



St. Katharine of Siena School Parent-Student Handbook

The Parent-Student Handbook has been compiled to provide information necessary for effective communication between the school and the families of children attending St. Katharine of Siena School. Please read it carefully and keep it for reference during the school year.

School rules contained in this handbook express our code of discipline necessary to achieve maximum growth for each student.

Pupil-Parent-Teacher relationships are integral parts of the child's learning experience. It is hoped that the handbook contributes to this end and serves as a single source of valuable information for you, the parents.

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PHILOSOPHY

We at Saint Katharine of Siena School believe that each child is a unique person, loved by God and involved in a lifelong process of personal development, learning, and growth in our Catholic faith. Parents are the most influential teachers of their children. The faculty works in partnership with the family, extending and enriching the values and education a child receives at home. Dedicated teachers and staff model and share their faith and knowledge in a profoundly nurturing, spiritual and disciplined environment.

Our school family is a community of Christians who care about others first, and then themselves. With Jesus as model, each child will grow in the realization that a Christian is a person of faith and prayer, as well as a person of service. An atmosphere of intellectual growth, curiosity, and respect for knowledge shall help each child to develop his talents to the fullest, share these talents joyfully, take pride in worthwhile accomplishments, appreciate the distinct gifts of others, and rejoice in their successes.

Saint Katharine of Siena School fosters the moral, spiritual, intellectual, emotional, and physical growth of its members in a spirit of dedication, freedom, and love based on the gospel message. Each student is a child of God. The students are encouraged to become responsible leaders. They are supported as they grow in wisdom, age and grace to assume their roles as informed, responsible citizens of our Church, our country and our world.

“In Catholic school, there is no separation between time for learning and time for formation, between acquiring knowledge and growing in wisdom. The various school subjects present not only knowledge to be attained, but also values to be acquired and truths to be discovered.”

—Sacred Congregation for Catholic Education, 1997—

Catholic education hopefully directs our children to a lifetime of accomplishment, fulfillment and faith in action. This handbook is designed to assist both the student and the family in understanding the high expectations of the school. It is our genuine hope that the policies expressed in this document will promote a unified student body and an effective educational environment. This book is a guideline and is not intended to address every situation that arises. It is offered, however, as an indispensable tool. Please read and consider it in the spirit which gives it life: a profound caring for our students' well being and trust in their potential.

Sincerely,

The Administration and Faculty of St. Katharine of Siena School

PARENTAL ROLE

The home is the first school. Values essential to a well-ordered society are established first within the family setting. Parents have an obligation to continuously educate their children in an atmosphere of love and respect for God and man. The sacrifices parents make to provide a Catholic education for their children honor both God and the community of man.

Parents are the primary educators of their children and, remaining faithful to the Baptismal promises, must see that their children participate at Mass on Sundays and the Holy Days of Obligation. Parental support of the school's regulations and procedures is vital to ensure that children may develop to their greatest potential as Catholic Christians.

The partnership of family and school is reinforced by committed parents who

- offer good examples by attending Sunday Mass and the Sacrament of Reconciliation;
- send children to school physically fit, sufficiently rested, properly nourished, clean and neatly dressed;
- assist in the child's academic and moral development by reviewing assessments and report cards carefully, supervising home studies, and cooperating with the school in matters of activities, recreation, and discipline;
- identify and encourage the child's special interests and talents;
- provide a written explanation when the child is absent or late;
- assume an active role in the Home and School Association.

ADMISSIONS

St. Katharine of Siena School is operated under the auspices of the Catholic Bishop of Philadelphia, a corporation sole, in the Philadelphia Archdiocese.

All schools in the Archdiocese admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in these schools.

St. Katharine of Siena School will not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, loan programs, athletic, or other school-administered programs.

Admission Policy – Grades 1 to 8 – the order of priority

1. Children of families currently enrolled in St. Katharine of Siena School,
2. Children of parishioners in St. Katharine of Siena Parish,
3. Children of non-parishioners where a Catholic School is unavailable,
4. Non-Parishioners/Non-Catholics

Admission Policy of Kindergarten

1. children of school families in St. Katharine of Siena School,
2. children of parishioners in St. Katharine of Siena Parish,
3. Children of non-parishioners where a Catholic School is unavailable,

School Age

Children entering **kindergarten must be five years of age on or before September 30** of the year for which admission is sought. Children entering first grade must have successfully completed kindergarten, and be six years of age on or before September 30 of the year for which admission is requested.

Before acceptance, the following documents are required:

1. state certificate of live birth as evidence of age,
2. certificate of Baptism if the child was not baptized at St. Katharine of Siena,
3. record of compliance with the State of Pennsylvania and local health regulations, with all appropriate immunizations,
4. all pertinent academic information and educational testing from the last school attended, as well as the prior year's report card (for students applying for admission to grades 1 through 8), and
5. registration fee, see tuition and fee information on sksschool.org.

TUITION AND FEES

Tuition

Tuition is charged by the parish in which the family of a child is registered. Please contact the rectory office of your parish for the amount of your tuition.

Fees

The following is a list of typical annual fees:

- activity fee for each homeroom
- stationery and “specials” fee
- graduation/8th grade fee
- field trips
- extracurricular activities, clubs and sports

ATTENDANCE

Arrival time at school begins at 7:50 A.M., when the supervision of students begins. We cannot be responsible for any student entering the building before this time. There will be supervision of the children in the cafeteria between 7:50-8:15 A.M. The start of the school day is 8:10 A.M. **Students arriving after 8:15 A.M. are late. If a student receives 2 unexcused late slips a demerit will be issued.**

Students in kindergarten through fourth grade enter school and go directly to the cafeteria. Teachers will meet their classes in the cafeteria following faculty prayer.

Fifth through eighth grade are to report directly to the cafeteria, at 7:50am those students will be permitted to go to their homerooms. No student is permitted on the second floor before 7:50am unless they are accompanied by a teacher.

Lateness

Lateness and irregular attendance interfere with the student's progress. It is vital, therefore, for all students to be present and on time every day. Parents are asked to call the office before 7:30 A.M. if the student will be late. A late arrival (after 8:15 A.M.) must be acknowledged by a note from the parent, physician, or dentist indicating the reason for the lateness. Bus delays are the sole exception.

Unexcused lateness may include: student overslept, missed the bus, etc. After the second unexcused lateness, the student will receive a demerit. Repeated lateness demonstrates a failure to cooperate with school policy.

Absence

Parents are required to leave a message before 7:30 A.M. or email the office to report an absence, and to request assignments. **This is to be done for each day that the student will not be present. Upon a student's return to school, and before readmission to class, a note must be presented to the homeroom teacher. NO STUDENT WILL BE ADMITTED WITHOUT A WRITTEN NOTE.** Children absent for three or more consecutive days are required to present a physician's note. **A student who is absent from school due to illness may not participate in athletic practices, events or games scheduled for that day.**

Dental and Doctor Appointments

Parents are asked to make a sincere effort to schedule doctor and dental visits after school hours or on school holidays. A written request from a parent is required for an early dismissal. No pupil will be permitted to leave school without permission. Please come to the office to pick up your child before 2:30 pm and complete the sign-out book. This procedure must be followed at all times. **Do not go to the classroom. Your child will be called to the main office.**

Early Dismissal

A student may be dismissed early for a serious reason. A written notification from the parent is necessary. Only an authorized person may call for the student at the office; the sign-out book must also be completed. The lunch period is also recognized as a part of the normal school day. Unaccompanied children may not walk home to keep these appointments. Students leaving early must be picked up prior to 2:30 p.m.

Vacations

We do not encourage vacations during the school session, repeated absences hinder student progress. Parents planning a vacation, which requires a child's absence from school, must discuss the matter with the principal and the child's teacher well in advance of departure. **A written note is required from the parent to the school principal and teacher(s) at least two weeks prior to the vacation. For grades 5-8, all subject teachers must be notified as well as homeroom teachers.** It is the parent's responsibility to have the child makeup the work missed during these absences upon the child's return. Teachers are not required to give advance assignments. For grades 4-8 all tests missed during vacations will be administered before school, after school, or during student's lunch hour.

The school does not concede to families to alter the school calendar for family convenience. It is the student's responsibility to make up all required school work when missing valuable class time due to vacation during scheduled school days.

Emergency Closings

Option C

This is our emergency and informational contact system that is built into our Student Management System. Every family can be contacted within minutes. The Option C Parent Alert System is used to communicate school closings, delayed openings and important school information via email, text or phone call. Please make sure your phone numbers are current, in the event of a change it is imperative that you notify the school of the correct numbers. (i.e. home, cell and/or work). **We also post any closing information on the school homepage at sksschool.org and our Facebook page.**

During inclement weather please be aware that bus transportation follows your local school district. **All students need to be aware of their family's emergency procedures and familiar with contingency plans. As a back up to Option C please tune into 6abc and CBS 3 (KYW) for the following school closing and weather related information.**

Since we draw from a number of school districts, we

If Radnor school district is closed, our school is closed.

If Radnor is open and a few of the districts are closed, we are open and you must decide whether to supply transportation or have your child miss school (excused absence).

The decision to close is based upon the principal's and pastor's discretion and information supplied by the school districts transporting students to SKS.

COMMUNICATION

School Homepage

All information, forms, and flyers will be available on the website. Our website is updated on an ongoing basis and announcements are found on the homepage. Monthly lunch ordering is available on Option C. It is the parent's responsibility to complete the online lunch order according to the deadline set by the Lunchroom Coordinator.

Parent-Teacher Conferences

Conferences give parents and teachers an opportunity to discuss each child's particular strengths and weaknesses. During the dialogue parents are able to develop a better understanding of the child in relation to the school program. Parent-teacher conferences are scheduled in the fall, during the first trimester, and on an as-needed basis during the school year. Kindergarten conferences are scheduled in January or beforehand if needed.

Parents are advised first to bring matters pertaining to discipline, grades, classroom procedures, etc., to the direct attention of the classroom teacher before involving the principal.

Appointments with Teachers

A parent may request a conference by sending a note to the teacher. The courtesy of advance notice is expected, and scheduling an appointment is essential. A parent who has a concern is encouraged to discuss the issue directly with the teacher. If a mutual agreement cannot be achieved, then an interview with the principal may be arranged.

Schoolwide Email Communications

We use our Option C Parent Alert System for bulk email purposes as well as emergency phone calls and texts. Please make sure your email address is updated on your Option C family profile to ensure delivery of notices. It is vital to check for school emails to stay updated on school events and information.

Several teachers use the Option C messaging to contact parents privately, please check your message inbox on your Option C profile to stay up to date.

Google Classroom

Several teachers use Google Classroom and post assignments there. Your student is given login information at the beginning of each school year and you will receive information on the site at Back to School Night.

Homework Packets

Younger grades that do not use online classroom applications send homework packets or written communications home to parents. Please check your student's backpack for any paperwork that comes from these classrooms.

DISCIPLINE

School-Wide Assertive Discipline

St. Katharine of Siena School features a school-wide assertive discipline policy. A student enrolled at St. Katharine of Siena School assumes total responsibility for personal conduct. The student is expected

- to be honest in dealing with fellow students, teachers and school personnel,
- to respect school property and the property of classmates,
- to abide by the dress code of the school, and
- to be courteous and attentive when teachers, fellow students, administrators or visitors address individual classes or the assembled student body.

Catholic School discipline is considered an aspect of development, not a form of punishment. It is, however, intended

- to provide a classroom situation conducive to learning,
- to promote genuine pupil development,
- to respect the rights of others, and
- to promote character training.

Since there are times when a student finds it difficult to achieve appropriate self-discipline, it is necessary for the school to indicate specific unacceptable behavior for which discipline is necessary. A demerit is issued when a student fails to obey school regulations in the classroom, yard, cafeteria, library, hall and bathroom, gym class, Church, or for misconduct anywhere in the school or school premises. Additionally, a demerit may be given for chewing gum, failure to complete homework, school assignments, and failure to provide an absence note, or at the teacher's discretion.

The school reserves the right to search any property of a student on school grounds.

Students should not do anything detrimental to the school's reputation or students at any time, whether inside or outside of school hours.

Detention

A detention is issued after every three demerits. Automatic detention is issued for disrespect of any kind towards teachers, staff or volunteers, or other students' unsafe or inappropriate bus conduct, inappropriate dress code, teasing, or lack of Christian behavior. Serious offenses will require a parent conference with the principal. Parents will be notified of the detention, and receive at least twenty-four hours notice to arrange for transportation.

Demerits are cumulative and totaled throughout the school year.

Disciplinary Actions

For serious offenses or for consistent misbehavior, it may be necessary to use one or more of the following procedures to ensure positive behavior:

1. Conference with parent, student, teacher, and principal.
2. Disciplinary Probation. A student will be placed on disciplinary probation with an accumulation of 9 demerits. Upon reaching 9 demerits, a student will serve a Saturday detention from 9am to 12pm on the Saturday following issuance of the 9th demerit. The student will be suspended from all school activities, such as CYO dances, athletic contests, field trips, etc. for a period of 10 school days. Upon review after the 10 school day suspension period the student will be removed from disciplinary probation based upon the improvement of the student's behavior and a conference with the principal, teacher, parents, and student.
3. Suspension. In school or out of school suspension may be used for serious

infractions, such as cheating, stealing, fighting, vandalism or repeated student harassment. Students will be automatically suspended and placed on disciplinary probation for an accumulation of 12 demerits. This requires a parent conference with the principal. At an accumulation of 16 demerits, the student will be subject to a **second suspension**, another parent conference, disciplinary probation and the potential for being expelled.

4. Expulsion. Prior to dismissal from school, the parents will meet with the pastor and principal. This action will be taken when it is necessary to protect the safety and good order of the school environment, or to assist the student in overcoming a serious disciplinary problem

Prohibiting Harassment, Intimidation, Hazing, or Bullying, etc., as outlined in Archdiocesan policy

A safe, secure, and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. A Catholic School environment refuses to accept any such behaviors. Therefore, acts of harassment, hazing, intimidation and bullying (including cyber bullying and the like) are unacceptable behaviors and are prohibited in our Catholic schools.

School personnel cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under their direct supervision. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of the students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying. Schools must take action to investigate, respond, discipline, and remediate those acts of bullying. Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying, etc. If incidents do occur, students should be able to report and know that the inappropriate behavior will be dealt with promptly and effectively. There will be no retaliation against a victim, reporter, or witness.

According to Section 1303.1-A of the Pennsylvania School Code, non-public school students would be required to follow the bullying policy anytime they are in what is defined as the "school setting."

"School setting" shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised, or sanctioned by the school.

Policy also applies to off-campus behavior that somehow brings discredit or scandal to the school and/or causes substantial disruption to the learning environment.

POLICY

Bullying involves actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. If the bully is threatening harm, a student should tell a teacher or the principal immediately.

Any issues involving harassment, bullying, intimidation, hazing or similar circumstances will be dealt with by the principal and faculty.

BULLYING

St. Katharine of Siena School is committed to creating a safe, caring, respectful learning environment for all members of the school community. Bullying in school is strictly prohibited and will not be tolerated. For the purpose of clarity, "school" includes school buildings, school grounds, and school-sponsored social events, trips, sporting

events, buses, and bus stops. Bullying also includes cyber-bullying through social media and/or use of the internet, and this will also not be tolerated. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that *occurs repeatedly* and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Complaint/Investigative Procedure

All members of the SKS Community have the right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. Teachers, staff, and school administrator are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (victim or bystander, parent or another adult) may initiate a complaint by making the school aware of continued incidents.

Intervention/Consequences

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement agency.

Cyber bullying

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school who shall fully investigate all reports of cyber bullying.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Preamble

Catholic Schools of the Archdiocese of Philadelphia
Revised May 2017

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

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

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

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

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

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

SCOPE OF USE

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

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

GOAL

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

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

RESPONSIBILITIES OF USER

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

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

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

TECHNOLOGY USE GUIDELINES

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

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

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

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

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

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

Examples of Unacceptable Uses - Users are not to:

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

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

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

Personal Use of Social Media

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

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

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

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

Policy Violations

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

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

St. Katharine of Siena Bring Your Own Device Program (BYOD)

St. Katharine of Siena has a BYOD Program for 4th through 8th grade, however other teachers in other grades may encourage the use of a device for classroom use.

Please note: **Cell phones may NOT be used as used as a BYOD device. Laptops i-Pads, Chromebooks and Tablets are acceptable devices. Cell Phones are to be kept inside a student's backpack during the school day. They may only be used by a student during the school day with the explicit permission of a faculty/staff member. Cell phones are not permitted on a student's possession during school hours. Please be aware of the consequences if found in violation of this policy as stated on p. 18**

The following guidelines in conjunction with the AUP Policy are to be followed for the BYOD program:

- Devices are permitted on school grounds from 7:50am to 3:30pm a device may be used for educational use only with teacher permission. Those two rules go hand in hand. Examples of violations would be listening to music (including study hall), texting, making phone calls, or taking pictures.

- ANY teacher/staff or staff member has a right to check any student's device at any time on school grounds.
- Students are to be on school wifi and not their personal wifi account

BYOD CONSEQUENCES for misuse:

First Offense:

- 2 demerits
- Confiscate device, device given to principal until picked up by a parent.
- Loss of BYOD Privileges for three (3) full school days.

Second Offense:

- 4 demerits
- Confiscate device, device given to principal until picked up by a parent.
- Loss of BYOD privileges for the entire school year.

Student Printing Policy

Each grade is assigned a specific print station. Printing can be done at the following locations:

- 7th and 8th grade will print only from those 4 HR classroom
- Grades 2nd to 6th grade will print from the 2nd floor hallway
- Grades KG and 1 will print from the 1st floor printer in hallway
- Any printing from the computer lab is to be printed from the printer in the lab
- Any student printing from another printer outside of his/her assigned area is out of bounds and will receive one demerit as a 1st offense.
- 2nd offense will be loss of printing privileges here at school for the school year.

SCHOOL VIOLENCE AND WEAPON POSSESSION

Saint Katharine of Siena School will comply with Act 26 of 1995. Act 26 creates a mandatory one year expulsion for the possession of weapons on school property, including buses and school sponsored events. It requires the parent to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 mandates schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

HARASSMENT

It continues to be the policy of St. Katharine of Siena School and Parish that harassment in any form is unacceptable conduct which will not be tolerated. Anyone who feels that he or she is a victim of harassment should report the matter to a teacher or school administrator. Anyone who is uncomfortable for any reason in reporting to the school may report the matter to the appropriate parish advisory board member. Anyone who engages in harassment and violates this policy will be subject to appropriate sanctions, up to and including expulsion. The harassment of any member of St. Katharine of Siena School's administration, faculty, staff or students by anyone will not be tolerated. Compliance with the directives of the Archdiocese of Philadelphia and St. Katharine of Siena School is unequivocal.

SKS Protect

Recommended Guidelines for Parents to promote a Safe and Respectful Home and School Environment

In an effort to keep our community one of respect for self and others, we expect our parents to partner with us to protect and guide our children. While you as parents are responsible for your child outside of school hours, some actions that occur outside of school can be damaging to the reputation of other students or the school itself. The following recommended guidelines have been developed by our principal, our technology advisor and our FamilyLife/Education committee. Please read and consider implementing the following recommendations:

General

- Good Manners and respect for others should be modeled, taught and encouraged.
- Talking negatively about others, including parents, students or teachers should never be tolerated. Parents should also curtail negative comments about others while their children are present.
- The use of inappropriate or foul language in text or speech should not be tolerated.
- Your children represent you and the St. Katharine of Siena Community. Actions outside of school such as at sporting events, parties or in the town of Wayne should reflect good character at all times. Instances of poor judgment and inappropriate behavior can and do get reported to our school's principal and do impact our reputation as a community.

Technology

- Instances of Cyberbullying cannot be tolerated. Cyberbullying is the use of communication technology including cell phones, instant messaging, text messaging, social network sites, etc. to harass others or harm others' self-confidence and/or reputation.
- Recording videos or taking pictures of others without consent is never appropriate; forwarding videos or pictures of others without consent is also never appropriate and is in fact illegal.
- Decide together how you will help protect each other online and set rules that reflect your personal and family values. Decide what activities are okay or not. Be selective about who you interact with online and what information you make public. Sit down with your child regularly to review Internet contacts and activity. Remind your child to never interact with strangers online by meeting them, posting pictures of themselves, giving out personal information, downloading pictures from them (as they may be sexually explicit), and that whatever they are told online may or may not be true.
- Instruct your child never to respond to a message that is suggestive, obscene, belligerent or harassing, even if it is from someone they know.

- Consider a central location for the family computer and monitor online usage for your child. This includes video game consoles that connect to the internet and can be used to communicate through email, instant message, audio chat and video chat.
- Make sure your child is aware that the rules you set for online activities in your house apply wherever they are accessing the internet, including the library, the school computer lab, or a friend's house.
- Experts recommend that cell phones, laptops, iPads and iTouches or any other electronic device that allows communication with others should be collected by parents before bedtime and at parties or overnight sleepovers.
- Reinforce the fact that anything one writes or texts using electronic devices can be recorded and forwarded. Also, any actions can be recorded anytime, anywhere by others. Think before you speak or act!

Uniform Code

Winter Uniform

Boys – Grades K-8

Shirts	White buttondown oxford, long or short sleeve, worn with navy tie. White long sleeve golf shirt (grades K-2 only). Plain white t-shirt only under white dress shirt, no color or logo t-shirts.
Ties	Navy solid , 8 th grade can wear a patterned tie
Trousers	Navy blue khaki trousers with belt loops.
Belt	Mandatory except for kindergarten
Socks	Solid navy above the ankle
Shoes	Slip on or lace up shoes with non-skid soles and full heel. Navy blue, black, brown or tan, no exceptions, the shoes must be a solid color. Accepted styles are Merrells Jungle Mocs, Sperry Topsiders, lace-up Bucks. Shoes can be less expensive brands but must be of like kind and quality. Sneakers are to be worn only on gym day.
Sweaters/ ¼ Zip	Navy blue long sleeve sweater or vest with St. Katharine's monogram in white must be worn over oxford shirts or golf shirts. Alternative is the navy ¼ zip sweatshirt.
Hairstyles	Boys' length must not be longer than the nape of the neck in a conservative style.
Jewelry	A cross or religious medal may be worn. A single charity support bracelet is acceptable.

Spring

Uniform

Boys –

Grades K-8

Shirts	Light blue, white or white banded bottom short sleeve golf shirt with St. Katharine monogram
Trousers	Navy blue khaki dress pants or walking short with belt loops
Belt	Mandatory except for kindergarten
Socks	Navy blue above the ankle
Shoes	Slip on or lace up shoes with non-skid soles and full heel. Navy blue, black, brown or tan, no exceptions, the shoes must be a solid color. Accepted styles are Merrells Jungle Mocs, Sperry Topsiders, lace-up Bucks. Shoes can be less expensive brands but must be of like kind and quality. Sneakers are to be worn only on gym day.

Gym Uniform – All Students, All Grades

Shorts	Shorts with St. Katharine's logo
Shirt	Light blue t-shirt with St. Katharine's logo
Sweatpants	Navy blue with St. Katharine's logo
Sweatshirts	Navy blue with St. Katharine's logo/ Alternative is the navy ¼ zip sweatshirt.
Socks	Solid white socks, ankle or crew length only. No stripes, etc.
Shoes	Sneakers

Winter Uniform

Girls – grades K - 4

Jumper	Navy plaid with belt
Blouse	Long or short sleeve with Bermuda collar
Socks	Navy blue knee socks
Tights	Navy blue opaque tights
Shoes	Slip on or lace up shoes with non-skid soles and full heel. Navy blue, black, brown or tan, no exceptions, the shoes must be a solid color. Accepted styles are Merrells Jungle Mocs, Sperry Topsiders, lace-up Bucks. Shoes can be less expensive brands but must be of like kind and quality. Sneakers are to be worn only on gym day.

Sweater	Navy cardigan with St. Katharine's monogram in white
Jewelry/ Hair Accessories	A cross or religious medal may be worn. Small post earrings only. One single bracelet only. No makeup is permitted, including nail polish for grades K-7. Plain simple barrettes or headbands that complement the uniform.
Optional	<i>Below is an option to the girls' winter uniform</i>
Trouser	Navy plain front khaki pants
Shirt	White long sleeved buttondown oxford
Sweater	Mandatory navy blue sweater or vest with St. Katharine's monogram

Girls grades 5 – 8

Skirt	Solid navy blue or plaid skirt, no shorter than three inches above the knee, no visible shorts underneath.
Blouse	White buttondown oxford, long sleeve, no patterned t-shirt underneath.
Sweater/ ¼ Zip	Navy long sleeve sweater or vest with St. Katharine's monogram in white. Alternative is the navy ¼ zip sweatshirt.
Socks	Navy blue knee socks
Tights	Navy blue opaque tights
Shoes	Slip on or lace up shoes with non-skid soles and full heel. Navy blue, black, brown or tan, no exceptions, the shoes must be a solid color. Accepted styles are Merrells Jungle Mocs, Sperry Topsiders, lace-up Bucks. Shoes can be less expensive brands but must be of like kind and quality. Sneakers are to be worn only on gym day.
Jewelry/ Hair Accessories	A cross or religious medal may be worn. Small post earrings only. One single bracelet only. No makeup is permitted, including nail polish for grades K-7. Plain simple barrettes or headbands that complement the uniform.
Optional	<i>Below is an option to the girls' winter uniform</i>
Trouser	Navy plain front khaki pants
Shirt	White long sleeved buttondown oxford
Sweater/ ¼ Zip	Mandatory navy blue sweater or vest with St. Katharine's monogram, Alternative is the navy ¼ zip sweatshirt.

Spring Uniform

Girls – grades K- 4

Shirt	Light blue, white or white banded bottom short sleeve golf shirt with St. Katharine's monogram
Short	Navy blue walking shorts or skort (wear belt if looped)
Socks	Navy blue socks above the ankle
Shoes	Slip on or lace up shoes with non-skid soles and full heel. Navy blue, black, brown or tan. Navy blue, black, brown or tan, no exceptions, the shoes must be a solid color. Accepted styles are Merrells Jungle Mocs, Sperry Topsiders, lace-up Bucks. Shoes can be less expensive brands but must be of like kind and quality. Sneakers are to be worn only on gym day.
Jewelry/ Hair Accessories	A cross or religious medal may be worn. Small post earrings only. One single bracelet only. No makeup is permitted, including nail polish for grades K-7. Plain simple barrettes or headbands that complement the uniform.

Girls – grades 5 – 8

Shirt	Light blue, white or white banded bottom short sleeve golf shirt with St. Katharine's monogram
Skirt	Solid navy blue or plaid skirt, no shorter than three inches above the knee, no visible shorts underneath.
Socks	Navy blue socks above the ankle
Shoes	Slip on or lace up shoes with non-skid soles and full heel. Navy blue, black, brown or tan, no exceptions, the shoes must be a solid color. Accepted styles are Merrells Jungle Mocs, Sperry Topsiders, lace-up Bucks. Shoes can be less expensive brands but must be of like kind and quality. Sneakers are to be worn only on gym day.
Jewelry/ Hair Accessories	A cross or religious medal may be worn. Small post earrings only. One single bracelet only. No makeup is permitted, including nail polish for grades K-7. Plain simple barrettes or headbands that complement the uniform.

Gym Uniform – All Students, All Grades

Shorts	Shorts with St. Katharine's logo
Shirt	Light blue t-shirt with St. Katharine's logo
Sweatpants	Navy blue with St. Katharine's logo
Sweatshirts	Navy blue with St. Katharine's logo/ Alternative is the navy ¼ zip sweatshirt.
Socks	Solid white socks, ankle or crew length only. No stripes, etc.
Shoes	sneakers

Uniform Vendors

All uniforms are available through the following retailers:

[Flynn & O'Hara](#): online and at Lawrence Park Shopping Center –includes gym uniform

[Lands' End](#)

[Flocco's](#): Conshohocken, PA includes gym uniform

Each retailer has a complete list of our uniforms for your shopping convenience.

Dress Down Day Dress Code

The following dress code is in effect for Dress Down days:

Students are expected to dress in a modest fashion during dress down days and field trips. Students may **NOT** wear:

- T-shirt or any other clothing that would be considered offensive or with references to alcohol, drugs or sex.
- Attire, in particular jeans, that is ripped torn or with holes in it

- Flip flops
- Girls are not to wear anything considered revealing: No tank tops, revealing low cut v-neck t-shirts, or short shorts
- Parents are expected to stress modesty during Dress Down Days in particular to middle school students.
- For girls: Yoga pants must be accompanied by a tunic length top
- Gym shorts for PE class and Dress Down Days: Similar to the school rule for the regular school uniform, any shorts of any kind MUST BE no more than 3" above the knee.

Students who are dressed inappropriately for Dress Down days or field trips will be sent to the principal for appropriate disciplinary action.

FAMILY INFORMATION

Change of Vital Information

A student emergency form, listing pertinent family and medical information and emergency contacts, is maintained in the health office and the principal's office. This data is vital to the safety and well being of each child. Parents must notify the school office of any change in address, telephone numbers, employment, or other vital emergency information. Parents should also contact the St. Katharine of Siena rectory at 610-688-4584 to update their information with the business office.

Emergency Forms

Emergency forms with parents' signatures are kept on file in the school health office and the main office. In case of an accident at school, first aid will be administered. When neither parent can be reached, persons listed as emergency contacts will be notified. If the parent, guardian, or emergency contact cannot be reached, the principal shall call the police or paramedics and place the matter of necessary and reasonable medical treatment into their hands.

Photo Release Forms

The school reserves the right to publish photos and names on the school website and any printed materials unless the parent opts of photos of their child(ren) on the photo release form online and submits the student names.

Lost and Found Articles

All students' personal items and school materials **must be labeled with name, grade, etc.** A Lost and Found bin is located in the cafeteria. Please have children check this location whenever lost materials are sought; this bin's contents will be emptied periodically.

Telephone Use

School telephones are for school business only. Children will be permitted to use the school phone for an extreme emergency only; permission must be granted in the office. We ask that the students check their daily needs each morning – books, lunch, art equipment, etc. Permission will not be given to call home to have forgotten items brought to school homework, musical instruments, etc. It is our obligation to teach the children a sense of responsibility; careful preparation of all work and supplies is a significant responsibility for grades 5-8. Items brought in during the school day are to be left on the front bench; they will be delivered to the respective classroom. Cell phones may not be on or used during school hours without the authorization from faculty/principal. A cell phone used without permission will be confiscated, a parent will be requested to pick up the cell phone and a minimum of one demerit will be assigned.

Toys and Games

Students should not bring toys or games to school. Electronic systems (i.e. cell phones, devices, game systems, etc.) may not be used during school hours. The school is not responsible for any personal property brought to school by students.

Transfers

Parents must provide written notice to the principal in advance of their plans to transfer students. Name, address, and telephone number of the new residence and school are needed to complete transfer papers. It is also necessary to sign a release of records form, and to state the reason for the withdrawal. Medical and academic records will be sent to the new school after an official request from the receiving school arrives.

HEALTH CONCERNS

School Health Program (required by state law)

1. Students must have a complete physical examination before

Admission to kindergarten, and also before sixth grade. Students new to Pennsylvania schools must have a physical examination, regardless of grade.

2. All students receive annual vision screening by the school nurse. Students may be screened at any time when referred by the parent or teacher.
3. Growth records of height and weight are kept annually.
4. Students in kindergarten through third grade, as well as seventh graders receive hearing screening by the school nurse. Students with a history of hearing difficulties will be tested annually.
5. Students in seventh grade receive scoliosis screening.
6. In the event of serious injury (broken bones, crutches, cast, etc.) upon return to school please advise the faculty, staff and school nurse of any specific medical instructions and physical limitations.

Parents are urged to take their children to their own physician and dentist for examinations to provide continuity of care. The family physician is familiar with the child and is better able to detect any physical changes, may begin immediate treatment as indicated, and will follow through with needed care, immunizations, and boosters.

A Full Time nurse is available at school.

Immunizations

State law requires, as a condition of entry into school, that all new students be immunized against Varicella (or documentation of student having had varicella), Diphtheria, Tetanus, Polio, Measles, Rubella and Mumps and Hepatitis B. Parents are responsible for these inoculations before the child enters Kindergarten. ***Students who are not immunized may not attend school. All health and medical records must be in compliance with Pa. mandates. All New students and those entering Kindergarten and Sixth grade must provide proof of current immunizations no later than September 15th. Any student NOT IN COMPLIANCE will not be admitted to school after Sept. 15th.***

Tuberculosis Test

A Pennsylvania State Department of Health regulation requires that all students entering school for the first time receive a tuberculosis test.

When to Keep a Child at Home

A student should remain at home if any of the following symptoms appear:

- rash or skin eruptions anywhere on the body,
- diarrhea,
- severe headaches
- excessive coughing,
- fever,
- vomiting,
- lice.

Communicable Illnesses

A student may return to school after having a common, communicable illness. These circumstances and guidelines will apply.

- Colds: Please keep your child home if he/she has a fever over 99.6 degrees or is experiencing discomfort that would interfere with his/her ability to perform in school and be a distraction to others. i.e. uncontrollable coughing, severe lack of energy, etc.
- Conjunctivitis (pink eye): Following a diagnosis of bacterial conjunctivitis, the child may return to school after the first 24 hours of prescribed medication. Students with a viral infection may return when eyes are clear.
- Chicken pox: Must remain home until all spots present on the skin are dry and crusted (usually seven days).
- Diarrhea/Vomiting: A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom free for 24 hours.
- Fever: The child should remain at home with a fever greater than 99.6 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever reducing medicine such as Tylenol or Motrin).
- Impetigo: The student may return to school 24 hours after treatment has begun. A doctor's note or proof of prescription is needed.
- Lice (pediculosis): a student may return to class after he/she has had appropriate treatment and been cleared by the school nurse. Once cleared, the child will submit a note to the teacher to be readmitted. The student must be nit free or must return home until nit free.
- Rashes: Common infectious diseases with rashes are most contagious in the early stages. A student with a suspicious rash should return to school only after being seen by a health care provider and cleared with a physician's note.
- Ringworm: Student may return if under medical treatment and the area is covered.
- Scarlet fever: a child may return seven days from the onset or 24 hours after appropriate antibiotic therapy under medical supervision.
- Strep Infection and Strep Throat: Student may return seven days from the onset or 24 hours after antibiotic treatment has begun under medical supervision.

These guidelines must be heeded for the well being of the sick child and for the sake of the other students. After an absence of three or more days, the student must present a physician's note.

Please notify the school nurse/school office whenever there is a diagnosis of a contagious disease or lice. There is a better chance of controlling the spread of any disease if alerted to its presence in the school.

Any student in school suffering from fever, vomiting, skin eruption, or unusual swelling will be removed from the classroom until a diagnosis of non-communicable disease is made, or the child is fully recovered.

Medication

All medication should be given at home by the parent whenever possible, such as at breakfast, after school, at dinner or at bedtime. This allows for up to four doses of prescribed medication. No medication is to be sent to school unless prescribed by a physician for an acute illness, chronic condition, or emergency use. Medication will be given to a student in school only when these items are provided to the school nurse:

1. The physician's order stating student's name, medication, amount and time of dosage and the diagnosis.
2. Medication must have the current prescription label on the container.
3. Any change to the medication regimen requires a physician's note.
4. A parent's note allowing the medication to be given. A week's supply of medication is adequate.

For the safety of all children, parents must ensure the safe delivery of medication to school. Students are not permitted to carry either prescription or over the counter medication on their person.

SKS Allergy Policy

Increased incidence of life threatening food allergies in pediatric patients and the SKS student body calls us to implement a food allergy policy that protects both the students with food allergies and the SKS student body in its entirety.

This policy seeks to keep the SKS student body safe and help reduce the risk of anaphylactic reactions to food allergens. It also educates the entire extended school population on the importance of food allergy awareness

Identification /Safety Plan for Children with Allergies

Children with known life threatening allergies will be identified by parents to school health office and food action plan will be provided by family to school nurse prior to start of school.

Food Action Plan Form

- FAP form will be filled out by pediatrician of each child with identified food allergy. Form will state allergy, when to implement plan of care related to exposure and EPI pen order in case of exposure. This form is available on sksschool.org.
- EPI pen must be provided along with picture of student for use in nurse's office and in cafeteria. Please check for expiration dates before providing the EPI pen. All EPI pens are to be picked up by parent at close of the school year.

Student Safe Treat box

- Allergy students are given the option to store "safe treats " in homeroom
- Treats will be used by student in event of a classroom party to avoid risk of allergen exposure. Use of "safe snack" is strongly recommended by school as safest option for allergy students.
- Allergy students may participate in classroom snack if parent gives written (email) permission of snack prior to gathering. Close communication between allergy parent, homeroom teachers and homeroom parents is essential for safety of students.

Allergy Safe Lunch Table

- Sharing of food prohibited in cafeteria.
- Allergy safe table is set in cafeteria. This is strongly recommended by PA state allergy network for prevention of allergen exposure in cafeteria setting.
- Cafeteria staff will check in students to their assigned seats
- Students will be organized according to allergy
- Special care is taken by staff to clean allergen table after eating.
- Children may invite a friend or "buddy" to the allergy safe table with them. The buddy must have an approved allergen free lunch. This set up can be organized with help of homeroom teacher.
- Parents may opt out of allergen table by signing Opt Out form supplied by the school health office. Allergen table is strongly recommended by school especially for grades K-3.

Creation of safe school environment for prevention of allergen exposure

- New **Guidelines for Food at School Events and Monthly Birthdays** must be followed precisely (see below for details)
- All staff, including teachers and employees in the cafeteria, are instructed on how to identify signs and symptoms of an anaphylactic reaction for those smaller children who may have difficulty communicating what is wrong.
- All staff are instructed by the school nurse on how to give EPI pen. Epi pens will be stored safely with picture in nurse's office with order from physician.

Exception: Teachers will carry EPI pens for their students on school field trips.

- Allergy safe table in place in cafeteria
- No sharing of food recommended for all students
- Food Action Plan in place for each student with life threatening allergy
- Student safe treat box provided for each allergy child by family
- Continuing education will be provided on an annual or biannual basis for entire student body and staff on risks of food allergies and how to keep our space safe to prevent contamination

Guidelines for Food at School Events and Monthly Birthday Celebrations

Note: The following rules are an attempt to keep peanut and nut products from being brought into the classroom during school parties. While this will not eliminate allergen exposure for all of our students, it will help limit the most common allergens.

Parents of those with milk/dairy allergies etc. must work closely with homeroom teachers and parents to establish safe snacks at parties or have their child use their “safe treat box” (**recommended as safest option**).

Birthdays will be celebrated on a monthly basis only by discretion of homeroom teacher and with coordination of homeroom parent.

- **No home baked goods** accepted at school.
- Food brought in must be **whole fruit or store-bought packaged goods with a clear label of ingredients**
- Food labeled from a facility containing peanuts and/ or nuts or food that may be used on equipment that processes peanuts and/or nuts will **NOT** be accepted.
Note: Dunkin Donuts foods will NOT be accepted due to nuts in their facility and therefore risk of contamination
- **No candy**, of any kind, will be permitted
- Snacks given by teachers and staff in after school programs must adhere to these guidelines

Programs run at night or on weekends do not have to follow food policy however it is recommended that they do so and/or take care to limit the allergens bought into school buildings.

SAFETY

Fire and Severe Weather Drills

Fire and severe weather drills are held periodically. If, at dismissal time, a severe weather alert is in effect, students will be kept in school until it is safe to leave. Students are required to be silent during drills; it is important that emergency instructions be heard without any confusion.

Snowballs

Students have a responsibility to respect the personal rights, safety and personal property of others. Throwing snowballs on or off school property **is forbidden**. A violation of this directive will warrant immediate suspension.

Skateboards

Students may not ride, nor bring, skateboards to school. Skateboards are prohibited on school and parish grounds.

Wellness Policy

Objective:

St. Katharine of Siena School recognizes that student wellness and proper nutrition and physical activity are related to students' physical well being, growth, development, and readiness to learn. We are committed to providing a school environment that focuses on a positive atmosphere, promotes choices and provides opportunities to students that will increase student wellness. To educate the whole child, spirit, mind and body we will strive to have our students well informed to make healthy choices and increase student achievement.

To ensure the health and well-being of all students, the Wellness committee establishes goals and practices that the school shall provide to all students:

1. a comprehensive nutrition program consistent with Archdiocesan guidelines.
2. access to foods and beverages that meet established nutritional guidelines.
3. physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. curriculum and programs for grades K-8 that are designed to educate students about proper nutrition and lifelong physical activity.

The Wellness Committee shall:

- Serve as an advisory board regarding student health issues.
- Develop a Student Wellness Policy that complies with Archdiocesan guidelines.
- Examine related research, assess student needs, and the current school environment.
- Provide periodic reports regarding the status of its work.
- Review existing policies, and raise awareness about student health issues.
- Make policy recommendations about other health issues necessary to promote student wellness.
- Survey and inform parents and students, and collaborate with community agencies and organizations.
- Promote positive role models.

Nutrition Education

Objective: The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

- Nutrition education will be provided within a school-based program in accordance with Archdiocesan guidelines and academic standards for health, safety and physical education.
- Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.
- Nutrition education lessons and activities shall be age-appropriate.
- Nutrition curriculum shall be focused on increasing healthy choices.
- Nutrition education shall be integrated into other subjects and school based activities.

- Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.
- Consistent nutrition messages shall be disseminated throughout the classrooms, cafeteria, and community.
- Nutrition education shall extend beyond the school environment by engaging and involving families and community.

Physical Activity

Objective: Saint Katharine's goal is to strive to provide opportunities for physical activity during the school day for all students. SKS shall contribute to the effort to provide students opportunities to accumulate at least 60 minutes of physical activity on most days of the week. That time will include physical activity outside the school environment, such as outdoor play, sports, clubs, etc.

- Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
- Age-appropriate physical opportunities, such as recess, before and after school, during lunch, and clubs shall be provided to meet the interests of all students, in addition to planned physical education.
- A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
- Extended periods of student inactivity, 2 hours or more, shall be discouraged.
- Physical activity breaks shall be provided for elementary students during classroom hours.
- After-school programs shall provide developmentally appropriate physical activity for participating children.
- SKS shall partner with parents and community members to institute programs that support physical activity.

Physical Education

Objective: Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge for maintaining physical fitness shall be provided.

- Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.
- The staff responsible for overseeing physical activities shall be properly trained and shall participate in appropriate professional development.

- A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.
- Students shall be moderately to vigorously active as much as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.
- Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
- Teachers and staff shall not keep students in from recess or out of physical education class as a form of punishment.

Other School Based Activities

Objective: SKS will create a total school environment that provides consistent wellness messages and creates a balance of healthy eating and being physically active.

- SKS shall provide adequate space for eating and serving school meals.
- Students shall be provided a clean and safe meal environment.
- Students shall be provided adequate time to eat: 20 minutes sit down time for lunch.
- Meal periods shall be scheduled at appropriate hours.
- Drinking water shall be available at all meal periods and throughout the school day.
- Students shall have access to hand washing or sanitizing before meals and snacks.
- Access to food service operation shall be limited to authorized staff.
- Nutrition content of school meals shall be available to students and parents.
- Students and parents may be involved in menu selections through various means.
- SKS shall support the efforts of parents to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.
- Menus should offer a minimal number of foods (maximum of 2 or 3 items) that have “minimal nutritional value”.
- Examples of foods that have “minimal nutritional value” are:

foods that list sugar as the first ingredient.

foods that list no vitamins, minerals, protein or fiber on the nutrition facts label.

- As often as possible, the following should be provided:
 - fresh fruit and vegetables
 - water
 - 100% fruit juice
 - low-fat milk
 - Schools shall have emergency food for students who forget their lunch.

Classroom Parties, School-Sponsored Events, Holiday Celebrations

- Monthly birthday party for all children born in that month.
 - Summer birthdays also celebrate on half birthday month
 - On child's actual birthday:
 - ❖ The child will be allowed to dress down
Have their name announced over the loudspeaker
 - ❖ Have their picture on the bulletin board ,
 - ❖ Go to Mr. Tosti's office for a prize from the treasure trunk,
 - ❖ Wear a special crown or button.
 - ❖ The teacher may add an additional 5 minutes to morning recess on the day of the monthly birthday celebration.
 - Health council has provided a suggested (not mandated) list of snacks and drinks.
 - Teachers and parents will no longer use food as a reward.
 - Reading circle and guest readers will no longer bring in snacks.
 - Health council will look at providing orange or apple juice and saltines to be given to children during the Terra Novas.
 - Ice cream will be served Mondays and Fridays
- Healthy snack options will be offered at morning recess and lunch. (Water, cereal, applesauce, breakfast bars, fruit....)

Wellness Committee

Ideas for Healthy School Celebrations

At Saint Katharine's we would like to provide healthy alternatives to our students along with traditional birthday treats. Variety is the spice of life and children like adventure and something new. Promoting a school with a healthy environment helps students to learn better, creates excitement about nutrition and protects children with food allergies. The following are suggestions for celebrating the birthday in school:

- Students choose a party game to play on their birthday.
- Students create a poster or use a chalkboard with nice comments about the birthday child.

- Create a special birthday package, possibly consisting of a birthday pin, and/or pencils, stickers, etc.
- Students create a “celebrate me” book in which classmates write stories or poems and or pictures to describe what is special about the birthday child. This can be done ahead of time so it can be checked by the teacher.
- Birthday student could be teacher’s assistant for the day / week.

Other suggestions for teachers to use in the classroom in place of birthday parties. Make it a birthday day!

- Homework pass
- Special seat for the day
- Teacher’s helper
- Office messenger
- Bring in a CD to listen to at end of the day.
- Show and tell (Baby Pictures)
- Bring in a favorite book to read to class
- Free choice time at the end of the day
- Fun activity break to play Simon Says, Freeze Dance , etc.

Allergan Policy: Any food brought in by parents for celebrations must be purchased and have a nutrition label. No homemade food can be brought into school. Suggested treats for parties would be non-food items, see list below.

Snack suggestions for parents:

- Fruit
- Pretzels
- Popcorn
- Dixie cups
- Graham crackers
- Animal crackers
- Muffins
- Chips and salsa

Inexpensive items that can replace food as a birthday treat:

- Pencils
- Pens
- Erasers
- Notepads
- Crayons
- Stickers
- Bookmarks
- Highlighters
- Coloring books
- Rulers
- Gift certificates to school store

Lunch Period

Lunch time should be pleasant and relaxing for everyone. These guidelines are paramount to the good order of the day and safety of the children.

Grades K - 3	Lunch 11:15 am – 12:06 pm
Grades 4 – 8	Lunch 12:14 pm – 12:56 pm

The faculty, staff and principal may make schedule adjustments as the needs arise.

Cafeteria Rules

1. Students are to enter the cafeteria quietly without running and pushing.
- 2. Students are to remain seated while they eat their lunch.**
3. Conversations in the cafeteria must be carried on in low voices so they can hear announcements.
4. Each student is responsible for leaving the lunch area clean. All trash should be put into the trash or recycle containers.
5. Respect and courtesy will be demonstrated at all times toward the school staff, teachers, fellow students and all parent volunteers.
6. Because of allergies, students eating peanut products should be extra cautious and clean their hands.
7. Students are not permitted to purchase or drink soda during regular school hours. (7:50am – 3:15pm).

Lunch

The lunch program is outlined on the school website.

Playground Rules

1. No objects other than Nerf equipment, basketballs or jump ropes are approved for use on the playground.
2. Fighting is forbidden and warrants punishments beyond ordinary disciplinary action.
3. Assigned play areas are to be used at all times.
4. Under no circumstances may a student leave the playground.
5. When the bell rings, all playing must stop immediately, and students are to go to their assigned lines.
6. Do not stand on the bases of the basketball nets or hang on the rims of the nets.

STUDENT LIFE

Academics

The primary goal of Catholic education is the spiritual development of every student. We want our students to exemplify the virtues of faith, hope, and charity. We want our students to learn the values of respect, responsibility, perseverance, and compassion. Our school also places an emphasis on academic excellence. Our students are expected to:

1. Make academics a priority in their life. God, family and school is the correct order of our students' priorities.
2. Be organized, responsible, and accountable. "Plan the work; work the plan".
3. Give a consistent daily effort and display a positive attitude.
4. Makes good choices; be a good decision maker in and out of the classroom.

Academic Probation

Our students are required to maintain academic, effort, and conduct grades that reflect the high standards of our school. Participation in school related activities such as field trips, CYO dances, and CYO sports requires the student to maintain satisfactory academic standing. Wearing the SKS uniform and representing our school and parish at school related functions is a privilege. Participation is restricted for any student on suspension or disciplinary probation. Likewise, any students who are failing to meet the requirements in effort, conduct, or any subject (major subjects are below a "70" or special subjects are "1"), for a progress report or a report card is ineligible to participate in any CYO sports practices and games, and any school related activity such as, but not limited to, field trips and dances. *There must be a minimum of 3 assessments for a student to be determined as "failing to meet the requirements."* Although progress reports are usually given midway through a marking period, they may be given at anytime during a trimester after 3 student assessments such as test, quizzes, projects, and homework. The academic probationary period is for ten school days. When the student demonstrates improvement, the principal or teacher may initiate permission for reinstatement after ten school days.

Course Failure

Any student who fails a major subject for the school year will be required to fulfill an academic make up requirement in that subject that meets the approval of the school in order to be promoted to the next grade. Any student who fails discipline for the school year will be required to perform a school/community service requirement that meets the approval of the school in order to be promoted to the next grade.

Any student in 8th grade who fails a major subject for the school year will be required to fulfill an academic make up requirement in that subject that meets the approval of the school in order to graduate. Transcripts forwarded to the high school will show either a failure or an incomplete. Once successful completion of the requirement is fulfilled, the transcript will be updated and resubmitted to the high school. Whether that student would be permitted to participate in graduation exercises and related graduation activities is subject to a decision by the principal and pastor on a case by case basis. Any student who fails discipline for the school year will be required to perform a school /community service requirement that meets the approval of the school to graduate.

Homework Policy

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class and includes both written and study assignments. Parents are asked to check and sign the child's work according to the request of the teacher.

Homework

Suggested time allotments are as follows:

Grades 1 and 2 - 30 minutes

Grades 3 and 4	-	60 minutes
Grades 5 and 6	-	90 minutes
Grades 7 and 8	-	120 minutes

Each teacher's policy will be presented at the September orientation meetings. Since each child is a unique individual, the time needed for specific assignments may vary with each student.

Teachers will endeavor to accomplish several of the following objectives through homework assignments:

1. drill and additional practice to strengthen new skills,
2. completion of unfinished classroom assignments,
3. work on projects of a short-term or long-term nature,
4. participation in research activities,
5. extended reading for pleasure and enjoyment,
6. completion of work given during a period of absence.

Homework is given at the discretion of each teacher and may include weekend assignments, studying, long-term projects and research.

Delaware County Intermediate Unit (DCIU) Services

The DCIU through state government funds offers St. Katharine's the following services:

- Remedial Reading Specialist – 2 days per week for primary grades
- Speech Therapist – 1 day per week
- Guidance Counselor – 1 day per week
- Instructional Support Team (IST) – a collaborative approach involving principal, teachers, parents and DCIU staff to identify and support students who are in academic, social or emotional need.

Honors Math Program

This is an archdiocesan sanctioned program for grades 5-8. Students admitted to the Honors Math program must meet the following criteria:

- Consistent scores of 90 or above in the math composite score of standardized testing (National percentiles used).
- Consistent scores of 80 or above in the reading composite score of standardized testing.
- Evidence of above average performances on Mathematics level mastery tests (Diocesan level testing). Students admitted from other schools should be tested using back copies of level tests. "Above average" is interpreted as a score of 85 or above.
- Consistent grades of 90 or above in Mathematics on the report card.
- Cognitive Skills Index (CSI) in the range of 125 or higher on the Terra Nova Test.
- **Students must meet the above criteria in order to be admitted to the HONORS MATH PROGRAM.**

Athletic Ministry

Saint Katharine of Siena Parish participates in the CYO interscholastic athletic program for students. The Athletic Ministry directs this program, for which guidelines are prepared and provided for athletes and their parents on the CYO website. This organization is self-supporting and works in complete cooperation with the administration and faculty of Saint Katharine of Siena School. Please refer to the CYO link on the school website for all pertinent information and forms.

Cigarettes, Alcohol and Drugs

We, the community of Saint Katharine of Siena, believe that the all-too-common use of drugs and alcohol by adolescents is not consistent with the most important responsibility of our humanity--the support and encouragement of human life. We, therefore, define ANY student's use, possession, or distribution of cigarettes, alcohol, or drugs at school or school-sponsored events as an abuse of our freedom and denial of our responsibilities for one another. Parents will be called immediately if any student is found to possess, use, or distribute cigarettes, drugs or alcohol. Students who fail to cooperate fully with this policy will be subject to disciplinary action, which shall include expulsion.

Library

Students may borrow books from the school library during their weekly visit. Library books will be charged out for one week. Additionally, research and reference materials are available. It is the responsibility of the student to return or renew the borrowed items on the date due. Overdue books have a fine attached; this amount is also the sole responsibility of the student. Replacement charges will be made for lost books.

Textbook Policy

All textbooks and workbooks must be covered. Workbooks are to be covered with clear contact paper, and labeled with the student's name on the outside cover under the contact paper. Textbooks are to be covered with brown paper or other appropriate book covers.

Lost or damaged books are the student's responsibility, and reimbursement is to be made to the school for items placed in the care of the student.

SUPPORT GROUPS

Home and School Association

The objective of the Home and School Association, as defined in its by-laws, is the advancement of Catholic education and the welfare of all the school children of Saint Katharine of Siena parish; to promote parent-school activities and increase, on the part of its members, interest in educational and civic affairs, and to increase the knowledge of education and its processes on the part of parents and teachers by increasing mutual understanding of children, and by providing an opportunity for parents and teachers to work together for the good of the child.

Volunteers

Volunteers are asked to assist in the school library, computer room, recess yard and cafeteria, and in a variety of ways. All visitors and school volunteers must use the main entrance, record the reason for the school visit on the sign in sheet, and receive a visitor pass. The sign in sheet is located at the school office counter. It is important to know the exact number of children and adults in the facility at any time, but most especially in case of an emergency. For all volunteer opportunities please refer to the Volunteer Opportunity information at sksschool.org.

Library Aides

Library aides are needed to read to the students. Assistants prepare new books and materials for circulation, mend books, check in periodicals and newspapers, plan and set up displays, and circulate books and other library resources. Aides also assist students who may require help in using various materials. Their other duties are the preparation of statistical data, proper rearrangement of books, and inventory assistance.

Homeroom Parents

Homeroom parents work with the teacher to organize activities, welcome new families, and assist at social functions of the Home and School. Homeroom parents' supplies for activities will be paid from the activity fee. Your

willingness to become a part of this program will be of vital importance to many children and of great assistance to the faculty.

C.A.R.E.S.

C.A.R.E.S. stands for Children Are Receiving Extended Services under the direction of Michael Gavin. It is an after school program open to any student of St. Katharine of Siena School; full and part time hours (e.g. by the day, month) are available, but the director must be notified in advance to make the necessary arrangements. The program will be open on most full and half days of school, unless otherwise noted. The hours of operation are:

Full days	3:00 P.M. to 6:00 P.M.
Half Days	12:00 P.M. to 6:00 P.M.

Information regarding the cost of the C.A.R.E.S. program can be obtained at sksschool.org.

TRANSPORTATION

Please note the following regarding all forms of transportation:

A note must accompany any change in a student's means of afternoon transportation. The note should be addressed to the child's teacher.

In order to ensure a safe and efficient dismissal, parents picking up in cars are to pick up their child(ren) in car line only, not walk in to the office at the end of the day.

All children are to be dismissed via bus, walkers, cars or activity groups at the end of the school day, supervised by the faculty. No student should be picked up at the office after 2:30 pm at the office for any reason, including appointments, extra-curricular activities, scheduling pickup conflicts at another school, etc. **Any student who needs to leave prior to dismissal starting should be picked up before 2:30 pm, and will be called down to the office from class when their parent/guardian arrives at school.**

No parent or guardian is to walk in to pick up a student or students in order to avoid car line, or enter the school during dismissal procedures to pick up a child from the cafeteria or classroom. If this occurs, you will be directed to line up with the rest of the cars or wait for your student outside. Please make sure your child(ren) are aware of their mode of transportation home each day.

Bus Riders

Bus transportation is provided as a service to taxpayers by the transportation department of the school district of your residence. Student information is submitted to the districts in the spring from SKS and the transportation departments for each district set up bus routes and schedules for the next school year. The schedules are sent in the last week of August to each family with bus assignments, pickup and drop off times and bus stop locations. Any questions regarding the busing of students should be addressed directly with your school district transportation department.

No child is permitted to ride on a different school district bus even with a letter giving parental permission.

Neither the bus driver nor the school office can grant permission or assume the responsibility for such change. Certain districts allow children to change stops or buses within the district, this must accompany a parent note and a bus pass from the school office. Please check with your school district to see if they allow this bus change before making arrangements with your child. For any matter regarding transportation, please contact the transportation office of the school district in which you reside.

Students will be expected to cooperate fully with the bus driver and to observe all safety rules.

1. Courtesy, good manners, and promptness are required.
2. Running over neighbor's lawns, ball playing, or destruction of private property at the bus stop is not permitted.
3. Obscene language, gestures, and actions will not be tolerated. Older students should remember that younger, impressionable students are present. They observe and learn from good and bad example.
4. Roughness or teasing of other students (especially younger students) is not acceptable behavior.

A student whose behavior is inconsiderate or unacceptable may be suspended from riding the bus.

Cars

Cars may drive in the bus loop to drop off students in the morning before school only. Please do not drop off students on Aberdeen or Windermere Avenues.

For afternoon pickup, cars should be parked in a line on Midland Avenue. Cars then enter the bus loop after all buses have left, as directed by a member of the staff. **Parents are asked to have the family name clearly displayed on the windshield. The faculty and staff are available to assist the students into the cars; after your child is in the car kindly move forward to avoid long delays.**

Bicycles

It is the parents' responsibility to determine their child's readiness to ride a bike to school. Students should know and practice bicycle safety rules before being permitted to do so. Riding bikes to school is allowed for those children in grades 4 and up. Bicycles must be crossed at the corner of Aberdeen and Midland Avenues and be "walked" on all sidewalks bordering the school grounds and on the playground.

Bicycles are placed in the racks and should be locked. The school will not assume responsibility for students who may receive injuries while bike riding or for stolen bicycles. Safety helmets are strongly recommended. Bike racks are located beside the cafeteria of the school building.

Walkers

Students walking to and from school should do so along the safest routes, observing proper safety rules for pedestrians. The crossing guard is on duty at Midland and Aberdeen Avenues. Walkers will cross the street with the assistance of the crossing guard. Students may not cross the street in the middle of the block. For safety reasons car riders are not permitted to go in the walker line.

FACILITIES

Parents/Guardians/Employees:

St. Katharine of Siena School has developed and maintains an Asbestos Inspection Report and Management Plan as required by the USEPA Asbestos Hazard Emergency Response Act (AHERA). A copy of this plan is available for your inspection at the school administrative office during regular office hours. Keating Environmental Management Inc. (610-594-2600) is the school's asbestos program manager and Acer Associates, LLC (856-809-1202) is the school's consultant. Inquiries regarding this plan should be directed to these organizations.

FORMS ADDENDUM



PARENT STUDENT FORMS

All forms in this addendum must be reviewed and signatures must be submitted electronically via

PermissionClick. The completed forms will be archived with your child's permanent record.



RESPONSIBLE USE POLICY FOR TECHNOLOGY Catholic Schools of the Archdiocese of Philadelphia Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and St. Katharine of Siena School. My parents(s) or guardian(s) signature on my behalf on our electronic submission means that I agree to follow the guidelines of this Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Parent or Guardian: We ask that you review this policy with your child and sign on our electronic signature form supplied by SKS online.

I hereby release St. Katharine of Siena School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing materials that are outlined by the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety. As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for St. Katharine of Siena School. I hereby give my permission for my child to use the Internet and will not hold St. Katharine of Siena School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature to be submitted online via annual email sent from school office.



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 and 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. Attending a Catholic school is a privilege, not a right.
2. 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.
3. 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.
4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. 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.
6. 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.

Parent/Guardian Signature to be submitted online via annual email sent from school office.



PHOTO RELEASE FORM

I hereby give the Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia. This authorization and release covers the use of said school pictures in any published form and any media of advertising publicity.

I also understand that our school may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.

I hereby warrant that I am free to give this permission. I further warrant that the information I have provided is, to the best of my knowledge, true and accurate.

Parent/Guardian Signature to be submitted online via annual email sent from school office.



Handbook Form

We have read and reviewed St. Katharine's Handbook to our child/ren. We realize the importance of a spirit of cooperation between the home and the school in order to provide an atmosphere that is necessary for learning. We agree to abide by the rules set forth in the St. Katharine of Siena Handbook.

Parent/Guardian Signature to be submitted online via annual email sent from school office.



Dear Parent/Guardian:

State legislation authorizes the loan of textbooks, instructional materials, and equipment by the Secretary of Education to Pennsylvania children enrolled in kindergarten through grade 12 in nonpublic and private schools. Our school is now in the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren). It is required, however, that a parent/guardian of each child attending the nonpublic or private school individually request a loan of textbooks, instructional materials and equipment. We are, therefore, enclosing the individual request form.

Please sign the form, date it, and return it to the school office immediately. Thank you for your continued assistance and cooperation.

Very truly yours,

Bud Tosti Principal

CERTIFICATE OF INDIVIDUAL REQUEST FOR LOAN OF TEXTBOOKS, INSTRUCTIONAL MATERIALS AND EQUIPMENT

I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania School Code of 1949 for my child(ren) attending St. Katharine of Siena School.

Parent/Guardian Signature to be submitted online via annual email sent from school office.

This program is available only to Pennsylvania residents. This form will remain on file at the school.

Student Release, Waiver of Liability, and Indemnity

Attendance at St. Katharine of Siena (the "School") and participation in activities that are sponsored and/or supervised by or taking place at School ("School Activities") may present certain risks of injury or illness (including from Covid-19 or other communicable diseases) that could result in death and/or risks of loss of or damage to property. Parents/guardians enrolling their child or children in School acknowledge such risks and voluntarily assume those risks or other unknown risks, and accept that the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia have no obligation to provide any insurance or other financial assistance for the costs of any injury, illness, or death or loss of or damage to property resulting, directly or indirectly, from the School Activities, and expressly waive any claim for such compensation.

Acknowledgments. Parents/guardians agree that they: (1) consent to their child's participation in School Activities; (2) understand the nature of the School Activities; and (3) their child is qualified, in good health, and in proper physical condition to participate in the School Activities.

Medical Treatment. In the event of a medical emergency, parents/guardians consent for their child to receive necessary medical treatment until the emergency contact person(s) on file with the School can be notified and that they are responsible for the payment of any such treatment.

Waiver and Release. By acknowledgement and acceptance of this Handbook, parents/guardians, on behalf of themselves, their child, heirs, next of kin, spouse, and legal representatives, release, waive, discharge from, and agree not to sue the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia and their respective affiliates, successors, and assigns, directors, officers, employees, volunteers, agents, contractors, and representatives (collectively "Released Parties") for any and all claims, costs, liability, or damages of any injury, illness, death or loss of property resulting, directly or indirectly, from the School Activities except if caused by the gross negligence or intentional misconduct of any of the Released Parties which shall not be imputed to the other Released Parties.

Indemnity. Parents/guardians will indemnify, save, and hold harmless each of the Released Parties from any litigation expenses, attorney fees, loss, liability, damage, judgment or cost which may be incurred as the result of any claims by others against the Released Parties on behalf of the parents/guardians or their child.

BY ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS HANDBOOK, I ACKNOWLEDGE THAT I HAVE READ THE STUDENT RELEASE, WAIVER OF LIABILITY AND INDEMNITY AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE. I ACKNOWLEDGE THAT I AM ACCEPTING THIS STATEMENT FREELY AND VOLUNTARILY, AND INTEND THIS TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY.

Parent/Guardian Signature to be submitted online via annual email sent from school office.

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

Parent/Guardian Acknowledgment Form

Student's Name: _____

Grade level September 2020 _____

School: _St. Katharine of Siena School_____

In order to provide continuity of instruction while schools remain closed as a result of the COVID-19 pandemic, the Catholic schools in the Archdiocese of Philadelphia will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

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

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

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

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

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

Parent/Guardian Signature: _____

Parent/Guardian Name (Please print): _____

Date: _____

Student Signature (if high school): _____

Date: _____

Parent/Guardian Signature to be submitted online via annual email sent from school office.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Preamble

**Catholic Schools of the Archdiocese of
Philadelphia
Revised August 2020**

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

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

We are interested in technology because of our faith.

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

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

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

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

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

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

PURPOSE

Technology is a valuable and real-world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure 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. In some cases, outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

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

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

GOAL

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

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

RESPONSIBILITIES OF USER

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

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

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

TECHNOLOGY USE GUIDELINES

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

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

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

- ☐ Teacher school web page, school-issued email and/or phone number
- ☐ Teacher created, educationally focused networking sites
- ☐ 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 is free to contact parents or guardians using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a

teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

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/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 personal devices for remote instruction.
- ☐ 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.)

Examples of Unacceptable Uses –

Users are not to:

- ☐ 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 false information about any persons, students, staff or any other organization.
- ☐ Use a photograph, image, video, including-live streaming, or likeness of any student, administrator,

employee or volunteer without express permission of that individual and of the principal.

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

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

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

Personal Use of Social Media

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

“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 and 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.

Policy Violations

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the

Archdiocese of Philadelphia

Student Internet Access

Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and St. Katharine of Siena school.

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

Student Name/ID _____

Student Signature _____ Date _____/_____/_____

Room Number

(if Elementary)

_____ Grade _____

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

Student Access Contract

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

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

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for St. Katharine of Siena school. I hereby give my permission for my child to use the Internet and will not hold

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

Parent/Guardian Signature_____Date__/_____

Parent/Guardian Signature to be submitted online via annual email sent from school office.