF MEDICATION

Students in Conwell-Egan Catholic may not carry any form of medication, prescription or over the counter on their person. The nurse's office has Acetaminophen (generic Tylenol), Ibuprofen (generic Advil/Motrin), generic Benadryl and Imodium, which can be dispensed to the student with parental permission. In order for students to receive medications in school, the guidelines for PA Schools for the Administration of Medications and Emergency Care requires that they have on file in the Health Office a permission card signed by one parent in order for the nurse to administer it. All prescription and over the counter medications not normally available in the Health Office must have written authorization from both the parent and physician.

It is the policy of Bristol Township School District and Conwell-Egan Catholic High School that school personnel may not administer prescription medications to students nor may students self-administer any prescription medication in school without parental permission and the knowledge of the school nurse. The only exception is for the rescue inhalers for asthma and Epi pens. Students may carry and self-administer medication but must report use to the school nurse. Students who are taking prescribed medication must leave the prescription in the original container

with the nurse in the Health Office. Both a doctor's note and a parental note must accompany the medication if it is to be taken on a daily basis, and it must be delivered to school, including refills, by a parent.

The school does not accept any responsibility or liability for injury or damage that may result from the administration of such medications. This includes controlled substances such as Ritalin and other medications that have the potential for abuse. The student must take the medication under the supervision of the school nurse.

All personnel are directed to report to the principal any student observed taking medication anywhere other than in the nurse's office. The principal is directed to investigate any such cases reported and take appropriate action. Consult the school nurse for full details on the school medication policy. Students who violate this policy are subject to disciplinary action.

PREGNANCY POLICY

The Archdiocesan Policy on Pregnancy, along with the school procedures for pregnant students, is available in the Principal's Office. The following is a summary.

If a student becomes pregnant, the certified school nurse is to be notified. The Pregnancy Policy/Guidelines will be given to the student and parents to review. Both the parents and the student will sign the policy indicating their awareness of the policy and its ramifications. If there are questions, a meeting will be arranged.

Under normal circumstances, the student will remain in school until the date the doctor indicates. After that, her academic needs will be cared for during the time she is away from school. Once she has left school, she will not be permitted to participate in school activities.

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 his/her parent(s).

If the school principal determines that the student procured or assisted 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. However, when public scandal, the student's refusal or failure to participate in counseling or other circumstances warrant, the school principal may dismiss the student or take other appropriate action.

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

AIDS POLICY

The Archdiocese of Philadelphia's Office of Catholic Education 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 Principal's Office.

EXTRACURRICULAR PROGRAM

The extracurricular program is designed to support the mission of the school by providing the students with the opportunity to fully develop their academic and social skills, foster their own sense of Catholic identity, and help them develop into successful young adults. The program seeks to offer all students the opportunity to fully explore their diverse range of talents and interests, to meet and work with other students who share those interests, and to learn the value of serving the community and fellow community members. The Assistant Principal for Student Life makes every effort to include all of the students in the program by providing diverse activities, communicating with the students in a variety of formats, and soliciting their input for new programs. Students are encouraged to become actively involved in the extracurricular program because it is a

proven fact that students who get involved in extracurricular/athletic activities perform better academically, have a more enjoyable social experience, and are more successful in the long term.

STANDARDS

- A student with one academic failure during any quarter or at the end of the first semester is placed on probation with respect to activities/sports. This probationary period means that the activity moderator or coach has been informed of the failure and has encouraged the student to improve.
- A student with two or more failures during any quarter or at the end of the first semester is prohibited from participation in activities or athletic competitions for fifteen school days, after that the student must be passing all but one of his/her classes to rejoin all extracurricular programs. Students must continue to practice with his or her team, as long as the student attends the homework zone twice a week. The student is also prohibited from joining any new extracurricular activity. Ineligibility begins on the day that the Principal circulates the failure list. Any students who end the year with fourth quarter failures are permitted to participate in athletics for the first quarter of the following year.
- Any student suspended for any infraction(s) may not participate in any activity/sport for the duration of the suspension. This time frame is determined by the Assistant Principal for Student Life.
- Any student who seriously violates a school regulation or, through personal misbehavior, damages the reputation of the school will be prohibited from participation in activities. The Principal is the interpreter of this policy.
- A student who is absent from school on a particular day may not participate in any school activity/sport during that day or evening. Moderators and coaches are responsible for the application for this policy. An exception to this policy would be an excused absence or the use of an "Eagle" day off card that is officially distributed by the Assistant Principal.
- Clubs and organizations include those devoted to service, academics, music, and drama, and student interests.

EXTRACURRICULAR PROGRAMS

Ambassadors	National Honor Society
Art Club	Newspaper
Band / Chorus	Peer Mentoring Program
Drama	Robotics
Forensics/Debate	Spirit Night
Ink Slinger Society	Students for Life
International Club	Student Council
Liturgical Team	Community Service Corp
Mathletes	WCEC TV
Mock Trial	Yearbook

ATHLETICS

Interscholastic sports instill a sense of fair play and community. All students are eligible and encouraged to try out for one or more sports. These activities are privileges and should not be taken lightly. Teams are selected by the coaches on the basis of athletic ability and academic standing. Pre-season tryouts for all sports are announced directly to the students throughout the year. Varsity sports are available for young men and women.

Athletes are reminded that tattoos are **NOT** to be visible during practices or games. The boys are expected to wear their shirts and ties under the jerseys during the winter uniform season.

ATHLETICS – CODE OF CONDUCT

Athletes and spectators are required to conduct themselves in a manner consistent with the philosophy and conduct code of the Archdiocese of Philadelphia, Conwell-Egan Catholic High School, the Philadelphia Catholic League and the Pennsylvania Interstate Athletic Association (PIAA). Some guidelines include:

- showing courtesy, control, and good sportsmanship at all times.
- appreciating and giving recognition to the performance of opponents.
- being positive in cheers and comments at all times.
- avoiding noisemakers and similar distractions.
- respecting and obeying all game and property rules.
- regarding the calls and decisions of officials as final.

Students are responsible for their behavior and for the behavior of their guests before, during, and after all events and in transportation to and from these events. All spectators are expected to leave the building and grounds immediately following the event and may not return to the school property following away events. Any breach in conduct will become a disciplinary matter and may include police action.

ATHLETIC ELIGIBILITY

See listing in the Academics section of the Handbook.

ATHLETIC PHYSICAL EXAMINATIONS

Any student wishing to participate in sports must have a completed physical form on file prior to tryouts. These forms are available online at www.conwell-egan.org.

CALENDAR

The Assistant Principal for Student Life generates the yearly calendar for parents, students, and faculty. Parents and students are encouraged to check the school website for the most current information

CLASS RINGS

Class rings are available through the school to eleventh grade students. Students that do not purchase a ring will be gifted a pin. The rings and pins are blessed and distributed during the Junior Mass. All members of the Junior class families are invited to the Junior Mass.

Note: Full payment for the rings is required at the time the ring order is placed. It is a copyright violation to order a Conwell-Egan Catholic ring from any firm other than Jostens since the copyright is the property of the Archdiocese of Philadelphia.

DANCES

CEC offers general dances in addition to the Junior Prom and Senior Prom. These dances are offered as a social opportunity for CEC students. Students actively participate in planning and decorating for these dances.

CEC students are admitted to the general dances free of charge with their school ID card in place of a dance ticket. When permitted a CEC student may bring a non-CEC guest of the opposite gender to a general dance. To bring a non-CEC guest, the CEC student must provide a completed consent form, a photocopy of the guest's school ID card or license, and pay a \$10.00 ticket price. Students who were dismissed from Conwell-Egan Catholic are not permitted to attend general dances or proms as escorts of CEC students.

DRESS CODE: Young men and women are required to dress in good taste and keeping with the standards of young Christian adolescents. The dress code for all general dances is as follows:

Young Ladies: The young ladies are expected to wear a modest and appropriate length dress, not constricting or a wide, tight band at the bottom.

The CEC ID card is also required.

Young Men: The young men are expected to wear dress pants, a collared dress shirt with tie and dress shoes. The dress shirt must be tucked in and the tie must remain on for the duration of the dance. Golf or polo shirts are not permitted. The CEC ID card is also required.

Hats, sunglasses and sneakers are prohibited for both young ladies and men.

The final decision on the appropriateness of the students' dress attire is at the discretion of the administrators at the entrance doors.

Students are encouraged to leave their personal items at home as the school cannot assume responsibility for lost or stolen personal items. Lockers are not to be used during dances. Students may leave personal items in a locked classroom for the duration of the dance.

Chaperones are always present during the entire evening to keep the tone of the dance happy and orderly. Students are expected to adhere to regulations and to the instructions of proctors and chaperones. All school rules are in effect during each dance. This policy refers to smoking, drugs and alcohol, and behavior before, during and after the dance. Students who have failed conduct may not attend dances, obtain tickets, nor may they be the guests of another student.

Students must arrive at dances within one hour of the scheduled starting time. A student who has a legitimate reason for arriving late for a dance must make this known in writing to the Assistant Principal for Student Life before the dance. No one may leave the dance early. No one may return to the car for any reason during the evening. Students are to make arrangements beforehand for transportation home from dances; if it is necessary to call for a ride, this must be done thirty minutes before the end of the dance. The local police will be notified if any student is found to be under the influence of drugs or alcohol.

JUNIOR & SENIOR PROM

Students may bring a date or attend the dance alone. For students who wish to purchase tickets as a couple for the Junior or Senior Prom, each student must be of the opposite gender. Students from outside of Conwell-Egan Catholic High School must have the guest approved by the Assistant Principal for Student Life. For approval by Conwell-Egan Catholic High School, the guest must be of the opposite gender and of appropriate age not less than high school. Conwell-Egan Catholic students may purchase a single ticket for their particular class dance. These dances have specific procedures and regulations which are shared via rules and regulations distributed prior to each event. It is hoped that students will avoid excessive expenditures for these events. Ticket money is non-refundable. Prom Dress Code Guidelines will be established well in advance of the event. No student should purchase a dress, tuxedo or suit until these guidelines have been given to the student.

The school does not hold nor sponsor any post dance activities. No such activities may be transacted on school grounds.

To be eligible to attend the Junior and/or Senior prom, students must have all fees and tuition paid in full. This applies to both the ticket purchaser and guest (if a CEC student).

Below are the general rules and regulations regarding student conduct for prom. All students and their guests are expected to comply.

- Arrive at the prom at the designated time.
- Students are to remain for the entire prom or until a pre-announced student-release time.
- No flower containers may be brought into the prom. Any bags, cases, etc. are subject to examination.
- Smoking is not permitted.
- The use of drugs and alcohol is strictly forbidden. If a student and/or escort is caught under the influence, in possession of, or suspected of being under the influence of drugs or alcohol:

- Students are responsible for the conduct of their escort. Students who have been dismissed from Conwell-Egan Catholic are not permitted to attend a prom. Students who have transferred from CEC for any reason will be reviewed on an individual basis and may attend only with permission by the Assistant Principal for Student Life.
- In the event of any problems or disagreement, the judgment of the chaperones will prevail. No refunds of any kind will be made to prom participants for disciplinary removal from the prom.
- **Students may be excluded from participation in prom for a discipline failure, excessive demerits, and any serious violation of the discipline code; failure to fulfill financial requirements; and excessive absences.**

STUDENT TICKET

The school fee covers participation in a number of school functions, including: activities and clubs; assemblies; the television studio; all regular season home football and basketball games, and wrestling matches; all CEC drama productions; and general school dances. The student ID card serves as their student ticket. Admission to Spirit Night performances is not included.

GRADUATION POLICIES

Participation in Commencement Exercises, which includes both Baccalaureate Liturgy and Graduation, is a privilege, not a right. Students who have completed all requirements for a diploma and are in good standing may participate in the Commencement Exercises. Students are subject to be excluded from participation in these exercises for: a scholastic failure in any subject; a discipline failure, excessive demerits, any serious violation of the discipline code; failure to fulfill financial requirements; and excessive absences.

Note: Since the Baccalaureate Liturgy and Graduation constitute the Commencement Exercises for Conwell-Egan Catholic, any student absent from the Baccalaureate Liturgy may not be permitted to participate in the Commencement Exercises. Students must attend all practices. Any student who is not present for practice at Holy Family University may not participate in the Commencement exercises.

TRAVEL

No Archdiocesan high school and no department or extracurricular activity of an Archdiocesan high school or a school-related organization may sponsor, organize, or conduct a travel and study program for students or for teachers on its own or in conjunction with another sponsoring school or group during the school year or during the summer.

The Archdiocesan high schools will assume no responsibility or liability of any kind for any students who participate in such programs.