Saint Katharine Drexel Catholic School

Embracing Leadership, Love, & Legacy

FAMILY HANDBOOK

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This handbook has been compiled to develop an awareness of the expectations the school has of our students and parents. This allows us to concentrate on developing the potential of our students and forming our future Catholic leaders! Please familiarize yourself with the content of each section of this handbook. SKD 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.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY SAINT KATHARINE DREXEL REGIONAL CATHOLIC SCHOOL POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND SAINT KATHARINE DREXEL REGIONAL CATHOLIC SCHOOL.

MISSION STATEMENT

As a Christ-centered community, the mission of St. Katharine Drexel Catholic School is to form Catholic Leaders through academic excellence, personal discipline, and Christian service while ensuring that all individuals are embraced and valued for their unique gifts and talents.

Academically, the school pursues a curriculum designed to exceed guidelines that are linked to national standards for all subject areas.

Socially, the school strives to create an environment for learning where children feel comfortable and loved, knowing they are supported by their classmates as well as their teachers.

Spiritually, the school emphasizes Christian service and personal discipline with a goal toward developing Catholic leaders.

Saint Katharine Drexel Regional Catholic School is accredited by the Middle States Association of Colleges and Schools, Commission of Elementary Schools. Though not mandatory, we believe that accreditation demonstrates our commitment to excellence and provides a strong endorsement for the value of an SKD education.

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

Academic Failures

Attendance at a summer school or a tutoring program is mandatory if a student has two or more failures on the final report card and wishes to return to SKD School for the next year. Notification of successful completion of a program must be given in writing to the school office prior to the first day of school.

Any eighth grade student who fails any of the basic skills (English Language Arts or Mathematics) or who has a failing composite average is required to attend summer school provided by the Archdiocesan High School if they wish to attend an Archdiocesan High School in the Fall.

Academic Probation

A student will be placed on academic probation according to the following stipulations:

- If a student has two or more failures in major subjects for the final grade, that student will be placed on academic probation until the end of the first report period of the next school year.
- If a student on academic probation incurs even one failure in a major subject at the first report card period, that child would be liable for dismissal from the school.

Administration

The principal of the school, in cooperation with the pastors, is the chief administrator of all functions that have anything to do with the school. The principal initiates programs, directs and supports the faculty, and is an integral part of all decisions that affect the children of SKD School.

Admissions

Registration Guidelines

The policy outlines the order in which families are accepted into Saint Katharine Drexel Regional Catholic School.

1. Families from Assumption BVM, St. Bede the Venerable and St. Vincent parishes with children currently enrolled in Saint Katharine Drexel School.
2. Families not from the above mentioned parishes with children currently registered in Saint Katharine Drexel School.
3. Families new to Saint Katharine Drexel School.
    a) Students transferring from other Catholic schools
    b) Catholic students coming from a parish without a school
    c) Catholic students coming from a parish which has closed its school enrollment
    d) Catholic students coming from another parish school for other reasons
    e) Non-Catholic students

Our school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. Saint Katharine Drexel Regional School reserves the right to decline admission or to impose reasonable conditions of attendance where circumstances indicate. All new students will be on probation for the first full trimester of attendance.

Whenever a student has a change of address or phone number, the parent is asked to notify the child's teacher, as well as the secretary in the school office. Falsified information regarding addressees of children may result in immediate transfer.

School Age

A child entering kindergarten must be five (5) years of age by September 1st of the year of admission. A child entering first grade must be six (6) years of age by September 1st of the year of admission.

Registration
Dates for registration for kindergarten students, and other students new to Saint Katharine Drexel School will be published on the school website and respective parish bulletins. This registration is only for new students. There is a non-refundable fee due at the time of registration. Registration fees are published prior to registration along with tuition costs.

Requirements for School Entrance

1. Catholic students entering kindergarten and first grade
   a) Parish membership verification
   b) Baptismal certificate
   c) No child may be enrolled / registered without written immunization record
   d) Birth certificate
   e) Copy of parent/guardian current driver's license
   f) ACT 195 State Textbook Agreement
2. Catholic students entering grades two through eight
   a) Parish membership verification
   b) Birth certificate
   c) Baptismal certificate
   d) Copy of Parent/guardian current drivers license
   e) Transfer from previous school with a permanent record card
   f) Immunization document listed for admission of student in any grade
   g) ACT 195 State Textbook Agreement

Re-Registration
Families registered in Saint Katharine Drexel School are required to re-register annually. Tuition fees and non-refundable re-registration fees are published on the website and re- registration information forms are provided to the school families. All financial obligations must be current before re-registration can be processed.

Admission of Non-Catholics into Saint Katharine Drexel
Saint Katharine Drexel School serves a variety of purposes, including the academic, social, and physical development of the students. However, the primary purpose of the school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of faith. Saint Katharine's offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to the school under the following conditions:

1. The permission of the pastors is obtained by the principal in each case.
2. Adequate facilities and space are available without denying the admission of eligible Catholic students.
3. The parents / guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions which are offered as part of the school program.
4. The parents / guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of the school.
5. The parents / guardians agree in writing to assume the responsibility for all financial obligations.
6. The parents / guardians and student(s) agree in writing to adhere to the technology acceptable use policy.

Tuition
Saint Katharine Drexel School provides quality Catholic education through the efforts of our parish priests, school board, faculty, staff, Parents Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents / guardians of the children enrolled in the school.

The pastors, school administration, business manager, and the school board determine the tuition costs for the following school year. This information is communicated to the school parents / guardians through the school.

St. Katharine Drexel School offers families the SMART tuition payment program. Please refer to the school website for details. School families receive a tuition invoice mailed to the family by the end of July. The yearly tuition is divided into ten payments.

In justice to all parents and parish communities, parents are expected to keep tuition payments up to date. The administrative pastor, school administration, and business manager review tuition records on a trimester basis. Parents will not receive the interim progress report, or the trimester student report card if the tuition account has an outstanding balance, unless the parent has met with the pastors or the school administration of St. Katharine Drexel School.

Subsidy / Church Contributions

Saint Katharine Drexel School relies primarily upon three (3) sources of revenue: subsidy of each parish (also known as parish scholarship), tuition, and development by fundraising efforts.

Saint Katharine Drexel School is committed to supporting and assisting any family who desires Catholic education for their children. Every school family who is a contributing parishioner will receive a parish scholarship for their children in grades one through eight.

Legal Custody

Parents are asked to inform school personnel when legal custody of the child (ren) resides with one parent. It is important for the school to have a copy of the custody decree. 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.

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 may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the school office.

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.

The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other.

A child will not be released to a parent/guardian who 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 parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This agreement is placed in a confidential file.

Attendance

Lateness and irregular attendance interfere greatly with a student's academic progress. The illness of a student, death in the immediate family, quarantines, or "exceptional urgent reasons" constitute reasons for lawful absence.

Student absences must be reported to the school office before 9:00 AM on the day of the student's absence. In addition, on the first day the child returns to school, written notification of the reason for the absence must be presented to the homeroom teacher. A physician's note is required after three day's absence. Students arriving after 11:00 AM will be marked absent for the morning session. The administration will contact a parent / guardian when a student has an excessive number of days absent. Students who miss excessive school days without a physician's note or known valid reason will be considered truant and subject to dismissal. The local public school will be notified of dismissal for truancy and that the child is no longer on the school roll.

Absence without the parent's knowledge is a serious offense. The offender is automatically suspended and will not be permitted to return to class until the principal interviews at least one of the parents.

Late Arrival

Students arriving after 8:15 but before 11:00 AM will be marked "late". If arriving after 8:15 AM, a student must report to the office with a written notification of the reason for lateness. A parent / guardian must accompany the child and sign in the child. Then a late pass will be issued which will admit the student into his / her homeroom. Chronic lateness will result in administrative review of the situation. Late bus arrivals do not constitute a late arrival.

BOARD OF LIMITED JURISDICTION

While the principal is responsible for the general direction of the educational program, decisions related to personnel, the daily operation of the school, the raising and distribution of funds, and the stewardship of the budget, the Board of Limited Jurisdiction assists with the long-term viability of the school. They oversee finances, facilities, development, and marketing/enrollment.

Books

The students are expected to treat all textbooks with proper care and respect. Every textbook and workbook must be covered at all times. These covers are to be kept neat and clean. Neither the covers, nor the books themselves, should be defaced in any way. Damaged or lost books, including library books, must be replaced at the student's expense. School bags are required for the protection of school books.

Bullying Policy

The faculty and staff of Saint Katharine Drexel Catholic School is committed to providing a safe, positive learning environment for their students. The faculty and staff recognize that Bullying creates an atmosphere of fear and intimidation and detracts from the safe environment necessary for student learning.

Bullying means a communication or act that is intentional and delivered in electronic, written, verbal or physical form to another student or students, which occurs in or is related to a school setting or activity that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantially interfering with a student's education
- Creating of an intimidating or threatening school environment
- Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes communication delivered through the Internet, including Social Media (Cyberbullying). School setting means in the school, on school grounds, in vehicles transporting school students, at any assigned bus stop, or at any activity sponsored, supervised or sanctioned by the school. Saint Katharine Drexel Catholic School prohibits all forms of Bullying/Cyberbullying whether or not the bullying/cyberbullying occurs during school hours, on school transportation or through the use of personal computers in the home setting.

A student who violates this policy shall be subject to appropriate disciplinary action which may include school discipline, suspension, or expulsion. Investigation of complaints made by students, third parties and/or parents shall be conducted in accordance with the procedures listed below.

Reporting Procedures- Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy.

Investigation- The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to an Incident of Bullying- Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building, or by law enforcement officials. Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying range from counseling interventions up to and including suspension or expulsion. **It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made**

Reprisal or Retaliation are prohibited against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act.

Consequences for False Accusation- Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from counseling interventions up to and including suspension or expulsion.

C.A.R.E.S.

The C.A.R.E.S. Program (Children Are Receiving Extended Services) is a before and after school supervised program run under the guidelines of the Archdiocese. The **CARES Program** services families who desire both a parochial school education and a supplementary care program in a Catholic environment, for children enrolled in Kindergarten through grade eight (8). This program is limited to the students enrolled in Saint Katharine Drexel School. Information on hours and rates may be obtained in the school office.

Class Placement Requests

Saint Katharine Drexel Catholic School has assembled a highly qualified faculty who are committed to ensuring a successful school year for every child. Teachers collaborate in each

grade to determine the most beneficial placements for all students with regard to each child's promotion. Teachers' professional observations help guide their assessment of where each child will best thrive. From a parent's perspective, sometimes when we've had a great experience with a wonderful teacher we want to replicate that experience; however, each child is unique and no experience can be exactly the same for any child. Classroom placement is a delicate balance and many factors are taken into consideration; therefore the administration will not accept or honor requests for specific teachers. Should you have a compelling circumstance or consideration of which the administration is not aware, please pass these specific and articulable concerns, in writing, to the principal. No specific classroom placements will be considered for the following school year after the last day of school.

Cell Phones and Other Electronic Communication Devices

Students are permitted to have cell phones at school. If the phone is not collected by the homeroom teacher, the student's phone MUST be kept in a student's schoolbag and MUST be OFF. The purpose of having a cell phone in school is for emergency ONLY. Therefore, no student needs to have the cell phone on his/her person at any point during the school day.

Ipods, digital cameras, smartwatches and the like are permitted if the teachers or administrators choose to give students permission to bring such items to school on a given day. All electronic devices must always remain in the schoolbag when in the building.

Any students who do not follow the guidelines above are subject to disciplinary action. Phones and electronic devices carried on the student or outside of their schoolbag will be confiscated.

Closing Exercises

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in the closing exercises of kindergarten and eighth grade if all financial obligations have not been met, or in the view of the school, the student's conduct, academic or disciplinary record indicate that the privilege should not be extended.

Communications

Effective communication is the single, most important factor that assures a positive relationship between the home and school. General communication from the school will be posted on the school website. Any communication coming from home should be in a properly labeled envelope and given to the homeroom teacher. Email communication between parents and teachers is also a viable option. Communications received are expected to be courteous and respectful. If communication falls below this standard, a response will not be provided.

Conferences

Conferences with parents to discuss the child's progress are encouraged. Parent/teacher interviews afford opportunities for growth for both parties involved and should result in furthering the child's development. Parents wishing to confer with the principal about a child are welcome to do so after having first conferred with the child's teacher. If parents wish to arrange a conference with a teacher or the principal, they should call the school office or make a request in writing. It would be helpful if the nature of the concern was stated prior to the conference. No meetings are permitted without an appointment or during dismissal.

Currency

All money sent to school should be placed in individual envelopes marked with the amount, child's name, grade, room number, and purpose for the enclosed money.

Curriculum

The curriculum of SKD School follows the guidelines established by the Office of Education of the Archdiocese of Philadelphia. Textbooks are approved by the Archdiocese and reviewed and updated as needed. Religion textbooks are purchased by the school; other texts are purchased

through state funding. Under the guidance of the Office of Education, faculty and administration exert constant efforts to provide a balanced, well-organized, and continuous curriculum. Periodic evaluations and standardized testing, as well as faculty in-service, help to ensure the strength of educational programs.

Custody of Children

Current court issued custody documents must be filed in the school office.

Dismissal

Dismissal is at 2:45 pm. Buses will pick up in front of the school. All car riders will be picked up in the back of the building by the church. Students will be dismissed by teachers to their car. A parent/guardian must be standing outside the car for the teacher and student to see before being dismissed. Student transportation changes must be made before 2:00 pm unless there is an emergency.

Dress Code

The personal appearance of a student represents that individual. The personal appearance of the entire student body represents the school to others; therefore SKD School adheres to a strict dress code. A neat appearance demonstrates respect for others and fosters an individual's sense of self-respect and pride. SKD's uniform consists of:

Girls K through 4

- **Fall/Spring** – Navy, white and khaki glen plaid jumper with a white, short sleeve blouse with a Peter Pan collar. The optional uniform includes khaki shorts with a short sleeved, navy golf shirt with the school logo. When wearing the jumper students must wear navy knee highs or navy tights. With shorts, the students must wear white socks that cover the ankles.
- **Winter** – Navy, white and khaki glen plaid jumper with a short or long sleeve blouse with a Peter Pan collar. The students may also wear a navy crew neck cardigan with the school logo or the school quarter-zip.

Girls 5 through 8

- **Fall/Spring** – Navy, white and khaki glen plaid kilt or khaki short with the navy golf shirt with the school logo. With the kilt, the students must wear navy knee highs or navy tights. With the shorts, the students must wear white socks that cover the ankles.
- **Winter** – Navy, white and khaki glen plaid kilt. The students may choose to wear either the long sleeve navy golf shirt that has the school logo or a white oxford blouse with a navy blue V-neck sweater with the school logo. SKD cardigan or quarter zip may be worn over shirts. All blouses and shirts must be tucked in – not rolled or folded. Uniform length cannot exceed 2 inches above the knee. Shoes must be properly laced and tied. Head coverings are not permitted to be worn with the uniform. NO sweatshirts are to be worn.

Boys K through 8

- **Fall/Spring**– Khaki pant or short with the navy polo with the school logo. White socks that cover the ankle must be worn with the shorts. Tan or brown socks must be worn with the pants.
- **Winter** – Khaki pant. The students may wear the long sleeve navy polo with the school logo or white oxford shirt with the school tie and a navy V-neck sweater/vest. SKD quarter zip may also be worn over shirt. All blouses and shirts must be tucked in – not rolled or folded. Only plain white undershirts may be worn under a boy's/girl's shirts. NO sweatshirts are to be worn.

Shoes for Girls K through 8

WITH JUMPER / KILT SKIRT

- Navy Mary Jane
- Navy or Tan Oxford Shoe/Saddle
- Low sneaker
  (Keds, Converse, Hey Dudes or similar brand- white, light pink, light blue, navy or gray are the only colors permitted)
- **Navy Knee High Socks or Tights ONLY must be worn with jumper or skirt.**

SNEAKERS are permitted WITH SHORTS

The sneakers may be high tops. No light up sneakers or sneakers with wheels.

***All shoes must be worn properly and laced and tied correctly.**

Shoes for Boys K through 8

WITH PANTS

- Merrell Jungle Nubuck Moc
- Black, Brown, or Tan Oxford Shoe
- Low sneaker
  (Converse, Hey Dudes or similar brand- white, light blue, navy or gray are the only colors permitted)

SNEAKERS are permitted WITH SHORTS

The sneakers may be high tops. No light up sneakers or sneakers with wheels.

***All shoes must be worn properly and laced and tied correctly.**

Gym Uniforms for Boys and Girls K through 8

- **Fall/Spring** – Steel grey tee with navy micromesh nylon shorts. All items must be school's official gym uniform. No other sweatshirts are permitted to be worn.
- **Winte**r – Steel grey tee, oxford grey sweatshirt and navy heavy sweat pant. The navy micromesh short may be worn under the sweatpants. All items must be school's official gym uniform. No other sweatshirts are permitted to be worn.
- **Shoes** – All students must wear white socks that cover the ankle. Sneakers must be worn for gym class. High top sneakers are permitted for gym class only. No sneakers may have wheels.

Other Uniform Requirements

- NO jewelry of any kind is permitted. Students may wear a watch, ring, and a religious medal or symbol. Girls may wear a pair of small, non-dangling earrings if they have pierced ears. Multiple earrings per ear are not permitted. Boys are not permitted to wear earrings. No other jewelry is necessary or appropriate and make-up and nail polish are not permitted.
- Hair must be neatly styled. Hair should not be faddishly colored or in their eyes. Tails, lines, designs, faddish shaves, cuts or styles are not permitted. Girls' hair ribbons, barrettes, headbands are allowed. Headbands with accessories attached to them are not allowed. Clip on hair accessories are not permitted. Extreme hairdos expressing the latest faddish styles are not permitted.
- Fake nails of any kind are not permitted. This includes acrylics, tips, gel, dip powder, or press-on nails. Nails must be kept at a short length at all times. Nail polish of any kind, with the exception of clear, is not allowed.
- SKD navy blue pullover sweater or the SKD quarter zip are permitted in the classroom during the cold weather months. Bulky sweaters or sweatshirts/jackets are not permitted in the classroom.
- Uniforms should be properly worn. Slacks, skirts and gym shorts must be worn at the waist; shirttails must be tucked in. Socks are to be worn at proper height and skirts may not be rolled at the waist.
- Hats are not considered appropriate attire during the school day; therefore, they may not be worn inside the school building.

- Students are expected to be in complete school uniform at all times while in the school building and on school property. If for some reason a student must be out of uniform, a note from the parent explaining the reason and requesting an exception is required.

Dress Down Days

Dress Down Days – There are three dress down days each month.

- One will be dedicated to **service and a specific charity**. We will inform you of the charity each month and students will be able to dress down for a donation of $1 or more.
- Another day will be dedicated to **school spirit** and students may dress down and wear their SKD spirit gear or Blue Ribbon T-shirts.
- The final day will be designated as a **"Good Time" Ticket Day**. Children who obtain ten good time tickets can dress down on this assigned day.

Please be sure to check the principal newsletter each week for dates to remember.

The dress code for Dress Down Days is as follows:

- No tank tops, off shoulder tops or bare midriffs.
- No short skirts or shorts (must be no shorter than 6 inches above the knee).
- No open toe shoes, flip flops or soccer sandals.
- Sweatshirts, tee shirts, etc. may not have pictures or slogans contrary to the teachings or philosophy of SKD school.

Children dressed inappropriately will be sent to the office upon arrival to school. Parents will be notified and must bring a change of clothes to school.

Early Dismissal

When it is necessary for a child to be excused from school before the regular dismissal time, a note must be given by the child to his/her teacher in the morning. A child leaving school early must be picked up by a parent, or an authorized person representing the parent, at the school office. The parent or authorized person must sign the child out from the school office and will be required to show proper identification.

Emergency Closing

Many factors enter the decision to close school for the day or close early once we are already in school. The decision to close our school or open later than usual is often based on decisions made by the public school district and the Archdiocese of Philadelphia. The decision is not taken lightly. The safety of the children waiting at bus stops or on the roads is the primary concern. While finding child care for your child is difficult at the last minute, every parent that has children in school should have a backup plan for child care in the event school is closed and the parent has to be at work. As soon as any information is available or a decision is made regarding our status, parents will receive a FACTS notification via text and email.

You will receive a message via FACTS via the numbers you submitted to the system in addition to your home phone number as soon as we can give you accurate and complete information about the district's decision to close and transport when conditions deteriorate.

If you need to notify us of a change in your child's usual transportation, please fax the information to the school office at (215)355-9526 or email Mrs. Young at mrsyoung@skdschool.org. This is for the safety and well being of your child so that we know where they are and who is responsible for their care. Usual car riders will be dismissed at a time announced with the early dismissal information.

PLEASE DO NOT CALL THE SCHOOL OFFICE to inquire about the situation so that we can keep the school lines open for calls from the school district and the bus company to inform us of

their decisions. We will not release incorrect information based on hearsay. We recommend you do not make a decision based on hearsay either.

We have provided many ways for you to check on the status of the day without tying up our school phone lines. If your phone indicates that SKD has tried to reach you, please listen to the message first! It is extremely hectic in the school office on these emergency early dismissal days. We hope you understand our need for your cooperation in this matter.

REMINDERS FOR PARENTS: If you are aware that an emergency early dismissal is possible during the school day, please have a conversation with your child before school about after school arrangements or write a note for them about how they should be going home.

Field/Class Trips

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. School permission forms must be signed by a parent in order for a child to participate. Insurance information must also be provided. Proper dress and good conduct are essential and expected on all trips. Participation in a class trip is a privilege and the school reserves the right to deny participation to any student whose conduct and attitude are not in keeping with the standards of SKD School.

Government Services

Catapult Education Services provides services including counseling, psychological testing, speech remediation, and remediation in the areas of reading and mathematics. Act 195 provides limited funding for the purchase of textbooks, and Act 90 provides funding for various instructional materials. Act 372 allows busing of non-public school children by the school district in which the child resides. Children not usually bused cannot ride the buses.

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. Procedures for graduation are determined by the administration and the eighth grade teachers.

Harassment

SKD 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. A complete copy of the policy is maintained by the principal and is available upon request.

Health Services

Council Rock School District provides our school with nursing services one day per week. Saint Katharine Drexel School provides its own nurse on the other days of the week. Emergency care will be offered to students for an accident or illness occurring *during* school hours. Prolonged illnesses or injuries, which occur outside of school, are parents' responsibility. School nurses are prohibited by law to diagnose injuries or illnesses. Please do not send your child to the nurse for diagnosis.

In order to administer effectively our health-related programs, your assistance is vital in the following areas:

- Emergency cards, forms, questionnaires, etc. need to be completed and returned promptly.
- Changes in a telephone number, address, emergency contact, employment, etc. should be reported to the school nurse and the school office.

- Information on new immunizations, surgery, accidents, communicable diseases, or special medical conditions should be reported in writing to the school nurse.
- Please keep students out of school if they experience a temperature above 100 degrees, or any vomiting or diarrhea within the twenty-four hour period before school starts.

Administration of Medication

School personnel will administer prescription and non-prescription medications during the school day according to the following regulations:

- Medication must be in the original container and delivered at the beginning of the school day to the school nurse or principal.
- Parent must complete a Medication *Form* or send a note including the following: student's name, name of medication, dosage, time and date of administration, reason for administration, possible side effects, other medications student is taking, name of prescribing physician, and physician's phone number.
- Non-prescription drugs require a note from a physician including the information above.
- A parent may come to school to administer medications, but must report to the school office ***before*** dispensing medication to student. Parents may *not* dispense medication in the classroom or corridor.

Health and Wellness Policy

In accordance with the Archdiocese Wellness Policy, the Council Rock School District, and our school health committee, no food/candy treats will be allowed at school for birthday celebrations.

Homeroom Parent

Each class will have **one homeroom parent.** The homeroom parent acts as a liaison between teachers, the Parent Association, and the students' parents. The homeroom parent will be responsible for organizing events with other parents in the class via instructions from the classroom teacher. The homeroom parent will be responsible for communicating to families in the classroom for help with school activities, reminders, and events along with attending our monthly Parent Association Meetings. There will be no homeroom fee and the homeroom parent will be responsible for recruiting and coordinating volunteers, supplies, and items for specific classroom events.

Homework

Homework is given for the following reasons: to foster habits of independent work-study, to reinforce learning that has taken place in school, and to bring home and school together. Each teacher sets up his/her own policy for home assignments. Parents should provide a good study atmosphere, set a definite time for homework each day, and check the homework to ascertain that it has been completed. It is important, however, that parents recognize that homework is the student's responsibility; they should not assume that responsibility for the child. If there is a problem about assigned work, parents should contact the teacher involved by sending a note.

The Office of Education suggests the following time allotments for daily homework (includes both written and study assignments):

Grades 1&2 –30 min. Grades 3&4 –60 min.
Grades 5&6 –90 min. Grades 7&8 - 120 min.

All written assignments should be done neatly and legibly. No assignment, projected by a teacher to take a few weeks, can be done overnight or in one weekend. Rather, students should approach long-term assignments by evenly distributing the work over a period of time and not procrastinating until the due date. These time-management skills provide vital training for the future. Parents' signatures on homework are at the discretion of the individual teacher. The

teacher reserves the right to detain students during recess for the purpose of completing assignments not submitted.

Homework for Absentees

If a student is absent due to illness or a family emergency, a parent / guardian may view all necessary assignments on the school website. If a text is required to complete an assignment, a parent / guardian may call the office to make the request and obtain the material from the front office before 3:30. If permission is given a sibling or a designated friend may pick up the material at the office before 3:30 PM. Homework can not be picked up in CARES.

Honors Math

SKD School participates in the Archdiocesan Honors Math program. The Elementary Honors Mathematics Program is intended to meet the needs of those students who are capable of completing the prescribed curriculum in seven (7), instead of eight (8), years. The students in this program are identified in grade four (4), and begin formal instruction in grade five (5). An Honors Mathematics teacher will instruct identified students in grades five (5) through eight (8). The Algebra I course used by the secondary schools in the Archdiocese of Philadelphia is the eighth (8th) grade honors curriculum.

The principle criteria for admission to this program, as stated in the Archdiocesan guidelines for the Honors Math Program, include:

(1) Cognitive Skills Quotient of 125 or above
(2) Standardized test scores in Mathematics Composite above the 90th percentile and Reading Comprehension, above the 80th percentile, and
(3) Consistent scores of 85 or better on Archdiocesan Level Evaluations.
(4) Periodic evaluation will be used to determine continued participation in this program.

Participation in the Honors Math Program is contingent upon the approval of the Archdiocesan Mathematics Committee.

Invitations

Party invitations may not be distributed at school unless the whole class is invited.

Lunch

In keeping with the philosophy of a Christian community that fosters self-respect and the respect of others, all students are expected to be considerate of others and to be respectful at all times.

Schoolyard Regulations

All grades spend a portion of their lunch time outside. This recess period is given to provide a change of pace, exercise, and release of tension. The following rules and regulations are expected to be followed by all students:

- Dressing appropriately for the weather is required.
- All students must remain in the designated area until the bell rings.
- Students may not play in the driveways near the Church and Rectory.
- Students may be permitted on the grass area based on the discretion of the lunch monitor.
- Running, fighting, kicking, taking clothing from another student, taunting, bullying, throwing snow, dirt, stones, etc. and other similar actions will not be tolerated.
- When the hand bell is rung, recess is over. Students must stop playing immediately and walk to their assigned lines.
- Once in their lines, the students are silent.
- Students must enter the building in silence and remain silent at all times in the hallways.

For the safety of all students, no lunches are permitted to be dropped off to students during recess in the schoolyard. Parents MUST go to the office to drop off lunches.

Cafeteria Regulations

Students are expected to behave as they do in their own home or as they would in a restaurant. Students must be respectful of themselves, others, and their environment. Students choosing to not follow the rules below will be provided with alternate lunch arrangements, which may include lunch detention. The following rules and regulations are expected to be followed by all students:

- Enter and exit the cafeteria in silence and in line.
- Sit at assigned table and stay seated during entire lunch.
- Keep his/her section clean and tidy.
- Wipe tables on a rotational basis.
- Good manners are expected.
- Speak quietly, only to those people beside you or in front of you at your table.
- Eat your food; do not play with, swap, or throw it.
- **Students must ask their lunch monitor to get a drink from the fountain or for any bathroom emergency.**

Lunch Menu

The children have lunch in the school cafeteria. The students are required to bring lunch to school or they may purchase lunch. Mrs. Teri Berk runs the school lunch program on a daily basis. The lunch menu is posted monthly on the school website under Lunch News. If you want to purchase lunch, print the menu, circle the choices for your student for that month and return it to school with a check made payable to *Teri Berk.* One menu needs to be filled out for each student. Snacks, drinks, and desserts including ice cream are available to be purchased every day, including hot dogs and peanut butter and jelly sandwiches. **Please be sure to notify the school office, school nurse and teachers if you child has any food allergies.**

Morning Arrival

Regular school hours are 8:15 AM to 2:45 PM. Arrival time is 7:40 AM to 8:10 AM. Students must be supervised at all times by an authorized adult designated by the administrator; therefore students are not permitted in the school before 7:40 AM unless they are part of the CARES school program. If a child needs to arrive before 7:40 AM, they must be dropped off at CARES.

The CARES Program is available to provide before and after school services for students in grades K through 8. Please refer to the CARES website for information.

Upon arrival, all students must enter the building through the main school entrance. **Parents are NOT PERMITTED to enter the school building with students**.

Non-Discrimination Policy

At SKD School, we do not discriminate on the basis of sex, religion, color, race, or national origin for those people seeking employment or enrollment within our school.

Outstanding Effort Award

This award recognizes students who show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects. Two students from each homeroom will be selected for this award at the end of every trimester. These awards are given at teacher's discretion based on the following criteria:

-3 or 4 in Personal & Social Growth and Effort & Study
-No failures in major subjects on report card

Personal and School Property

Students must be responsible for their own belongings including electronic devices. All clothing, lunches, and other articles must be clearly marked with family names. The school reserves the right to search anything on school property.

Philosophy of Discipline

Personal and Social Growth is a necessary reflection of the philosophy of a Catholic School, which attempts to develop a fully committed Christian. As Christians, the students will respond to their responsibilities and obligations as they follow the two Great Commandments of Jesus. First: "You must love the Lord your God with all your heart, with all your soul, and with all your mind." Second, "You must love your neighbor as yourself." (Matthew 22:37-40)

Living these commandments helps the students develop self-control, a necessary element in personal growth and raises students' awareness of their relationship with all community members. The observance of school rules is necessary to create an appropriate atmosphere for learning. Faculty and parents must work together to assist the students in their religious, academic, social, and physical development.

The mission of St. Katharine Drexel Regional Catholic School is to form Catholic leaders who are self-disciplined. The students are called to be caring, respectful, responsible and enthusiastic students. When students do not meet these expectations of behavior, the school staff will utilize interventions that enable students the ability to solve problems while keeping their dignity intact. Such interactions are aimed at helping the students understand how their behavior impacts others.

The discipline code applies to students and parents/guardians 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.

To encourage the development of personal discipline, the students must be aware of the impact of their behavior on others. This awareness is acquired through the collaboration of parents and school faculty and administration.
In-school problems reported by students to parents should be discussed with the classroom teacher as soon as possible.

The following guidelines have been formulated to increase student awareness of personal responsibilities as a student of SKD School. Students are expected to:

- Respect all persons, adult and peer alike, in word, action, and attitude. This includes any adult in the school building, schoolyard, or church. All students should treat each other with consideration and respect.
- Treat all personal and school property with respect.
- Obey all classroom rules established by the teacher.
- Be prepared for class.
- Complete assigned homework.
- Complete assigned class work. Students should work diligently in order to complete
- class work in the allotted time.
- Comply with the school dress code.
- Observe lunchtime and schoolyard rules.
- Act with due reverence in church.
- Refrain from bringing non-educational material to school.
- Know and comply with all school regulations as stated in the school handbook.

When appropriate, age-appropriate disciplinary consequences result from unacceptable behavior. In an extra effort to support the development of our students, the following steps will be implemented:

- Conferencing- The teacher will interview the student(s) to discuss the behavior, its results and the consequences of their actions.
- Disengage from classroom environment- The student will be removed from the classroom for a brief, specific period of time.
- Service to the school- The student will complete some service to the school in reparation for their action.
- Written response- The student will describe the infraction, define the consequences, indicate who was hurt by their actions and describe subsequent change to behavior
- Lunch detention- The student will serve supervised lunch detention for a time that reflects the nature of the infraction.

These interventions may be combined if the teacher or administrator deems it appropriate.

Kindergarten to Grade 4:
Teachers in these grades use a variety of behavioral and motivational strategies to maintain positive and effective classroom management. The classroom teacher usually handles discipline.

Grades 5 to 8:
Infraction notifications are sent to parents: it is autogenerated from FACTS. The following infractions will warrant notifications:

- Cheating - 5 points
- Fighting - 5 points
- Obscene/Profane language - 5 points
- Out of Bounds- 3 points
- Uncharitable behavior - 3 points
- Uncooperative - 3 points
- Disrespectful - 3 points
- Disruptive in class - 3 points
- Cell phone / Watch Use - 3 points
- Uniform - 3 points
- No homework/Incomplete homework - 1 point
- Unprepared for class - 1 point
- Not listening/following directions - 1 point
- Chewing gum - 1 point
- Leaving classroom without permission - 1 point

Each infraction will have a point value. Once a child accumulates ten points, the child will serve an after-school detention. After a second detention, the parents will meet with the principal and develop a behavior plan.

This Discipline Point System also serves as our **primary communication tool** to inform parents or guardians about student behavior. Parents will not receive separate notifications for each infraction; instead, we encourage families to regularly monitor their student's discipline status through the FACTS. This ongoing access allows parents to stay informed, support their child's growth, and partner with the school in reinforcing expectations. We believe transparent communication is key to fostering responsibility and building a strong school-home connection.

IMPORTANT: ***Any student in any grade may receive an automatic detention or a suspension if he/she does not follow the code of conduct outlined in this handbook.***

Detentions will be held on Tuesdays from 2:45-3:45 PM. Transportation for students is the responsibility of the parent/guardian. Each student must be signed out by a parent/guardian. The administration reserves the right to determine the time and day of detentions, as well as the consequences for any major offenses

Please note that immediate detentions, in-school suspension, removal from school, and expulsion can be a consequence for all students in any grade. In-school suspension is sometimes an option in lieu of out-of-school suspension. The determination lies at the discretion of the administration and is relative to the nature of the situation. On occasion and depending upon the situation, parents may be called to remove their child from school. A meeting will be arranged and conditions for return to school will be discussed with the parent.

It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made.

An inability of a student to work toward improved self-discipline can result in the recommendation of an alternative school placement. In addition, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Serious Infractions, including but not limited to the following, may result in the immediate removal of a child from school with the intent to permanently dismiss:

- Misuse of communication devices in school, at home, or off premises that target any student, teacher, or staff member,
- Alcohol and/or drug possession or use
- Weapon possession
- Blatant physical or verbal contact towards a student, teacher, or staff member
- Possession of materials or a display of actions deemed immoral by the Administration

At any time, the administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school in order to protect and preserve the wellbeing and safety of the school community.

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.

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 SKD School. Conduct by students and parent/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.

Photo Release

SKD School reserves the right to use photos and videos of our students with or without names during real-time learning activities for any lawful purpose, including for example such purposes as publicity, illustration, advertising, social media and Web content. This permission can be

revoked in writing by the parent/guardian of the child. This notice must be signed by the parent/guardian and forwarded to the school office for your child's permanent file.

Promotion/Retention

Education is a cumulative process that builds on learning already achieved. To provide the strongest possible foundation for future learning, SKD School reserves the right to recommend the retention of any student who has not met the specific requirements of his/her grade, or who has demonstrated, through both objective evaluation and teacher judgment, not to be working to his/her potential.

Promotion is at the discretion of the principal. A student is promoted when he/she adequately demonstrates mastery of the material required in the given grade.

Proper Care of School / Vandalism

The physical appearance and cleanliness of our school is a source of great pride. Every child is responsible to maintain this cleanliness at all times. This responsibility extends to school books, desks, interior of classrooms, halls, lavatories and schoolyard. Any malicious damage will necessitate compensation by the student and/or parent.

Religion

The knowledge and practice of the Catholic Faith is the primary focus of the education given the child at SKD School. This religious development, begun in your home, is continued at our school by following the Diocesan guidelines and participating in liturgical functions. The liturgical experiences provided for our students are a vital part of the religious education of the child.

Report Cards

The evaluation of a student's academic progress is an on-going process. In accordance with the schedule set up by the Office of Education, this process is reported formally three times a year. Grades are not merely a summation of test scores; they reflect the student's daily work, homework, class participation, and project work. Academic progress can be monitored on-line for grades 1 through 8 using www.mystudentsprogress.com. The school provides parents with a User ID and Password. The link to My Students Progress will also appear on the school website.

Safe Environment

Students review a "Touching Safety" lesson twice a year – once in the fall, and once in the spring. In these classes, they learn how to identify situations in which an adult may be trying to take advantage of them. Students learn what to do and where to go for help. Parents/guardians may opt out their child from the teaching of this lesson by sending notification in writing to the school principal. This notice must be signed by the parent/guardian and will be placed in your child's permanent file.

School Name / Logo Use

The use of Saint Katharine Drexel Catholic School's name, letterheads, logos, emblems, symbols, mottos, slogans, mascots, web designs, and/or other resources which promote the identity of the school and/or its programs, including but not limited to trademarks, service marks, and copyrighted material is prohibited unless specifically approved by administration.

School Supplies

The students are expected to have necessary supplies on hand at all times. Please consult your child's stationery list for his/her specific grade level. Trappers and spiral copybooks or notebooks are unacceptable across the grades.

School Telephone

The school telephone is for official use only. Students will be permitted to use the telephone only in case of an emergency. It is the student's responsibility to check school supplies before leaving home. A student will not be permitted to call home for books, lunch, gym supplies, homework, musical instruments, school and / or extracurricular related materials.

Standardized Testing

The Terra Nova Test is administered each year to students in adherence with the Archdiocese of Philadelphia requirements. Parents are asked not to take vacations or schedule doctor appointments during the days of this testing. The results are communicated to parents and are utilized by the school for curriculum planning.

Student Council

All students wishing to run for Student Council or to be considered by their teachers must meet all eligibility requirements.

Grades K to 2: A responsible student from each room is selected by his/her homeroom teacher to represent his/her class on the Student Council.

Grades 3 to 8: A responsible student is elected by his/her classmates with the final approval of the homeroom teacher to be a member of the SKD Student Council.

Leadership Team: Five to six responsible students from grade 8 will be elected by their peers to serve on the Board. The Council's primary duty is to make sure students are mindful of school rules and regulations during the day. They initiate special activities during the year which are educational, interesting, and fun. They are expected to participate in school, liturgical, and extracurricular activities. Due to the responsibilities involved, the children on the Council must keep up with their academic and moral standards. The children are expected to respect and uphold the laws set in the Student Council's Constitution.

Technology

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

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

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

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

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

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

PURPOSE

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

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

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

GOALS

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

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

USER RESPONSIBILITIES

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

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

- Respect One’s Self: Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- Respect Others: Responsible users will refrain from using technologies to bully, harass or defame other people, school personnel and other school related images or likeness.
- Protect One’s Self and Others: Responsible users will protect themselves and others

by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing with others.
- Respect Intellectual Property: Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- Protect Intellectual Property: Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

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

TECHNOLOGY USE GUIDELINES AND PERMISSIONS

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

Educational Applications and Online Services: To empower students with the technical skills necessary to participate in a modern culture, our schools utilize various third-party educational applications and "cloud-based" services to enhance teaching and learning. These include, but are not limited to, Google Workspace for Education Core and Additional Services, Learning Management Systems, and other teacher-curated web-based tools.

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

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

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

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

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

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

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

Digital Security: Digital security must be at the forefront of every user's mindset. All users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication on both school and personal internet accounts.

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

Privacy Policy: All schools must maintain a current privacy policy that is clearly visible and easily accessible on their school website. A publicly available privacy policy is an important component of responsible data stewardship and constituent trust. Privacy policy is linked here.

At all times, all users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: student records, Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, phone numbers, email addresses, parent/guardian contact info and any other personal information for any student, family or staff member.

All school-owned data both in paper or digital form, including all student, teacher, donor, alumni, and parent / guardian information, is confidential and may not be shared, exported, or disclosed to outside entities, including consultants, vendors, volunteers, or partner organizations, without proper authorization and privacy safeguards.

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

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

Note - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI programs for student use. The AoPTech Team is available to assist in the evaluation of any AI tools or programs.

For more information, please refer to the AI policy listed on the school website.

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

Smart Speakers: Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google

Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

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

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

AUDIO / VIDEO RECORDING

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

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

Prohibited Activities:

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

Exceptions

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

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

EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES

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

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude or threatening language.
- Users must not knowingly or recklessly post or disseminate personal and/or false information about any person, student, staff, teacher, administrator or any other member of the school community or school connected organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee, volunteer, school image or logo without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with the express permission from both that specific individual as well as from the school administrator.
- Attempt to circumvent system security, blocked sites or to bypass software protections - this includes the use of personal or cell phone-based hotspots.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the user's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Any virus or phishing protection software installed on school utilized devices must not be disabled or bypassed.
- The use of any other login credentials other than those assigned to that specific user.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach privacy policy confidentiality obligations of school community members.
- Harm the goodwill and reputation of the school or school system. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school utilized device without proper permission and direction.
- Any attempt to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.

- Attempt to make repairs to school issued devices without proper permission and direction.

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

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

All users should be aware that all computers, network traffic, and internet usage will be monitored. All data users create and store on AoP systems remains the property of the AoP. There is no expectation of privacy or guarantee of confidentiality of the information stored on or accessed via any network, computer, or an electronic device owned by or used for the completion of AoP work and duties.

Usage of Social Media

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

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

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

Examples:

- Posting teacher's personal information - such as their personal email address, personal phone number or address.
- Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner.
- Resharing, liking, or otherwise endorsing or promoting posts that violate this policy is considered itself a violation of this policy.
- "Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.
- Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only. In order to ensure the privacy and security of all students, teachers should refrain from posting on social media any audio, photo or video recording that captures a student's face or voice without prior parental authorization.
- Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day, and / or school-sponsored events with the intent to post on personal social media accounts or non-sanctioned school accounts.

- Social media postings from school-sanctioned accounts should refer to students by their first name and last initial. Schools should NOT link or tag posts to students' personal accounts.
- School-sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization. Such accounts should be created with a school-issued email account. Accounts should be maintained and controlled by a minimum of two school-appointed adult moderators.

Esports/Gaming Clubs

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

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

Games rated E for Everyone or E 10+ are recommended for the Elementary grade level. At the Secondary level, games with a rating of E, E10, and Teen may be considered. Caution should be used when selecting games with a Teen rating as they may contain content that is only suitable for students ages 13 and over. Games rated as Teen, may contain violence, suggestive themes, crude humor, minimal blood, and the infrequent use of strong language. Parents/Guardians should receive advance notice of game titles that will be used in the esports club. Parent / Guardian notice should include the game title, ESRB rating and a link to Common Sense Media review or to the ESRB rating review.

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

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

Some examples of popular esports games include:

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

Game Title	ESRB Rating	School Level
Call of Duty (COD)	**Mature (17+)**	**Secondary**
Counter-Strike: Global Offensive	**Mature (17+)**	**Secondary**

(CS:GO)		
Defense of the Ancients (DOTA) and DOTA 2	**Teen**	**Secondary**
Fortnite	**Teen**	**Secondary**
Hearthstone	**Teen**	**Secondary**
League of Legends (LoL)	**Teen**	**Secondary**
Just Dance (2023, 2024)	**Everyone**	**Elementary/Secondary**
Mario Kart	**Everyone**	**Elementary/Secondary**
Minecraft	**Everyone (10+)**	**Elementary/Secondary**
Overwatch	**Teen**	**Secondary**
Player Unknown's Battlegrounds (PUBG)	**Teen**	**Secondary**
Pokemon (Sword & Shield)	**Everyone**	**Elementary/Secondary**
Rainbow Six Siege	**Mature (17+)**	**Secondary**
Rocket League	**Everyone**	**Elementary/Secondary**
Super Smash Brothers	**Everyone (10+)**	**Elementary/Secondary**
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	**Everyone**	**Elementary/Secondary**
For ratings of all games, please visit the ESRB Website at esrb.org.		

Test Grades

In order for parents to be aware of their child's academic progress with regard to weekly tests, scores will be available to view through the FACTS SIS program. Assessments and tests will still be sent home, and parents should review mistakes with their children.

Transfers

Please notify the school at least one week in advance of the date of transfer to another school. Parents must sign a release form to have all records forwarded to a new school. The following information is necessary:

- Name and grade of student
- Student's date of birth
- Reason for transfer
- Name and address of school child will be attending
- Last date your child will be attending SKD School

Vacation Policy

Although the decision to take a family vacation while school is in session is left to parental discretion, these vacations are discouraged. Children who are absent because of vacations miss valuable classroom instruction which cannot be replaced. The procedures regarding vacations during school time are:

- A note stating the reason and the travel date must be sent to the student's homeroom teacher at least one week prior to the vacation.
- Advance assignments *will not be given* to any student prior to the vacation.
- Work, which the student has missed, will be gathered during his/her absence and will be given to the student when he/she returns to school.
- All make-up work will be due within a reasonable amount of time, to be determined by the teacher (not to exceed 10 class days).
- Students will be given ample notification by the teacher as to make-up dates for quizzes or tests missed during vacation.

Visitors

No visitor or volunteer may go directly to any area of the school without first presenting a valid photo ID to be scanned through our Raptor system. Each person will receive a visitor's badge and will be directed to the appropriate area.

If anyone sees someone in the school building without a badge, that person should be immediately reported to the office.

For the safety of the children, visitors and volunteers are not permitted to go to a classroom to visit, confer with a teacher without an appointment, or visit any child in class, at lunch, or in the schoolyard.

Saint Katharine Drexel Regional Catholic School reserves 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.