

# Mother of Providence Regional Catholic School Parent Handbook

607 S. Providence Road  
Wallingford, Pa 19086



## **Two traditions – One vision**

**This handbook contains policies and procedures of the School. The School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal. This handbook/directory is for family use only and not intended to be used for solicitation purposes.**

**STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND  
MOTHER OF PROVIDENCE REGIONAL CATHOLIC SCHOOL**

### Important Telephone Numbers

School Office	610-876-7110
School Fax	610-876-5923

**Visit the School on-line at: *www.mpregional.org***  
**School e-mail: *jobrien@mpregional.org***

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### ***Mission Statement***

Mother of Providence Regional Catholic School educates students' minds, nurtures their hearts, and prepares them to be faith-filled members of our diverse local and global communities. Dedicated and experienced teachers, committed to their vocation, instruct students by word and example in a dynamic learning environment that challenges them to reach their full potential. Parents invest time, treasure and talent to support the academic goals, further the values and beliefs rooted in the Gospel, and promote Catholic social teaching. Students flourish within the intimate atmosphere where their unique gifts are identified and nurtured. Every member of the school family contributes to its success: the gift of knowledge that lasts a lifetime.

### **Goals of Faculty and Administration**

- Educate and inspire the children to achieve a personal relationship with Jesus Christ
- Provide for the children a life-long love of learning
- Teach the children to integrate religious truths and values with life in a contemporary society
- Encourage the development of self-discipline
- Instruct the children to appreciate and respect cultural, social and ethnic differences; and to respond sensitively and effectively to the challenges of race, poverty and religion
- Initiate changes and innovations at Mother of Providence Regional Catholic School that will improve the education of our students to better prepare them for life in a modern world
- Maintain involvement and active cooperation with the parent community

### **Parents as Responsible Educators**

Parents are the primary providers and supervisors of the education of their children.

The family is the first school, assisted by the church, the community and local school. Parents and family are the primary developers of religious values and social attitudes. Parents create an atmosphere filled with love and mutual respect for God and man.

The Catholic school is an extension of the education that begins at home. When a child enters school, he/she is not beginning their education, but continuing it. Most parents have chosen Catholic schools for the values, the discipline, the Religious education, and the quality education. The foundation of each of these begins in the home.

The education of your child is a partnership between the school and the parents or guardians. If, in the opinion of the school administration, this relationship is broken, the administration has the right to ask you to withdraw your child.

### **Strategies to Create a Home and School Partnership**

- Be cognizant of the fact that obedience has to be taught. It cannot be learned at school if it has not been learned at home
- Teach children to develop responsibility at home and school
- Encourage children to work to their ability, to do their best and success will follow.
- Acknowledge the successes and failures of the children
- Develop and instill in your children the appropriate attitude toward school and learning. The elementary school child is developing a good attitude when he/she:
  - Takes pride in work
  - Starts and complete work within time limits
  - Cooperates with teachers and other students
  - Seeks help when it is needed
  - Applies themselves in school and home

- Assumes responsibility for his/her learning; this includes study, written work, projects, having test papers signed

### **Mother of Providence Regional Catholic School Faculty and Staff**

Administrative Pastor SJC Parish	Reverend Edward Hallinan
NBVM Pastor	Reverend Edward Bell
Principal	Mrs. Sara Dempsey
Advancement Director	Mrs. Katie Kinuthia
Secretary	Mrs. Joan O'Brien
Business Manager	Mrs. Anne Gioia
Pre-Kindergarten 3	Mrs. Amanda Scarpignato
Pre-Kindergarten 4A	Mrs. Mary Jane Driscoll
Pre-Kindergarten 4B	Mrs. Mindy Battista
Primary Unit Aides	Mrs. Kate O'Brien
	Mrs. Diane Coffin
	Mrs. Tina Leonard
Kindergarten A	Mrs. Marianne Perry
Kindergarten B	Mrs. Kim Dobbins
Grade 1	Mrs. Lisa Washel
Grade 2	Mrs. Tricia O'Kane
Grade 3	Miss Catherine Empfield
Grade 4	Mrs. Anne Marie Fisher
Grade 5	Mrs. Kim Shelsey
Grade 6	Mrs. Kim Kinsler
Grade 7	Mrs. Karen Gramiak
Grade 8	Ms. Diana Salvati
Honors Mathematics	Mrs. Ruth Bachman
Learning Support	Mrs. Claire Menold
Technology Education	Mrs. Aileen Sabatini
Physical Education	Mrs. Kelly Meehan
Music	Mrs. Elissa Purpura
Library	Mrs. Mariann Jennings
Art	
C.A.R.E.S Director	Mrs. Marianne Perry
Facilities Director	
Facilities Help	Mr. Bill Duffy
Morning Help	Mr. Ed Coffin
Lunch NDS	Mrs. Marilyn Derrickson
	Mrs. Patti Mitchell

## The Home and School Association

The Home and School Association of Mother of Providence Regional Catholic School has set as its objective the advancement of Catholic Education and the welfare of all children. It will strive to enhance the parents' and teachers' roles in education at Mother of Providence Regional Catholic School by increasing their mutual understanding of the children through opportunities for parents and teachers to work together for the good of the children.

The Association will provide parent-school activities to increase the members' interest in educational and community affairs.

We ask that all parents become active members of this association, especially through your attendance and participation at scheduled meetings. The focus of these meetings is to provide spiritual and educational adult enrichment to our school families. The meetings are held approximately three times during the course of the school year.

### ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

**1. Absences** - The policies regarding this area are as follows:

- A student who has been absent from school, even for one day, is required to present a note written by the parent or guardian to his homeroom teacher upon his or her return to school. Teachers keep these notes on file throughout the school year.
- A doctor's certificate may be required for absence of an extended nature (3 days).
- If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message on the school voice mail for attendance. Please call by 8 A.M.

If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.

- In the case of illness during the school day, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
- In order to arrange for assignments of children who are absent due to illness, kindly call the school office by 11 A.M. This work may be picked up by the parent at the school office no earlier than 3 P.M. It is the responsibility of the student to complete work and tests that have been missed due to absence.

## **2. General Supervision of School Grounds**

The School grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events.

Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The School has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

## **3. Arrivals**

A child must come directly to the gym between 8:00 A.M. and 8:15A.M. Parents are asked not to leave a child at school before 8:00 A.M.

A teacher is present in the gym from 8:00 A.M. The school does not assume liability for students who are dropped off before that time.

Children are not permitted to enter the classrooms prior to 8:20 A.M. unless there is an emergency or special arrangements have been made with the teachers.

The school day begins at 8:20 A.M. with prayers and announcements in the gym.

## **4. Dismissals**

Teachers dismiss children from their classroom at 3:00P.M. No child may leave the building prior to dismissal without the Principal's permission.

After dismissal, children should proceed directly home unless the parents and teachers have made other arrangements. Children participating in extracurricular activities are to report directly to the designated area.

## **5. Early Dismissal - Individual Students**

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the early dismissal log in order to have your child released from school.

## **6. Early Dismissal – Emergency**

In the event of an early dismissal from school for whatever reason, the following procedure is followed:

1. Parents will be notified as soon as the school has received arrival times from the transportation departments. This notice will take place in the form of an email, text, or phone call through our Student Information System. This information will also be placed on the school website.
2. It is important that parents supply the school with an email address and phone number where the parent, guardian, relative, or friend may be reached on such occasions.

3. Parents picking their child/children up prior to the bus dismissal are to report to the school office first and then cooperate with school personnel for further instructions.

## **8. Emergency Closings**

### **Emergency Contact Forms**

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency. There should be at least two emergency contacts for every family on the Emergency Contact Form.

The Public School District, keeping in mind the safety of the children and travel conditions, determines the closing of school. When there are hazardous weather conditions, it remains the parents' responsibility to decide about sending their children to school.

When there is a two-hour delay, Half day PK 3 and Half day PK 4 will not need to report to school.

In the event of snow our school name will be listed on TV channels ABC, CBS, NBC, and/or FOX. We will also post school closing information on the school website and send a notice through our Student Information System via email, text messages and/or phone call.

Look for the name of the School District in which you live to determine transportation for your child.

## **9. Lateness**

A student who arrives after 8:20 is considered late for school and must:

- report to school office with a parent or guardian for an admission slip to present to the teacher in the classroom
- present a note from his/her parent explaining the reason for the lateness; Teachers keep these notes on file throughout the school year

Extended number of late arrivals to school may result in disciplinary action

A child is never marked tardy if their particular school bus arrives to school late and they were on the bus.

Consistent unexcused lateness will be considered parental neglect, which will be reported to the School District for further investigation. Lateness, of course, impacts on a perfect attendance record and constitutes a serious infraction.

## 10. Vacation Policy

The planning of family vacations is strongly discouraged during the school year. The school does not concede to parents the right to alter the school calendar for their convenience. Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year.

### Protocol for maintaining academic progress:

- ▶ School work will not be issued ahead of time for students whose families anticipate being out of school for a vacation.
- ▶ A general overview of school work to be covered during the time of the vacation may be afforded families that provide the school office and teachers with at least two weeks' notice.
- ▶ Upon return to school, students will be responsible to take assessments administered during the vacation period for which the student had prior knowledge. Teachers will schedule all assessments for students in a timely manner.
- ▶ Students will be given a reasonable amount of time to make up class notes/homework, etc... deemed necessary by the classroom teacher. *Note:* It is the responsibility of the students and parents to find an avenue for making up the missed work that avoids placing the burden on the classroom teacher.

## ACADEMIC POLICIES

### 1. Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will result in consequences administered by the classroom teacher.

The teacher assesses daily performance of students. Examination of copybooks and class work for neatness, accuracy, and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

### 2. Class Participation

Students are expected to:

- give attention and respect to the teacher at all times
- show respect and concern for other students by a willingness to share and to take turns



- actively participate in class by responding orally or in writing as circumstances dictate

### 3. Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The School realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time.

In the event of absence or suspension, all homework and missed assignments are to be made up.

If a student is absent, parents may call the main office before 11:00 AM to request homework. Student work may be picked up outside the main office at the end of the school day.

#### Homework Guidelines:

- Teachers are responsible to inform parents of specific homework policy pertaining to the class.
- Assignments for grades 3-8 should be such that the student is able to work independently.
- Ample time is allotted for the completion of out-of-class research assignments or projects.
- Homework will be acknowledged and evaluated in an appropriate manner by the teacher.
- Homework will be reinforcement of class work, not a punishment.
- Absent students are responsible for getting and completing assignments.
- Parents will be notified if a student consistently neglects to complete homework.

#### Homework Tips for Parents:

- Provide a time and place in your home during which homework is done.
- Parents are encouraged to monitor their children's homework and provide assistance as needed.

- If at any time your child is consistently taking an abnormally long amount of time to complete the assignments, kindly notify the teacher in writing. Communicating this fact can be a service in helping us to better provide for your children.
- Parents are strongly encouraged to sign the homework assignment book in grades 3-8 and homework copybooks in grades 1 and 2.

Anytime a parent has concerns regarding homework, feel free to contact the appropriate teacher.

#### 4. Progress Reports

With the institution of the online grading system, parents will be able to review the progress of their children on a regular basis. OptionC will provide each user with a unique user name and password which will provide access to a child's grades and progress.

With the Student Information System, a teacher may still decide to provide a written progress report especially in the case of the following:

- Neglect of written homework
- Student not working to ability
- Failure to listen to and follow directions after repeated warnings
- Lack of responsibility in handing work in on time or failure to return a test paper signed by parent/guardian
- Absence work not made up after a reasonable amount of time
- Carelessly completed class work after explicit directions have been given by the teacher
- Carelessly written or incomplete homework assignments
- Doing homework in class
- Neglect of study homework

Parents are responsible for reviewing all graded assignments for their children. Tests and assessments should be signed and returned to school. Parents will have access to the grades of their children online and will be able to review them frequently. Please contact the teacher if you have questions about the progress of your child. The teachers will make every effort to contact a parent or guardian if a child is struggling and in danger of failing a subject.

#### 6. Promotion or Retention

Student progress is monitored throughout the school year. Parents or teachers may ask for a conference at any time to discuss a child's progress, or lack thereof. When retention is a concern, frequent communication is key. Parents and teachers will meet as often as necessary to determine the best course of action for a child.

If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teachers and parents.

7. Report Cards

Report cards are issued three times a year to students in Grades K through 8.

Pre-Kindergarten students receive Progress Reports throughout the year.

A report card grade is never simply the average of major test grades. Both objective and subjective grades, given by teachers to assess class participation, etc. are used in determining a final report card grade.

8. Standardized Testing

The Terra Nova Test is administered each year in March to most students in Grades 1-8.

The results are communicated to parents and are utilized by the school for curriculum planning. The parents of children will receive a Home Report with the results for each child.

Testing results are utilized to assist teachers in:

- Grouping for Reading and Mathematics
- Planning to meet individual needs
- Determining strengths and weaknesses of the school programs and acting appropriately.

9. Special Services

The Federal Government's Title I Program provides services for students in most districts. These services include remedial Reading and Math, Speech Therapy and testing services through the Delaware County Intermediate Unit.

10. Test Grades

In order for parents to be aware of the academic progress their child is making with regard to weekly assessments, assessments are to be signed by parents and returned promptly.

11. Library

- The school library is open to all students on a regular basis. Children in grades PK3 through four visit the library at least once a week as a group to:
  - select a book
  - receive instruction on the use of the library
  - learn the process of research and discovery

Any books lost or damaged must be paid for. A fine shall be paid for overdue books. It is a good practice for children to become familiar with their local public libraries. Delaware County has many fine libraries that belong to the Pennsylvania Access System thus enabling children to check books from any library in the state.

12. Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. The Administration and the eighth grade teacher determine the procedures for graduation.

13. Closing Exercises

Participation in closing exercises is a privilege, not a right. The School has the right to deny any student from participating in closing exercises if, in the view of the School, the student's conduct or academic or disciplinary record indicates that the privilege should not be extended, or if financial responsibilities have not been met.

**Academic Responsibilities**

Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability.

Parents will be notified when a child does not fulfill his/her academic responsibilities in an academic trimester. The evaluation of a student's progress is monitored, as follows:

- The teachers will note the student who is experiencing academic difficulties in either assignments or test scores, and contact the parent(s)/guardian(s) to inform them of the possibility of academic failure.
- The parent or guardian may note that his or her child is experiencing academic difficulties and contact the teacher to request a conference to discuss a course of action.

The Instructional Support Team will meet with parents and teachers to determine a course of action to support the learning of any student who may be experiencing difficulty. The Learning Support Teacher will work with teachers and students to support the learning process.

**Code of Conduct**

**Discipline Code**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect

favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians, both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

The ideal of discipline within Catholic Education is to enable students to move from external discipline to self-discipline to discipleship, following the Lord and serving others.

Children must first learn appropriate behavior through someone or something outside themselves. When children have reached that stage of maturity appropriate to his or her age, they should be helped to govern their conduct from within themselves so that they can live responsibly.

The school reserves the right to search anything that is brought onto school property. Students may be disciplined for making disparaging remarks about the school whether this is done inside or outside of school; any conduct that is detrimental to the school warrants action by the school with the student making the disparaging remarks.

The classroom teacher usually will handle Disciplinary Procedures for Pre-Kindergarten, Kindergarten, and Grades 1 to 2 individually. However, if warranted, the Disciplinary Procedure for Grades 3-8 may be administered to students in grades 1 and 2.

Disciplinary Procedure for Grades 3 to 8: Infractions, Violations and Disciplinary Actions  
The following list provided is not all-inclusive. Many of the infractions will be handled by the teacher and within the classroom. It is only when these infractions become persistent or endanger another child that they may require further action and/or should be referred to the Principal.

#### Level I Infractions:

- Inappropriate hall behavior; Chewing gum in school
- Inappropriate interaction with schoolmates i.e. pushing, kicking, taunting, roughness...
- Repeated tardiness; Repeatedly unprepared for any class
- Minor classroom disruptions/minor horseplay
- Violations of the dress code
- Eating food during class without permission
- Note writing; Snowball throwing
- Unsigned test papers/mark sheets; Failure to return signed disciplinary form

#### Level II Infractions:

- Unacceptable behavior during school hours and school-related activities
- Insubordination/defiance

- Leaving school premises/classroom without permission
- Inappropriate language; lying, forgery
- Disrespect toward school personnel (written/verbal)
- Non-attendance at detention
- Inappropriate use of the Internet
- Smoking or displaying of smoking materials on school property
- Bullying; Vandalism; Gambling; Truancy
- Lunchroom infraction(s)
- Cheating; Foul language
- Invading the privacy of another's desk

If warranted, Level II infractions may result in any of the following, or other actions deemed necessary by the principal and staff:

- Parent contact/after school detention
- Out-of-School suspension (1-3 days)
- Excluded from Field Trip(s) and other school activities as designated by the principal and pastors
- School suspension (1-3 days)
- Service to the school; Restitution, limited privileges;
- Expulsion recommendation

### Level III Infractions:

- Possession, use, selling or distribution of controlled substances
- Causing a risk to the health and safety of others
- Setting off, or the possession of explosives
- Failing to cooperate during school suspension(s)
- Physical assault on a staff member
- Obscene speech directed toward anyone
- False bomb/fire alarm scare or call to 911
- Use or possession of alcohol
- Possession of weapons or objects used as weapons
- Verbal threats towards others
- Immorality; Arson; Risking catastrophe; Sexual Harassment
- Extortion; Fighting; Theft

All Level III infractions will most likely result in one or more of the following:

Out-of-School suspension (1-3 days)  
 Police Notification  
 Expulsion recommendation  
 Restitution

## **Harassment**

The School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

**Sexual Harassment is unacceptable conduct and will not be tolerated.** Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

## **Violent/Threatening/Harassing and Inappropriate Conduct**

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a student or a parent/guardian - includes, but is not limited to, the following:

- a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent;
- b. insubordination;
- c. fighting;
- d. bomb scares or triggering other false alarms;
- e. cheating or plagiarism;
- f. use or possession of drugs or alcohol;
- g. smoking;
- h. stealing;
- i. intimidation, harassment or threats of any kind; and
- j. Possession of any weapon.

These categories do not cover every possible situation. The school will determine which behavior is inappropriate. This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

The following chart is only a guideline for the classroom teacher in the issuance of a disciplinary consequence. It is not an all-inclusive list of conduct that violates the Discipline Code.

The following infractions may warrant a consequence: (refer to Level of Infractions for the consequence that may be issued)

- a. Not prepared for class – not having proper supplies or books for class repeatedly. Consequence will be issued after the first warning.
- b. Improper behavior – including, but not limited to disturbances in class/ playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- c. Cheating – the taking or giving of schoolwork that is not one’s own – or if the teacher has probable cause to suspect such an action.
- d. Disrespect – any improper attitude displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student.
- e. Abusive language – any inappropriate language used on school premises.
- f. Forgery – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- g. Invading the privacy of another’s desk or property – teacher or student.
- h. Gum chewing/eating in class – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- i. Dress code violation – any infraction of the uniform dress code.
- j. Damaging any school, church or personal property.
- k. Failure to return a signed disciplinary form – disciplinary forms must be returned within two (2) school days.
- l. Unsigned test papers/mark sheets – tests and mark sheets must be returned within two (2) school days.
- m. Out of bounds – any student who is in the wrong place at the wrong time.
- n. Other – any other behavior that warrants attention not specified on the above list.

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of serious infractions include the following:

- a. Truancy – unexcused absences.
- b. Violent behavior – any fighting or behavior that causes physical injury.
- c. Blatant disrespect for authority – to any adult in the building.
- d. Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.
- e. Irreverence.
- f. Vandalism – destruction or defacing of parish or school property.
- g. Profane/obscene language or gestures or engaging in immoral conduct.
- h. Possession of any item which may present a danger to others in school or out.
- i. Cutting class.
- j. Leaving campus without permission from a school authority.

### **Suspensions**

Just, appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.



Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction, and are contrary to the good order and organization of the entire school community.

Suspension may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

**Procedures for student suspensions:**

- a. Infractions of a serious nature, as determined by the School.
- b. Parents/Guardians of the student will be informed in writing, by phone, or at a face-to-face meeting of the suspension as soon as practicable.
- c. Suspensions will be implemented in or out of school, at the discretion of the Principal.
- d. Following suspension, parents or guardians may be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- e. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- f. Where possible, a student will be referred to a counselor or a teacher for counseling.
- g. Signed agreement of parents and a written report of the suspension will be filed in the student's record.
- h. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

If the Principal has reasonable suspicion, a student's belongings or desk may be searched.

The school reserves the right to search anything brought onto school property.

The essence of Christian discipline is the encouragement given to our students to respect God, themselves, others, and their environment, as they grow in self-discipline and responsibility.

The observance of school rules is a necessity in order to create an appropriate atmosphere for learning. Faculty and parents must work together as we aid our students in their religious, social, physical, and academic development.

**Dismissal**

- a. After two (2) formal suspensions, a student may be dismissed.
- b. Students who are dismissed may apply for readmission after one full year. The School will determine whether re-admittance is appropriate.
- c. In certain instances the infraction may warrant immediate dismissal. The School reserves the right to dismiss any student at any time where the School considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community or Catholic teachings.
- d. Parents/Guardians of the student will be informed in writing of the dismissal as soon as practicable.

Students and parents must realize that both parties involved in fighting on school property are subject to possible suspension since both have broken school regulations.

THE PRINCIPAL, IN CONSULTATION WITH THE PASTORS, IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE ANY DISCIPLINARY RULE AS SEEN FIT FOR JUST CAUSE. THE PRINCIPAL RESERVES THE RIGHT TO AMEND THE HANDBOOK AT ANY TIME.

### ADMISSIONS

Our School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The School endeavors to accommodate students with special needs, as the School's resources and capabilities reasonably permit. A Learning Support Program is in place for those students who may have learning differences and may be in need of a reasonable, limited amount of support to be academically successful. The typical candidate for this program would require less than ten percent of support. The School reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances. The School does not discriminate against otherwise qualified students with disabilities, if with reasonable accommodations, the child can meet the program requirements. Every child is admitted for a limited time, on a trial basis. If the parent or guardian does not hear from the school by the end of October, the child is accepted.

The School follows the local public school district's age requirements for admission. In the case of children coming from different public schools districts, the School administration determines the admission date. For example: A student who is 6 years old by August 31 is eligible for first grade. The age for admission to kindergarten should be one year less than that of the first grade. Pre-K3 and Pre-K4 must be the required age by August 31 of the current year. Children must be fully toilet-trained. The necessary forms and certificates for admission are:

- a. Birth Certificate.
- b. Baptismal certificate
- c. A certificate of immunization that must be updated and available for confirmation. See below, "Health."
- d. Records from prior schools
- e. Results of any educational testing, Early Intervention, or related items
- f. Other information as deemed appropriate

Please note our potty (bathroom) trained policy: Children enrolled in preschool must be potty-trained by the first day of school. We understand accidents may still happen. However, children should be able to (1) communicate to teachers that they need to use the restroom; (2) independently use the restroom without assistance; (3) wear cloth underwear. (NO pullups are permitted). If a child has three or more accidents in a month's time, we will reevaluate his or her placement in preschool.

**Pictures of students, parents and guardians and staff, along with their first names, may be placed on the school website and/or used for publicity purposes unless the parents or guardians notify the school in writing by the end of the second week of school that this is not to be done.**

## REGISTRATION GUIDELINES

Families are accepted into the School in the following preferential order:

- a. Families from NBVM and SJC parishes with children currently enrolled in MPRCS.
- b. Families from NBVM and SJC parishes that are new to MPRCS.
- c. Children from other local Catholic parishes that do not have a school associated with the parish.
- d. Other families (non-parishioners) with children currently registered in our school.

### **Registration**

Re-registration for current families will take place beginning in October. Information for re-registration will be on the school website and in the bulletins of the participating parishes.

Registration for pre-kindergarten, kindergarten, first grade students and other students new to our school is on-going once re-registration has begun.

Registration information is communicated through the school communication methods, web site, and the Church bulletins of the participating parishes. There is a non-refundable fee due at the time of registration.

### **Tuition and School Fee**

- Tuition rates will be published annually during the school year. Payment is made in a variety of ways, including payment by check, automatic debits, and credit cards, and is invoiced through email. Parents should make payments monthly.

Anyone unable to keep up with tuition payments should contact the Business Manager, Mrs. Anne Goia, to arrange a convenient tuition plan. The Pastors/Principal reserves the right to withhold a student's final report card if tuition is not fully paid; students may not participate in certain school activities and field trips if tuition is not up-to-date. Students may not be re-admitted to school in September with past due tuition from the previous school year. Throughout the year tuition arrears will be noted and a student may not be able to return to school if tuition is not up-to-date.

If you do not notify the school, and payments are not made according to the schedule posted on the calendar, a monthly late fee will be charged.

Additional school fees may be added to the tuition rate. These fees, which are per child costs, cover the cost of miscellaneous expenses not covered by tuition or government monies. These include, but are not limited to, art supplies, religion texts and materials, testing fees, some textbooks, lunch monitors, etc.

### **Insurance**

- Each student receives accident insurance coverage through an insurance program provided by the Office of Catholic Education and administered by Maskin Management Corporation. This program provides insurance coverage for injury during the hours and

days when school is in session, and while attending or participating in school sponsored and supervised activities on or off the school premises.

Benefits are payable for the first \$300.00 of covered expenses, without regard to other insurance. After payment of the Deductible Amount, if any, additional expenses will be paid only when they are in excess of amounts payable by another plan providing medical expenses. Each accident will be treated separately with regard to the Deductible Amount. In case of an accident, accident report forms may be obtained from the School Office. Claims must be filed within 90 days.

### **Transfer of Students**

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form, complete a withdraw form, and also to sign a permission form for release of records.

Records are not forwarded to another school until this form has been signed by a parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish.

School records will be forwarded to the child's new school upon request from that school.

Every change of address, phone number, or family name must be reported to the principal as soon as possible. Up-to-date records are needed in case of an emergency.

### **Dress Code**

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about him/her, he/she acts and works accordingly.

Any student not in compliance with the dress code will face consequences as deemed appropriate by the classroom teacher and/or principal.

Personal appearance that constitutes a distraction is not permitted. Final approval/ disapproval is at the discretion of the Principal.

#### **a. Hair Styles/Grooming**

Student's hair is to be neat and clean, and groomed conservatively. No extreme or fad styles; no coloring or highlighting of the hair, no extreme (length and number) hair extensions, no mohawks or similar styles. Please do not have excessive beading in the hair. The hair length should be above the collar for boys. Students are expected to come to school in a state of cleanliness. Nail polish and make-up are not permitted in school. Long hair must be secured away from the face.

#### **b. Jewelry**

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each ear lobe). Boys are not permitted to wear earrings. Bracelets, ankle and wrist, pins and

buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted.

**c. Out of Uniform**

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

**School Uniform**

**GIRLS:**

- Blue Plaid uniform jumper (grades K-5) – must be knee-length; with white Peter Pan collared blouse.
- Blue Plaid uniform skirt or skort (grades 6-8) – must be knee-length; with white or light blue oxford blouse.
- Optional: khaki walking shorts, skirt, or skort and navy or white polo in the Spring and Fall
- Navy blue socks or tights; brown or tan Buc style or black, navy Mary Jane style shoe or tan Sperry may be worn. Platform shoes are not permitted.
- Conservative mostly white or mostly black sneakers may be worn with the walking shorts only.

Grades K-5: Navy blue cardigan sweater required as part of the winter uniform.

Grades 6-8: pull-over monogrammed sweater or V-neck sleeveless monogrammed sweater vest required as part of the winter uniform.

**BOYS:**

Grades K-5

- Khaki dress slacks; no cargo pants permitted.
- Slacks must be worn at the waist and not in such a manner that allows the slacks to hang off the waist.
- Optional: Khaki walking shorts (not cargo shorts) in the spring and fall.
- Navy blue or white polo; black/brown belt.
- Brown or tan Buc style or brown oxford (tie) style shoes or Sperry's with school uniform; dress socks in navy, black or brown.
- Conservative mostly white or mostly black sneakers may be worn with the walking shorts only.

Grades 6-8

- Khaki dress slacks.
- Slacks must be worn at the waist and not in such a manner that allows the slacks to hang off the waist.
- Optional: Khaki walking shorts in the spring and fall with a navy or white polo shirt.
- White or light blue dress shirt and uniform tie.
- Brown or tan tie dress or Buc style shoe; black or brown belt; navy, black or brown dress socks.
- Conservative mostly white or mostly black sneakers may be worn with the walking shorts only.
- Navy sleeveless sweater (vest) or sweater with sleeves with monogram is part of the winter uniform.

### **Grades Pre K 3 and Pre K 4:**

- Khaki skirts/skorts or pants with the school polo or the gym uniform may be worn **any day**. Mostly black or white sneakers may be worn with the uniform.
- In times of spring/fall uniforms, khaki shorts may be worn with the polo.
- In winter, the gym uniform is navy sweatpants with the gym tee-shirt and sweatshirt – both with the school logo. In fall/spring, the gym uniform is navy shorts with the light blue tee-shirt with the school logo. Mostly black or white sneakers are part of the gym uniform.

### **Shoes – Boys and Girls**

Shoes should be comfortable, durable and in good condition. Permitted styles are: tan or brown Bucs style or Sperry's. Girls may wear a navy or black Mary Jane style shoe. Platform shoes, black Reeboks or similar style black sneakers are not acceptable with the winter school uniform. Low-rise mostly white or mostly black sneakers with white socks may be worn with the walking shorts and must be worn for Physical Education.

### **Physical Education Uniform**

All students are required to wear the official school physical education uniform with the school logo on t-shirt and sweatshirt for all physical education classes. The uniform, which will have the school logo silk-screened on the t-shirt and sweatshirt, is as follows:

- blue T-shirt (alone in Spring and Fall, and with the sweatshirt in the winter)
- blue sweat shirt (winter uniform)
- Navy blue knee length mesh shorts (Spring and Fall uniform); navy blue sweat pants (winter uniform)
- White or black ankle height athletic socks/mostly plain black or white sneakers

Students are expected to remain in complete school uniform at all times while in the school building, on school property, i.e. school yard, dismissing to the buses, etc.

Parents are to send in a note of explanation if for some reason a student must be out of school uniform.

### **Dress Down Days**

On occasion, the school may offer the students the opportunity to wear clothes other than the uniform to school. On these dress down days, the students must wear appropriate attire with a full shoe (sneaker, boot, but not sandals or flip flops, for example). Camouflage print and clothing with inappropriate language and sayings are not permitted at school. Clothes are to be loose fitting; leggings and skinny jeans must be worn with an appropriate top or tunic that will come down past the hip. The school personnel have the right to have children change attire if what is worn to school is not up to standard. Parents or guardians may be called to bring a change of clothes to school for the student.

### **TRANSPORTATION**

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive to and leave from school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes will not be made over the phone.

## **Bus**

Some local public school districts provide bus transportation for students who reside at a distance greater than one mile from the school. Parents and guardians may need to register in the public school district in which they reside for the privilege of riding the school bus.

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. Children are not permitted to ride a bus outside of the school district in which they live. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district. The telephone numbers for the various transportation offices are:

CHESTER UPLAND	-	610-447-3821
CHICHESTER	-	610-485-6881
MARPLE NEWTOWN	-	610-359-4299
INTERBORO	-	610-237-9751
PENN DELCO	-	610-497-6300 (EXT. 8604)
RIDLEY	-	610-534-1900 (EXT. 1102)
ROSE TREE MEDIA	-	610-627-6475
SOUTHEAST DELCO	-	610-522-4300
SPRINGFIELD	-	610-938-6085
WALLINGFORD/SWARTH	-	610-892-3416
UPPER DARBY	-	610-352-7112

## **Car Pick-up**

Parents who pick up students must follow the directives for the car rider pick-up; this is for the safety of all involved. Please note the directions for the movement of vehicles at drop off and pick up times. Running is prohibited. A teacher will oversee car pick-up procedures daily.

## **COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS**

### **Legal Custody Issues**

Parents are asked to inform school personnel when legal and/or physical custody of the child(ren) resides with one parent. The school must have a copy of the court ordered custody agreement on file.

This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Divorced, separated, or never married parents must submit a court certified copy of the custody agreement.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition.

### **Conferences**

Parent-teacher Conferences are scheduled during the first trimester for Grades K to 8.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the teacher, the principal, or the pastor. The better the communication, the easier to direct your child in his/her educational endeavors.

**Teachers may not be interrupted during the school day:** lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

### **Family Communication**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include, but are not limited to: this handbook, the school website, [www.mpregonal.org](http://www.mpregonal.org), the newsletters from the classroom(s), the weekly Parent Update, which is emailed to parents and guardians, parent-teacher conferences, Home and School meetings, and Report Cards.

It is the responsibility of the child in each family enrolled at the school to provide the parents with all written communications. Parents are asked to check book bags and folders regularly for such communications. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

### **Student Records**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/ guardian with legal custody.



## **Release of a Child**

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody.

### **FIELD TRIPS/CLASS TRIPS**

Parents will be notified of all field trips to areas outside the immediate school environment. All possible precautions are taken to prevent injury of any kind. The school does not assume any liability for injuries that take place on field trips. Parents and guardians will cover the costs of transportation and any admission fees. All field trips are educational in nature.

The purpose of every class trip is to broaden the intellectual, cultural, spiritual, and/or social experiences of each child. There will be no overnight field trips or activities that the School deems to be high risk. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. A field trip parent consent form must be signed by the parent(s)/guardian(s) and the student.

A class trip is a privilege, which can be taken away if the principal or teacher deems it appropriate.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. The child must attend school on the day of the trip or be marked absent.

### **ASSEMBLIES**

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

### **Class Parties**

Individual room parties are allowed during school hours for special reasons only. No class or individual may plan such an activity without the permission of the school Principal.

Birthdays will be celebrated by the school community. Please do not send in birthday treats, as these do not adhere to the health and wellness policy and there are many children with food allergies.

### **PHYSICAL EDUCATION**

Physical Education classes are held weekly. Every student is expected to show good sportsmanship in physical education. Any student displaying conduct that could bring about harm to him/her or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal.

For information regarding the physical education uniform, please see Physical Education Uniforms, under "Dress Code."

## SAFETY

### **a. Fire Drills**

Fire drills are conducted on a regular basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

Other safety drills, such as lock down drills and shelter in place, will be conducted regularly. Please encourage your child to take all drills seriously.

### **b. Regulations**

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office.

## SMOKING

The school premises are a smoke-free environment. No smoking is allowed in the school building or on the school campus. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

## TELEPHONE - SCHOOL OFFICE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Principal or school secretary. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

## CELLULAR TELEPHONES/PAGERS/HANDHELD ELECTRONIC GAMES

Cellular telephones, beepers, pagers, handheld electronic games, personal CD players, and other items that, in the view of the School, may be distracting or disruptive to the learning environment, are not permitted in the School, unless specifically requested for learning purposes. Cell phones brought to

school may be collected by the homeroom teacher in the morning and returned to the student at the end of the school day.

**CHILDREN ARE RECEIVING EXTENDED SERVICES (CARES) PROGRAM**

Morning care is provided from 7:00-8:00 AM. After school child care is also available for families. The afternoon services are available from 3:00 P.M. until 5:45 PM (5:30 on Fridays). A fee per child per hour is charged. Please go to the school website, [www.mpregonal.org](http://www.mpregonal.org), under the “CARES” tab for more information and fees.

Payments for the program are to be made on a weekly basis and given directly to the CARES Director.

## RESPONSIBLE USE POLICY FOR TECHNOLOGY

*Catholic Schools of the Archdiocese of Philadelphia*

*Revised Septembert 2019*

### PURPOSE

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

### SCOPE OF USE

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

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

### GOAL

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

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

### RESPONSIBILITIES OF USER

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

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

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.

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

## TECHNOLOGY USE GUIDELINES

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

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

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

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

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

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

### **Examples of Unacceptable Uses - Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security or to bypass software protections.

- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Loading personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

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

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

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to: *Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.*

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

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

### **Policy Violations**

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

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

## HEALTH

### **a. Medical Records**

The Pennsylvania Department of Health requires the following immunizations for all children entering school in Pennsylvania. Parents are required to provide written proof, signed by a physician, indicating that their child has received the following requirements. These immunizations must be completed and submitted to the school nurse prior to the child attending school. Children who do not meet the minimum requirements are not permitted to attend school until the immunizations have been completed.

The required immunizations are as follows:

- **4** doses of **DPT, DtaP, Td**, or **DT** (Diphtheria, Tetanus), properly spaced with the fourth dose given on or after the age of 4 years
- **4** doses of **Polio** vaccine: Oral Polio (OPV) *or* Salk Polio (IVP) vaccine, with the 4<sup>th</sup> dose given on or after the age of 4 years
- **3** doses of **Hepatitis B** vaccine, properly spaced
- **2** doses of **Measles** and **Mumps** vaccine (usually given as MMR), one given after the **12th** month of age and second dose given after the age of **4 years**
- **1** dose of **Rubella** (usually given as MMR), given after the **12th** month of age and second dose given after the age of **4 years**
- **2** doses of **Varicella** vaccine (chicken pox), or signed physician statement showing you child had the disease. One dose given after the age of 12 months.

All students entering 7th grade are required to have:

- **1** dose of Tdap (tetanus, diphtheria and acellular pertussis), if 5 years has elapsed since their last tetanus immunization
- **1** dose of MCV (meningococcal conjugate vaccine)

Documentation must be submitted to the school nurse prior to the first day of 7<sup>th</sup> grade.

### **b. Nurse**

A registered nurse is provided by the public school district according to the school's enrollment, on days selected by the public school district.

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse, principal or school secretary will arrange to have the student transported to the hospital.

All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

**c. Accident/Illness at School**

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian may be contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

**d. Medications**

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the prescription medication must be given during the school day, it should be taken by the student in the presence of the school nurse or secretary/Principal. Students may not keep medication in their possession. All medications must be kept in the school office.

Parents/guardians are required to sign a medication authorization form, which is available from the School, if the student must take medication at the School. The medication must be in the original container and there must be a note written by the parent or guardian and the doctor, specifying the medication and the dose to be administered, along with any other pertinent information.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: student's name, name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

The staff of MPRCS will not dispense over the counter medications to our students. If your child comes to the office complaining of a headache, sore throat, etc. we will not administer medications for these complaints. We may call the parents or guardians to see if you wish to bring medication to your child and you will be able to administer the meds to your own child.

Students requiring medical attention must report to the nurse or the school secretary or principal. No medications should be placed in lunch boxes or school bags for students to self-administer. All medications must be taken in the school office.

**e. Emergencies**

No sick or injured student will be released from school without notifying the family and without an escort provided.

Unless a pupil's life is obviously in danger, and/or immediate emergency treatment is necessary, the parent of the pupil will be consulted before any treatment is administered.

If an emergency exists, the student will be taken to the hospital by car or ambulance.

An emergency number must be available for every student. Please include the name and telephone number of your child's sitter or caretaker, if applicable. If both parents will be out of town for any reason, please notify the office of the name and number of an emergency contact person. Please notify the school secretary with any changes in emergency contacts.



## BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag; please choose a bag without wheels as these may pose a safety risk to others. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate it will cost to replace the book.

Parents are welcome to visit the lost and found located outside the school office.

Please place your child's name on all books and clothing items.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

## INVOLVEMENT OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school, arrives late to school, or leaves school early.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the law.
- Taking an active role in the Home and School Association.
- The failure of a parent/guardian to take seriously his/her responsibilities in this area are grounds for action by the School, including dismissal of the student.
- Volunteers

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. Volunteers assist in various ways.

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible.

Mother of Providence Regional Catholic School welcomes parents and guardians as volunteers. We cannot be all that we are without them.

In order to volunteer at MPRCS, all volunteers must:

- Attend the “Protecting God’s Children” class provided by the Archdiocese of Philadelphia and provide school with the signed attendance and Standards of Ministerial Behaviors forms
- Have updated Child Abuse clearances and State Criminal Background Checks
- If from out of state, provide an updated fingerprint check
- Submit a signed Arrest and Conviction Form
- Complete the online Mandated Reporter Training and provide the appropriate certificate

All clearances must be less than five years old.

### **LUNCH AND SNACKS**

All students stay for lunch during the school year. The lunch period is divided into time for lunch and time to play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and forwarded to the office. The child must have an adult with him/her when leaving for and returning from lunch.

Children may choose to bring lunch from home and have milk or juice at school. There is a lunch program offered five days a week through the NDS program with the Archdiocese of Philadelphia. Children may have a mid-morning snack and lunch at no expense to parents.

Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed. Respect and courtesy are to be shown to the parents who supervise and assist during this time.

In those instances where the School chooses to have a paid lunch monitor program, each family is required to pay a lunch fee to cover the cost of paid lunch aides.

#### **Cafeteria Guidelines:**

- Polite behavior is expected at all times
- Students are to obey the Lunch Moderators
- Running is not permitted in the lunch room
- Students are to maintain quiet conversations
- Students are to remain seated while eating lunch
- Students may not return to the classroom, unless under adult supervision
- Students unable to follow the lunch period rules and regulations will receive disciplinary consequences

#### **Playground Guidelines:**

- Students are not permitted to bring food outdoors

- Students may play the various activities provided them on the playground
- Profanity, undue ridicule, excessive rough games etc. are not permitted
- Students unable to follow the playground rules will receive disciplinary consequences

### **VISITORS**

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

Parents coming to school to bring forgotten articles or to relay messages must report to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 8 A.M. and 3 P.M., unless the Principal gives permission for such a visit, or arrangements have been made in advance with the teacher.

All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

Every student is expected to show courtesy and respect to all volunteers and visitors.

### **Asbestos Re-inspection**

The EPA requires re-inspection for asbestos materials every three years. In observance of the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Act (AHERA), the three year required re-inspection of the premises had been performed for our school buildings in July, 2019. This inspection, performed by an accredited asbestos inspector, found that there was no friable asbestos-containing material present.

The inspection findings and asbestos management plan are on file in the school office building may be reviewed by arrangement. Parents and staff are welcome to view the information. If you have any questions about asbestos in our buildings, you may call the school principal or ACER Associates, LLC (856-809-1202).