**St. Laurentius Catholic School of the Arts and Sciences**

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1612 E. Berks Street Philadelphia, PA 19125 Phone: 215-423-8834 FAX: 215-426-4675

www.stlaurentius. org

Updated 3/25/2021

**St. Laurentius School reserves the right to amend this Handbook.**

Dear Parents and Students,

##### “What greater work is there than training the mind and forming the habits of the young?”

***St. John Chrysostom***

Welcome to St. Laurentius Catholic School! In choosing St. Laurentius School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Laurentius School for the school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Laurentius School.

The faculty and staff of St. Laurentius School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church:

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,



Mrs. Kelly Bell

Principal

 kbell@stlaurentius.org

***St. Laurentius School***

# St. Laurentius School is a Pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Archdiocese of Philadelphia.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that the St. Laurentius School theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life: At St. Laurentius, we are attempting to "teach as Jesus did."

The Archdiocesan curriculum guidelines, consistent with the Commonwealth of Pennsylvania guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

***Mission Statement of St. Laurentius School***

Saint Laurentius School serves the children who are entrusted to our care by proclaiming and teaching the Catholic faith while providing a challenging academic education. Utilizing a variety of resources, we provide opportunities for personal formation in a safe and caring environment that encourages the growth of future life-long learners in a global society.

*Philosophy*

We Believe:

All children are inherently valuable and an asset to our future community.

All children are gifted in different ways and should be approached as unique individuals in the learning process.

All children have the right to safety, love, and learning.

Education develops the whole person--intellectually, socially, spiritually, and emotionally.

Diversified education is essential for a healthy school, community, and parish environment.

Catholic education must incorporate the tenets of our faith across the curriculum. Education is the shared responsibility of the school, governing authority, students, family, government, and community.

Teachers and staff should have a willingness and desire to adapt in order to make

advances in all areas.

Willingness of the entire school community to be life-long learners is essential for success in a shrinking world.

Ethical conduct must be taught and modeled in order to help sustain the fundamentals

of our society.

#### Contact Information

If you have a question about a particular policy or procedure, please contact the principal.

School Office 215-423-8834

Principal 215-423-8834

Faculty and Staff 215-423-8834

School Fax 215-426 -4675

Rectory Office 215-739-3960

Tuition Office 215-739-3960

Website www.stlaurentius.org

School Closing Information (Weather or Emergency)

Radio

KYW Radio-I 060 All Archdiocesan

Schools are closed

Television Stations

Channel 3 KYW

Channel 6 WPVI

Channel 10 WCAU

Channel 29 FOX

For emergency closings during the school day, you will be notified by Email/Text Alert through the online reporting system. Please make sure that school will be able to contact you or your designated person. Valid email address/telephone numbers are required on the Emergency Closing Form. No child will be released unless a contact is made. Please refrain from calling the school for emergency closings.

#### Faculty and Staff

Parochial Administrator .. .... .. .. .. Rev. Alfred Bradley

holynamefishtown@gmail.com Principal/Spanish Mrs. Kelly Bell

kbell@stlaurentius.org

Vice Principal. Mr. Duane Rutkowski

drutkowski@stlaurentius.org Secretary………………………..Mrs. Joan Kline

jkline@stlaurentius.org

Grade 8/Music Mr.Duane Rutkowski

drutkowski@stlaurentius.org Grade 7 Mr. Sean Connolly

sconnolly@stlaurentius.org Grade 6 Mr. Andrew Notarfrancesco

anotarfrancesco@stlaurentius.org Grade 5 Mr. Adam DeFelice

 adefelice@stlaurentius.org Grade 4 Miss Caitlin Nicholas

cnicholas@stlaurentius.org Grade 3 Miss Christine Cleary

ccleary@stlaurentius.org Grade 2……………………..Mrs. Lauren Borrasso

lborrasso@stlaurentius.org Grade 1 Miss Stacey Fogel

sfogel@stlaurentius.org

 Kindergarten Mrs.Katie Williams

kwilliams@stlaurentius.org

Kindergarten Aide/CARES Ms. Sandra Kozul

 skozul@stlaurentius.org

Pre-Kindergarten Ms. Ginamarie Semon

gsemon@stlaurentius.org Pre- Kindergarten Aide Mrs. Lynne Powell

lpowell@stlaurentius.org

Office Staff Mrs. Gloria Stipanovic

 gstipanovic@stlaurentius.org

##### Admission Information Nondiscriminatory Policy

St. Laurentius School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

##### Title IX

St. Laurentius School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Children entering Pre-K3 must be three (3) years of age by September 1st and completely potty trained.

Children entering Pre-K4 must be four (4) years of age by September 1st and completely potty trained.

Children entering Kindergarten must be five (5) years of age by September 1st and completely potty trained.

At the time of registration, all new students in grades 1-8, seeking admission to St.

Laurentius School, are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

\*Verification of active parish affiliation/stewardship

+Use of weekly envelopes

\*Health Records

\*Immunization Records

+All students entering St. Laurentius School must have current immunizations.

\*Birth Certificate (original)

\*Baptismal Certificate (Catholic applicants only)

\*Report Cards

\*Standardized Test Results

\*Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Laurentius School will meet the educational needs of the students. An interview with the student and parent is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Laurentius School. The recommendation and decision of the school is final. St. Laurentius School is limited in its human capital resources and will make ***reasonable*** accommodations for learning differences when possible. St. Laurentius School may not be able to accommodate students who have ***extraordinary*** learning differences.

If after admission, the educational and/or behavioral needs of a student exceed what would be considered ***reasonable,*** the student may need to be separated from St. Laurentius School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Laurentius School is made by the school, please check the new tuition policy form for clarification.

Non-Catholic students whose parents accept the philosophy of St. Laurentius School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Families registered in our school are required to re-register annually. Students who are

currently attending St. Laurentius School must re-register in February. Each family will receive a form in January to be completed as to whether the student will be returning the following September. A non- refundable registration fee is due at this time. All financial obligations must be current before re-registration can be processed.

#### Registration Guidelines

New and interested parents are to call the school office to check for the registration procedure.

#### Parents/Guardians Responsibilities

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

* + - Sending their child to school physically fit, clean, and properly dressed and fed.
		- Assisting their child's spiritual, academic and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with school in matters of activities, recreation, academics, and discipline
		- Sending a written explanation (school form, parent note, and/or doctor's note) each time their child is absent from school. If the absence is three days or more, a doctor's note is required
		- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings, or the law
		- Taking an active role in the Home and School Association
		- Discovering their child's special interest and talents so that they may be developed to the fullest.

*Financial Obligations*

**TUITION SCHEDULE SCHOOL YEAR** - **2021-2022**

##### Universal Tuition Rate: PK through Grade 8

|  |  |  |  |
| --- | --- | --- | --- |
|  | One Child |  2 Children | **Family Discount Rate** |
| 3 Children 4 Children |
| Annual Tuition |  $5,625.00 |  $8,350.00 |  $9,520.00 |  $9,520.00 |
| 11 Monthly Installments (June through April) |  $511.36 |  $759.09 |  $865.45 |  $865.45 |
| Tuition cost per day\*however, the tuitioncommitment is for a full year) |  $31.25 |  $46.39 |  $52.89 |  $52.89 |

**Fee Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1 Child | 2 Children | 3 Children | 4 Children |
| Non-Refundable Registration Fee (Jan 1-Mar 31 2021):(Due at Registration) |  $175.00 |  $350.00 |  $525.00 |  $700.00 |
| Non-Refundable Registration Fee (April 1, 2021):(Due at Registration) |  $200.00 |  $400.00 |  $600.00 |  $800.00 |
| Non-Refundable Admin Fee: (Due June through April) |  $175.00 |  $350.00 |  $525.00 |  $700.00 |
| Non-Refundable School Fee: (Due June through April) |  $200.00 |  $400.00 |  $600.00 |  $800.00 |
| 11 Monthly Installment Payments for Admin and SchoolFees |  $34.09 |  $68.18 |  $102.27 |  $136.36 |

***Tuition and Fees Policy***

1. **Mutual Commitment:** The operation of St. Laurentius Catholic School is primarily tuition driven; therefore, parental/guardian commitments to their tuition and fee obligations are crucial to the school's continued operation and vitality. The tuition and fees for St. Laurentius Catholic School are examined annually by the School Administration and the Parish Finance Council and approved by the Pastor/Parochial Administrator. As it is the responsibility of the Pastor/Parochial Administrator and the Principal to ensure that adequate financial resources are available for the school, tuition is established each year based upon the funding needed to operate the school. Affordability for families is also a significant consideration.
2. **School Revenue:** Tuition and fee revenues cover approximately 95% percent of the School's budgeted operating income. Thus, the additional revenue needed to fund the other 5% percent must come through fundraising, donations, and grants.
3. **Payment Assurances:** Since the School's main source of revenue is tuition, we require assurances that tuition funds and fees will be received on a timely basis. Therefore, St. Laurentius School expects that parent(s) or guardian(s) acknowledge, and agree to abide by, these Tuition Policies. Generally, tuition and fees are nonrefundable.
4. **Payment Plans:** The school has developed a plan whereby tuition may be paid in installments. The school must be assured that it will typically receive all tuition and fees due, according to the agreed upon payment plan, regardless of the method of payment, before the end of the school year. It is important to realize that this signed document is a legally enforceable arrangement you are entering.
5. **Universal Tuition Rate:** Annually established rates apply to all students. Parishioner/Non­ Parishioner/Non-Catholic rates no longer apply.
6. **The following policies are in effect for tuition and fees:**
	1. **Tuition Payment Schedule:** There are three basic payment options to make tuition payments. All tuition payments are received and processed through FACTS, a tuition management service. FACTS is the contracted provider St. Laurentius Catholic School uses for administering its tuition program. All families must set up a FACTS account. The tuition plans are as follows:
		1. **Full Payment (One Payment)** -the entire Tuition is paid on or before June 30th. A discount of $100.00 will be applied if this payment option is selected.
		2. **Bi-yearly Payments (Two Payments)** -the first payment is due on or before June 30th, and the second payment is due on or before November 30th. If this option is chosen, a $50.00 discount will be applied to the November payment.
		3. Monthly or Biweekly Payments - (11 or 22 payments) - Monthly or biweekly payments are due **on** the agreed upon FACTS dates, beginning in June and ending in April.
7. **Financial Obligations:** St. Laurentius School develops a budget, enters into contracts with faculty and staff, and incurs financial obligation for the entire school year based on student enrollment. Every family receives a discounted total tuition rate. In order for the School to offer such family discounts, and meet its financial obligations, the undersigned understand and assume the obligation to pay the total tuition contract in full, even if one or more students from a family are withdrawn. Tuition **obligations are incurred for the entire year.**
8. **Tuition Refund Policy for single student:**
	1. In order to receive a full refund of tuition paid, the parent/guardian must advise the Principal, in writing, by July 31st, **if the student will be withdrawing**. The Registration Fee and other fees are non-refundable under any circumstances.
	2. If a student is withdrawn by the first day of school, 5% of the total tuition is non­ refundable,
	3. If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the total tuition is **non-refundable.**
	4. If a student is withdrawn after the end of the first trimester, 100% of the total tuition is non-refundable.
	5. Please note: The percentage of non-refundable tuition, listed above, is a percentage of the total tuition amount owed to the School. Therefore, the withdrawal or dismissal of a student for any reason does not change the total contracted tuition obligation to the school.

#### Tuition Refund Policy for Multi-student family:

* 1. If a multi-student family withdraws one or more students, tuition rates will be recalculated based on the number of remaining children. 50% of the difference between the original and the recalculated rate is non-refundable. For example, if a family enrolls three children and decides to withdraw one, the discounted tuition rate moves from

$9,520.00 to $8,350.00. This reflects a difference of $1,170.00. Therefore, the non­refundable obligation for the withdrawn student would be $585.00, or 50% of $1,170.00.

* 1. If a multi-student family withdraws entirely, the refund policy listed in #8 above applies.
1. **Refund Policy Concessions:** Tuition deposits, and the unconditional payments promised above, are only refundable according **to** the terms described above. If a family should incur unusual and extraordinary circumstances which require a student's withdrawal (for example, job loss or out-of-town job transfer), the School may consider an additional tuition refund on a case-by­ case basis, and at the sole discretion of the Pastor/Parochial Administrator.
	1. In such an event, the family must first submit a written request to the Principal, fully documenting their reasons for withdrawal. Refunds, or forgiveness of the remaining promised payments, are very rare and will not be considered solely as a result of a parental/guardian decision to send a student to a different school.
2. **Partial Tuition Waivers:** Partial waivers may be considered on an as needed basis. Written requests for such waivers should be made in writing to the Principal for the consideration and approval of the Pastor/Parochial Administrator. Confidentiality shall be maintained by the school with respect to any requests for tuition assistance by a Parent/Guardian.
3. **Debt Collection:** If tuition payments are not made as per your payment arrangement, the school reserves the right to demand immediate payment of tuition in full. In the event that the School takes any action to collect, the undersigned agree to pay all costs and expenses incurred in connection with such action, including attorneys' fees.
4. **Tuition Delinquency Consequences:** Unless prior arrangements are made with the Pastor/Parochial Administrator and the Principal, the following consequences may be imposed should your tuition account with the School not be current by the end of each month:
	1. School attendance will be interrupted whereby parents/guardians will be required to keep their child at home until all financial obligations are paid-in-full, and tuition, and any other financial obligations (fees, fundraising obligations, etc.), are brought current.
	2. Students will be removed, or restricted from participation in, all School sponsored extracurricular activities such as class trips, sports, and/or any other activities.
	3. Report cards, transcripts and progress reports will be withheld and not be made available for families who are not current with tuition and fees.
	4. The child of a family with any past due balance, from the previous or current year, may not be allowed to register, begin, or continue the new school year until all outstanding tuition and fees are brought current.
	5. If tuition payment is past due, the School reserves the right to refuse re-enrollment · for the current or following school year until all financial commitments have been fully satisfied.
5. **Delinquent Payments:** Delinquent tuition payments must be satisfied at the Parish Office, Delinquent payments must be made in cash, or paid with a bank check or money order.
6. **Tuition Assistance** & **Grants:** Since the financial assistance, offered through various grants to qualifying families, is received by the school at different times throughout the year, the school cannot apply the grant(s) until the funds are actually received. When the school receives the awarded grant money, the family's tuition payment schedule will be adjusted to reflect the applied grant(s). If a family withdraws a student before the end of the academic year, and a grant award is lost as a result of the withdrawal, the amount of the lost grant will be added to the

family's total tuition obligation. The undersigned agrees to be responsible for the student's full tuition and fees.

* 1. Students with past due financial obligations cannot receive grant awards until such time as their past due account is brought current. Tuition assistance grants are applicable for tuition only.
1. **Fundraising Obligation**: In order for the School to offer a quality Catholic education at an affordable rate, each family is asked to participate inthe annual fundraising efforts of the School. A Fundraising Fee of $300.00 will be assigned to each family. The obligation can be met through the sale of $300.00 in raffle tickets, or by paying all or part of the $300.00 fee. If an amount of tickets sold by a family is less than the total Fundraising Fee required, the difference will be billed to the family by March.
2. **Late Charges and Other Fees:** A fee of $25.00, plus any applicable bank fees, may be charged for any payment returned for insufficient funds. A $50.00 late fee per student may be charged each month for any payment not made within 10 days of the due date.
3. **Non-Catholic Students:** The religious education program of St. Laurentius School is based on the Catechism of the Catholic Church. Students who are non-Catholic are not excused from participating in the School's religious education program. All students must attend all Church services, but may maintain respectful silence if their own religious commitment does not permit them actively to participate.
4. **School Rights Reserved:** The undersigned parent/guardian understands and agrees that St. Laurentius Catholic School reserves the right to deny enrollment, and/or expel or dismiss, any student who, in conduct, attitude, or academic progress, or, whose parents'/guardians' behavior, proves not to be in harmony with St. Laurentius Catholic School standards or policies as outlined in the school handbook, or determined within the sole discretion of the school administration. The undersigned agrees and understands that the school handbook may be amended from time to time during the school year without prior notice.

#### Mandatory Fundraising

**All Families must participate in a fundraising event for the school by selling $300 in raffle tickets. If** **tickets are not sold; the unsold balance will be added to tuition due.**

**Financial Assistance**

**Financial Aid/Grant Opportunities**

FACTS Grant and Aid Grades PK-8 www.factsmgt.com

George and Mary Kremer Foundation

Gr. K-8 Given from school once your child is registered

Children's Scholarship Fund of Philadelphia Gr. PK-8

www.csfphiladelphia.org

Bridge Educational Foundation

Gr. K-8 Given from school once grant becomes available

\*For additional information or questions regarding any of these financial aid opportunities, please contact Mrs. Kelly Bell (kbell@stlaurentius.org).

####  Tuition Payment Options: Enrollment/Re-Enrollment

The $25.00 Application Fee for new students must be submitted with the application.

The $175.00 Registration Fee for new students is due upon acceptance to the school.

* Returning students must reserve their spot by paying the Registration Fee by the date designated. Registration after March 31 is $200 per child.
* All Application and Registration Fees are **NON-REFUNDABLE.**

### There will be a $25 returned check fee for all checks made payable to St. Laurentius School that do not clear the bank.

#### FACTS® Tuition Management Service Overview

* There is an annual non-refundable administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® - please do not make this payment to the school.
* Your enrollment form to FACTS® must be returned with your registration.

**Withdrawal Policy**

* Families must notify the school in writing if a student is withdrawn from the school.
* The school will not forward records for students who withdraw with an outstanding balance.

*Absence*

**When a student is absent from school, a parent must call the office by 9:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Laurentius students and is aligned with the state statutes of the Commonwealth of Pennsylvania.

**Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness,** a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM- 3:30 PM.

For short absences, students should make an arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also *Homework due to vacations/planned absences.)***

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

**Excessive absence (40) days or the equivalent of 40 days including tardies,** can be cause for a student to be retained **in** the current grade for another year.

##### Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day.

##### Academic Information Curriculum

The Archdiocesan curriculum guidelines, consistent with the State of Pennsylvania guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Archdiocese of Philadelphia is posted on the archdiocesan website: https://www.aopcatholicschools.org/elementary-schools/curriculum/

St. Laurentius School offers students opportunities for growth in the following major subjects:

##### Religion

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held on the First Friday of each month for the entire school community.

##### Computer Literacy

Word Processing, Data Base, Spread Sheets, Web Design, Effective Use of Social Media, appropriate and ethical use of E-devices, and Integration with Curricular Subjects.

***Fine Arts***

Music and Visual Arts.

##### Handwriting

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive.

##### Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, Listening and Speaking, and Appreciation of Literature.

##### Mathematics

Mathematics Skills and Pre-Algebra.

##### Physical Education

Physical fitness programs appropriate for each grade.

##### Science

General Sciences and Laboratory Experiences.

***Social Studies***

History, Geography, Economics, State History, and Current Events.

***Spanish***

Vocabulary, common expressions, grammar, conversation, and culture.

***Academic******Probation***

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn but choose ***not*** to learn. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of 70% or higher.

##### Accreditation

St. Laurentius School is accredited by the Middle States Association.

## After School Program

St. Laurentius School After School Cares Program serves members of our school community who desire after school care for their children. It provides professional care, supervision and recreational activities for the children.

Program: Daily activities include: Cold supper meal, written homework only, games, outdoor/indoor recreation and activities.

We request children bring a change of clothing to save wear & tear on uniforms (we sometimes gets messy).

*This service is provided on full school days only.*

Cost:

|  |
| --- |
| **Early** Pick-up by 4:30 PM |
| 1st child | $15.00 a day |
| 2nd child | $10.00 a day |
| 3rd child | $5.00 a day |
| 4th child | free |
| **Late** Pick-Up by 6:00pm |
| 1st child | $20.00 a day |
| 2nd child | $15.00 a day |
| 3rd child | $10.00 a day |
| 4th child | free |

Rates are subject to change. You will be notified in September of any changes. A registration fee will also be charged.

Registration for the After School Cares Program is easy. Complete the enclosed registration form and return it on the first day of CARES in September in an envelope clearly marked with your child's name and grade. There is a non­ refundable $25.00 registration fee per family.

Payments are due on the first Monday of CARES as well. A late fee of $10.00 will be added if payments are not received promptly. If payment is not received for two weeks, the child cannot return to the after school Cares Program until the balance has been received. For any child picked up after 6:00pm you will be charged $5 for each 15 minute interval, due that day. Payments may be paid with cash, money order or checks made out to "St. Laurentius School."

This program will continue if there are a substantial number of participants. Any questions please contact the school at 215.423.8834.

##### Allergy Policy

St. Laurentius School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training *is* updated as needed.

##### Immunization

When registering a new student, immunization records must be provided. **No child may attend St. Laurentius School if not immunized.**

##### Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. In order to comply with this, a student must demonstrate to the school nurse the ability to use the inhaler themselves. All inhalers must be labeled with the child's name.

##### Record Keeping

At the beginning of each school year, or when a child joins St. Laurentius Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma registry which is available for all school staff. **No medication of any kind is permitted to be administered by any school staff member.** If medication is necessary, a parent must come and administer it personally to their child. If medication changes in between times, parents are required to inform the school.

##### The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. **St. Laurentius School makes no claim to be a peanut-free school.**

##### Food Allergy Policy

St. Laurentius School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Laurentius School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

##### Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

##### Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Laurentius School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. In the event that a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

##### Birthday Observances

Birthday treats may be brought to school. No party invitations may be handed out in school, unless the entire class is invited.

##### Buckley Amendment

St. Laurentius School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

##### Bullying and Cyberbullying

St. Laurentius School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **(seriously or in jest or online)** face detention, suspension, and/or expulsion.

##### Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should place the cell phone in the basket provided in the classroom in the off position for the day. The cell phone will be returned at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) only.** The administration reserves the right to search the contents of a confiscated cell phone.

***Cheating***

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

##### Child Abuse Laws

St. Laurentius School abides by the Child Abuse laws of the Commonwealth of Pennsylvania. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

##### Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, White­ out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate

disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) only.**

##### Counselor

A certified counselor serves the needs of students and parents through class and individual consultation.

***COVID-19 Response***

Saint Laurentius School is following the Catholic Schools Onward plan set by the Archdiocese of Philadelphia. The plan is subject to change based on our evolving understanding of COVID-19 and its impact in our community. Students and parents are expected to adhere to all guidelines including properly wearing face masks, social distancing, etc. For a complete list of guidelines, please visit: https://aopcatholicschools.org/catholic-schools-onward-cso-2/

##### Crisis Plan

St. Laurentius School has implemented a "Crisis Plan" in case of a lockdown emergency.

All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to an alternative secure designated location.

***Custodial Rights***

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non­ custodial parents have the right to receive records about their child's academic progress or lack thereof. It is a great benefit to the child to have both parents involved in his/her education.

## Discipline

Discipline is a necessary reflection of the philosophy of a Catholic school, which attempts to develop a fully committed Christian - a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

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

All students at are expected to:

* be aware that their first responsibility is to serve God and others.
* cooperate with all school personnel by following directives willingly.
* give proper respect to all school personnel: administration, faculty, staff and volunteers.
* accept correction graciously as that which makes one learn and grow.
* respect schoolmates and the individuality of each student.
* use class time as effectively as possible, taking pride in their contribution to the learning environment.
* be responsible for the timely completion of all assignments and projects.
* take pride in their school, caring for the buildings, equipment and supplies at their disposal.
* respect the dignity of human life by avoiding substance use, fighting, foul language and abuse of any kind.
* display the characteristics of patriotism and citizenship, while at the same time, honoring the cultural diversity that makes America great.

#### *Inappropriate Conduct*

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

* disrespectful behavior, such as, talking back, making rude comments, etc. of any kind toward or about any staff, student, volunteer or parent
* bullying of any kind: verbal, physical, Internet
* Insubordination such as refusal to complete work, etc.
* fighting
* bomb scares or triggering other false alarms
* cheating or plagiarism
* use or possession of drugs or alcohol
* smoking
* stealing
* intimidation, harassment or threats of any kind
* possession of any weapons, such as knives, guns, etc.

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

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

Every trimester, the students in grades 2-8 will receive a calendar that will be used for a Daily Personal and Social Development Report. This report will be sent home weekly for parents to examine and sign. Each report lists the violations of the school's discipline code. Parents are encouraged to discuss the report with their child and contact the school if they wish to meet with the teacher and/or principal concerning their child's academics or behavior violations.

First grade also has a separate calendar which is sent home weekly.

##### Detention

Detention may be issued for a breach of classroom and/or school rules. When a student receives a total of four demerits a detention will be issued. Detention slips must be signed by the parent/guardian and returned the following day to the homeroom teacher. Detentions will be held after dismissal and terminate/conclude in one hour. **Detentions cannot be preempted for sports or play practices, appointments or other outside activities.** Lost reports, unexcused missed detentions, late arrival for detention or inappropriate behavior at detention will warrant an additional four demerits which means another detention will be issued.

What follows is a list of infractions that might warrant a demerit. This list is not all inclusive:

* Lateness-Every third unexcused lateness warrants 1 demerit
* Improper behavior - including, but not limited to disturbances in class/ play-ground/lunchroom; i.e. note passing, slamming books, unnecessary noises, talking to oneself or others during class, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process
* Cheating - the taking or giving of schoolwork that is not one's own - or if the teacher has probable cause to suspect such an action such as duplicate papers handed in by two different students, etc.
* Disrespect - any improper attitude displayed towards any teacher, staff member, volunteer parent, fellow student or the Pastor/Parochial Administrator
* Abusive language - any inappropriate language used on school premises
* Forgery - any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else
* Invading the privacy of another's desk - teacher or student
* Gum chewing/eating in class - gum is not permitted on school premises, including the school/church; snacks may be eaten only at the designated time
* Dress code violation - any infraction of the uniform dress code
* Unsigned test papers/test tally sheets, Daily Personal and Social Development Reports must be returned the following school day by the morning bell
* Out of bounds - any student who is in the wrong place at the wrong time
* Other - any other behavior that warrants attention not specified on the above list

##### Suspension

Fair disciplinary policies are essential educational processes which should include procedures which are more helpful than punitive, yet include the necessary provisions which protect the common good of the school community. Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Suspension is a major step toward possible dismissal. Only the Pastor/Parochial administrator has the right to suspend a student. The infraction for which suspension is imposed must be major.

The procedures to be followed in student suspensions are listed below:

* + Parent(s)/guardian(s) of the student must be informed by phone and in writing of the school's action.
	+ The usual length of a suspension is from one to three days.
	+ Suspensions are prohibited as a result of accumulated minor infractions such as chewing gum, incomplete homework, dress code. violations, etc.
	+ Following the suspension, parent(s)/guardian(s) are to be interviewed by the Pastor/Parochial Administrator. Students removed from the school community cannot be readmitted until this interview takes place.
	+ Parent(s)/guardian(s) are to sign a formal agreement in which indication is given that there is understanding of the problem and that the parent(s)/guardian(s) are in agreement with the recommendations for improvement of behavior.
		- When appropriate, a student should be referred for intervention.
	+ Signed agreement by parent(s)/guardian(s) and an incident report of the suspension are kept on file in the school office and a copy sent to the Office of Education.
	+ Suspensions incurred in the previous year cannot be carried over into the succeeding school year.

##### Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Laurentius School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Laurentius School.

##### Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

##### Dress Down Day Guidelines

**Students may not wear:**

\*flip-flop/sandals

\*no open back shoes

\*tank tops

\*T-shirts with inappropriate writing

\*tennis shoes that convert to roller skates

\*biker shorts

\*pajama pants

\*yoga pants

\*leggings worn as pants - leggings must be worn with a dress or skirt

* make-up and nail polish

\*low cut blouses/tops

\*clothing that is extremely tight

\*hats

*Good Rule: If you think you shouldn't wear it, you shouldn't.*

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

***Emergency Drills***

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of twos, facing away from the building;
5. Return to building when signal is given.

***Field Trips***

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.

#### A field trip is a privilege and not a right.

1. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip,** signed by the parent, is required before a child will be

permitted to attend a field trip activity. **Verbal permission cannot be accepted.**

Permission slips are due in the office forty-eight hours after receipt of the permission slip.

1. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
2. Parents may refuse to permit their child to participate in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
3. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
4. All monies collected for the field trip are **non-refundable.**
5. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
6. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Laurentius School risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
7. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
8. All chaperones must be approved by St. Laurentius School and obtain the necessary State of Pennsylvania clearances. Please visit www.childyouthprotection.org for a list of these clearances or call the school office.

***Gifts***

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students unless an invitation is being given to every student in the entire grade.

***Gum***

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

##### Harassment

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, request for sexual favors or other verbal, visual or physical conduct of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated.

The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

##### Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Laurentius School uses a Wednesday folder system as well as Option C alerts. Student folders containing all correspondence are sent home on Wednesday and should be returned the following school day. Your child is responsible for emptying the contents of his/her folder when it is returned to their homeroom. Official school-wide emergency communications are sent using Option C email and text message alerts.

## Homework

Formal home-study is assigned to help students become self-reliant and self-directed.

Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 - 30 minutes, etc. If a problem arises, the teacher should be contacted.

## Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student' s responsibility.

#### No assignment will be given in anticipation of the vacation. All work, including tests, must be made up upon the student's return at the convenience of the teacher(s) within a reasonable amount of time. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

***Homework Policy Due to Illness***

When a student is **absent for three or more days,** a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:30 PM - 3:00 PM.

For **short absences,** students should make arrangements with classmates regarding

assignments. Students may also, receive missed assignments from their teacher when they return to school.

## Items Brought to School

St. Laurentius School is not responsible for loss or damage to any items brought to school by a student. This includes but is not limited to all electronic devices.

## Library

Students are encouraged to use the library for curricular enrichment and pleasure reading.

Borrowed books are to be returned in good condition.

***Lost and Found***

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

##### Lunch Program

St. Laurentius School offers a free hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.** Parents should refrain from bringing forgotten lunches to school. This creates a disruption to the learning process as class time is lost when a student is called out of class. Any student forgetting lunch, will be provided a hot lunch through the program.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

##### Off-Campus Conduct

The administration of St. Laurentius School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes but is not limited to cyber-bullying.

***Office Records***

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e­ mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

##### Parents As Partners

As partners in the educational process at St. Laurentius School, we ask parents:

To set rules, times, and limits so that your child:

* + Gets to bed early on school nights;
	+ Arrives at school on time and is picked up on time at the end of the day;
	+ Is dressed according to the school dress code;
	+ Completes assignments on time; and
	+ Has a nutritional snack and lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; To notify the school office of any changes of address or important phone numbers; To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education; To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example; To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

 To **not** post negative comments about students, teachers, or the administration on social media.

##### Parent's Role in Education

We, at St. Laurentius School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Laurentius School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Laurentius School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be

accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

**Together, let us begin this year with a commitment to partnership as we support one**

another in helping your child to become the best person he/she is capable of becoming.

***Promotion Policy/Retention/Transfer Policy***

Advancement to the next grade in St. Laurentius School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all major subject areas.

The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

***Report Cards/Progress Reports***

**Report Cards** are important tools for communication. Report Cards will be given three times during the academic school year.

**Progress Reports** will be given mid-way between each grading period.

No student will be given a Progress Report or Report Card if tuition, fees, or After School Care Program fees are in arrears.

##### Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Laurentius School. Preparations for three sacraments form the core of instruction and is in accordance with the archdiocesan guidelines.

Parents are required to be active partners inthe preparation of their children for these sacraments.

##### School Hours

Grades K through 8: 7:50 AM- 2:30 PM. Grades Pre-K3 & Pre-K4 dismiss at 2:20PM. Students not in their homeroom at 7:50 AM are considered tardy.

At St. Laurentius School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:30 AM. Students arriving at that time will go to their classrooms. For students attending the free breakfast program, doors open at 7:15.

Prayer and afternoon announcements begin at 2:25 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Parents who drop their child(ren) off prior to 7:00 AM or do not pick their child(ren) up by 6:00 PM will receive:

* 1. a phone call reminding them to not drop off their child(ren) early or to pick up their students on time
	2. a registered letter reminding them that dropping your child off at school prior to 7:00 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
	3. students who remain after 6:00 PM may be sent home via the Philadelphia Police Department if no contact from parent is made.
	4. repeated early drop off or failure to pick up your child from After School Care on time will result in expulsion from the school.

Students not picked up by the end of dismissal (approximately 2:45 PM) will be sent immediately to the After-School Care Program. Parents are charged the daily per child rate

for using this program.

Three (3) tardies or three (3) early withdrawals are considered a one-half day absence.

Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

***School Office Hours***

The school office is open on all school days from **7:30 AM** - **3:00 PM.**

## School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

***School Safetv***

St. Laurentius School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats **(seriously or in jest or online)** face detention, suspension, and/or expulsion.

**Harassment of any type is not tolerated.** The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

## Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

***Sexting***

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Police Department will be notified.

***Smoking***

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e­ cigarette has been known to explode and/or catch on fire.

## Student Records

St. Laurentius School adheres to the Buckley Amendment (Family Education Rights and Privacy Act of 1974) regarding access to student records. Parents must submit requests for records/transcripts/recommendations to the St. Laurentius School Office. Please allow five school days for processing. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

#### All financial obligations to St. Laurentius School must be satisfied before student records are forward to the new school

***Technology Concerns***

##### Responsible Use Policy (Internet and Social Media)

All students and parents must sign a technology contract (Responsible Use Policy) and photo release form that stays on file as long as the child remains at St. Laurentius School.

Engagement in online blogs or social media accounts such as, but not limited to Facebook®, Instagram®, SnapChat®, TikTok®, etc. may result in disciplinary actions (including expulsion) **if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.** Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

No parent should open a social media account under the name of the school or a particular grade or organization. The only official St. Laurentius Facebook® page is the one created and monitored by the St. Laurentius IT Specialist. The classroom teacher and the principal will be included in the "friend" list of each such group. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

***Social Media (Facebook®, Instagram, etc.) Postings of Student Photographs***

St. Laurentius School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St.

Laurentius School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Laurentius are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page. Such postings are a violation of the St. Laurentius School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Laurentius School.

**Instagram®:** Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way will result in disciplinary action.

**Sexting**: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, www.there.com® and 'www.secondlife.corn®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

***Technology Policy***

***If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century and master those of the 21st Century. The characteristics of the 21st Century classroom will be very different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology.***

During your children's formative years at the elementary and secondary levels, an

understanding of technology including Internet/web tools will be used that will assist them in

their learning over the course of their school experience. New tools arise every day. Some common tools that your children may encounter and use are, but are not limited to:

* Live Streaming - Multiple live streaming products/applications exist in today's education space to facilitate real-time collaboration. **Skype**, **Google Hangouts** and **Facetime** are examples. Teachers and students have the opportunity to "meet" in a virtual space to talk and share content and learning.
* Blogs - A **blog** is a website where student work can be published online. It is also a tool often used for collaboration and communication among students and teachers. "Blog" can also be used as a verb, meaning *to maintain or add content to a blog.*
* Digital Portfolios: A collection of educational materials demonstrating student growth over a period of time. Tools such as: SeeSaw, ClassDojo and LiveBinders are examples.
* Google Apps: An online suite of productivity and digital tools. **GSuite (formerly known as: Google Apps for Education)** is a highly recognized, respectable and safe collection of online resources for productivity and collaboration.
* Podcasts - A **podcast** is a digital audio file that is distributed over the Internet for playback on mobile devices and personal computers.
* Videos - a **video** is a recording displaying moving images and audios. Digital video files can incorporate photos, voiceovers and music. Examples: YouTube, Vimeo, Screencastify, FlipGrid.
* Social bookmarking - **Social bookmarking** is a way for Internet users to store, classify, share and search Internet bookmarks.
* Really Simple Syndication - **RSS** is used to publish frequently updated content such as blog entries, news headlines, or podcasts. It allows users to "subscribe" to internet content.
* Social Media: **Social Media** is various websites and applications that allow users to create and share content publicly with peers. Examples are, but not limited to: Facebook, Twitter and Instagram.

Also your child's image may be used in a photo or video posted on:

* School website and/or communications
* Archdiocesan or Office of Catholic Education website and/or communications
* Parish website and/or communication

Your child's safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today. Updated technology permission forms will be sent home at the start of each school year.

## Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. **Forgotten homework, athletic equipment, etc. do not constitute emergencies.** Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

## Testing

Middle School students (Grades 6 - 8) may be given a **maximum of three quizzes or tests per day.**

Students in grades 1-8 will be involved in end of year performance and summative assessments to assess cumulative knowledge of subject matter taught during the academic year.

These assessments will help students be more fully prepared for the challenges and expectations of high school.

##### Uniforms and Dress Code

**Uniforms**

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

Any student not in compliance with the dress code will receive an initial warning with time to rectify the situation. If the situation is not rectified, then a demerit will be issued.

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

All students are expected to wear complete school uniform from September to June. The parents/guardians will be notified of the designated dates of the uniform schedule.

**Pre-K3, Pre-K4, and Kindergarten**

**Winter Uniform**

**Boys and girls:**

* + Light blue t-shirt with school silkscreen
	+ Navy sweatshirt with school silkscreen
	+ Navy heavy weight sweatpants
	+ Mostly black, navy or white sneakers with black or white laces
	+ Black or white socks

**Summer Uniform Boys and girls:**

* + Blue t-shirt with school silk screen
	+ Navy blue shorts
	+ Mostly black, navy or white sneakers with black or white laces
	+ Black or white socks

#### Grade 1-8

**Girls Winter Uniform**

* + Navy skort/plaid pleated skirt
	+ Blue short/long sleeve polo shirt with logo
	+ Navy V-neck sweater/sweater vest with school logo ·
	+ Navy blue knee socks/navy opaque tights
	+ Navy blue regulations school shoes

#### Girls Summer Uniform

* + Navy blue skort or walking shorts
	+ Blue knit shirt with school logo
	+ Mostly black, navy or white sneakers with black or white laces
	+ Black or white socks

**Boys Winter Uniform**

* + - Blue knit short/long sleeve polo shirt with logo
		- Navy V-neck sweater/sweater vest with school logo
		- Navy blue uniform pants
		- Black leather belt (Grades 3-8)
		- Dark socks
		- Regulation black tie shoes

#### Boys Summer Uniform

* + - Navy blue walking shorts
		- Blue knjt shirt with school logo
		- Black leather belt (Grades 3-8)
		- Mostly black, navy or white sneakers with black or white laces
		- Black or white socks

#### Gym Uniform Boys and Girls:

* + - Light blue t-shirt with school silkscreen
		- Navy sweatshirt with school silkscreen
		- Navy heavy weight sweatpants

.• Mostly black, navy or white sneakers with black or white laces

* + - Black or white socks

**Hair Styles/Grooming**

Student's hair is to be neat, clean, and groomed conservatively. Boys' hair is to be a short, neat haircut, i.e., 1 inch above the collar, 1 inch above the eyebrows and no hair over the ears. No dyed, bleached, or tinted hair is permissible for girls or boys. No extreme styles for either boys or girls are allowed. Girls may wear simple headbands. These requirements may seem unreasonable; however, they become a distraction in the classroom. **Girls are not permitted to wear fake nails.** Only clear nail polish is permitted.

#### Jewelry

Although jewelry is not a part of the school uniform, girls are permitted to wear post earrings of a small and conservative style (only one earring in each earlobe). Boys are not permitted to wear earrings. Bracelets, ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn, rubber and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted.

#### Out of Uniform

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

#### Dress Down Days

Dress down days are sponsored periodically by the Student Council or the principal. A donation from each child is requested. The money collected is used for educational materials or for charity. These dress down days are not mandatory. Students are required to dress appropriately on these days.

***Visitors***

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Visitors may be asked to show identification in the form of a driver's license or other

government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

##### Volunteers

All individuals who volunteer in the school must be approved by St. Laurentius School and obtain the necessary State of Pennsylvania clearances. Please visit www.childyouthprotection.org for a list of these clearances or call the school office.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

##### Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the online reporting system.

***Withdrawal of******Students***

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

##### Right to Amend

St. Laurentius School reserves the right to amend this Handbook.

##### St. Laurentius School 1612 E. Berks Street Philadelphia, PA 19125

***Phone: 215-423-8834***

***FAX: 215-426-4675***

***www.stlaurentius.org***

***Parent Signature Page***

I have read the 2021/2022 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name**

Parent (Legal Guardian) signature Date

Parent (Legal Guardian) signature Date

Student signature Date

Student signature Date

Student signature Date

Student signature Date

**\*Parents and students must both sign.**

# 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 (school name)

 .

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 / / Graduation Year

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 (school name) 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 (school name). I hereby give my permission for my child to use the Internet and will not hold

 (school name) 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 / /