

Elementary School Parent/Student Handbook



2023-2024

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Dear Parents,

In the name of our faculty and staff, I would like to express our sincerest wishes for your child to have an exciting and successful year of learning and growth as we enter in the 2022-2023 year. We are looking forward to working with you and your child in the pursuit of excellence in the development of every area for your child: intellectual, moral, and spiritual.

As a parent, you are your child's first and most important teacher. This is true, not only in regard to life's most basic lessons, but also when it comes to his or her formal education. Your participation in your child's education, and your encouragement of good study habits, are critical to his or her academic achievement and future success. I thank you for entrusting us with the sacred privilege of partnering with you in this endeavor.

Please take the time to review the Parent/Student Handbook and discuss it with your child. It summarizes the academic, and religious policies of St. Monica Catholic School. I look forward with enthusiasm to working together with you and the St. Monica Catholic School faculty to provide the best possible Catholic Education for your child. May the year ahead hold countless blessings for us all.

Sincerely,

Sister Melissa Mastrangelo, IHM
Principal, St. Monica Catholic School
Philadelphia, PA

History of St. Monica Catholic School

In 1895 in response to the growing population in the area of Passyunk, Archbishop Patrick J. Ryan established a new parish named St. Monica. Father Owen P. McManus was appointed pastor and directed “to undertake the work of organizing the new parish and building a church on Ritner Street between 17th and 18th Streets with the church to be so built as to be used as church and school for the present.” (50th Anniversary Parish History)

Groundbreaking took place for a permanent church in 1901 and was dedicated April 30, 1903. In 1906, the parish broke ground for St. Monica School beside the church on Ritner Street and it was dedicated November 2, 1908. The Sisters, Servants of the Immaculate Heart of Mary, who had been teaching Sunday school since the foundation of the parish in 1895, agreed to staff the school. Six hundred children from the rapidly growing parish filled the school.

By 1920, the number of families in the parish had grown from 150 to 1,100. The flu epidemic of 1919 impacted many families and in response to the needs of many parishioners who were left single parents, the pastor at the time, Father John Walsh, opened the St. Monica Day Nursery at 1615 Porter Street. In 1920, he established the St. Monica Business School enabling many students to acquire training and preparation for the business world. The IHM Sisters staffed both facilities.

In 1944, Father Aloysius F.X. Farrell was appointed pastor of St. Monica’s. In honor of the 50th anniversary of the parish, Father Farrell renovated the Church and in 1945 he established a Kindergarten. As a result of the growing school population, the Baldwin Public Elementary School at 16th and Porter Streets was purchased in 1956 as a temporary annex. On September 23, 1962, Cardinal John J. Krol blessed and dedicated the newly constructed Senior School on this same site. The new building included a cafeteria, gymnasium, and an adjacent bowling alley.

In the summer of 1964, the original Ritner Street school was razed and the foundation for a new Junior School building was laid. Cardinal Krol dedicated this new building on September 8, 1965. This building included a cafeteria, library and four classrooms for the Business School. In 1971, the Protestant Church property at the corner of 15th and Porter Streets was purchased. This building was razed

and a modern-Day Care Facility erected. Three, four and five-year-old children whose parents work attend this program.

The school population continued to grow and peaked in the early 1980's with over 1200 students. The school had four sections of every grade with 40 plus students in each. With a declining birthrate and exodus to the suburbs, the school population dipped slightly through the 1990's. The Business School closed in 1995 and classroom space made available to the Junior School for a music room, gym room, tutoring and storage. When St. Edmond's School closed in 1998 a number of students transferred to St. Monica School so that the enrollment was over 800 students.

Upon his retirement in 2001, Bishop DeSimone established the St. Monica School Education Fund to provide tuition assistance for needy families. Father Paul Quinter became pastor in June of 2001 and continued the long tradition of support and commitment to Catholic education. As of 2002-2003 St. Monica School had an enrollment of 633 students with three sections of Grades 1 – 8 and four half-day sessions of Kindergarten. Classrooms have been divided to create counseling rooms, offices, and tutoring space. Each school had one classroom set up as a computer lab. During the 2002-2003 school year, a wireless network and internet access were installed in both schools and upgraded most recently in September 2014. In the summer of 2003, a new computer lab, made possible by a grant from the Sullivan Foundation, was installed in the Junior School. Father Quinter's appointment to Rome in March 2003 necessitated the naming of a new pastor, Father Joseph Kelley, whose ministry for many years has been in Catholic secondary education.

This experience in Catholic education, coupled with Father's pastoral leadership, inspires great hope and confidence in the future of St. Monica School despite many challenges facing Catholic education today.

Father Kelley has overseen several integral changes to St. Monica School that have made the institution a hub for spiritual guidance and innovative instruction. Recently the school acquired and integrated many technological resources such as Smartboards in every classroom, laptops, iPads, and Google Chromebooks. This technology is utilized in making daily instruction dynamic and relevant to 21st century learners. Furthermore, the installation of a

state-of-the-art science lab enables students to have a unique, hands-on experience in participating in STREAM (Science, Technology, Religion, Engineering, Art, and Mathematics) activities, while the incorporation of a new music program and school band nurtures the whole student. With the implementation of these essential innovations, the students of St. Monica School gain necessary skills to be competitive in an ever-changing global marketplace while continuing Christ's mission of spiritual growth. Faculty, staff, and administration have also been empowered through these upgrades and the continual support of Father Kelley to encourage students to be lifelong learners, compete in the global marketplace, and be Catholic role models and productive members of society.

St. Monica Catholic School Song

God bless St. Monica's,
school of our youth!
Here we learn how to live,
to love God's law, to seek God's truth.
For the past hundred years,
this school has served
South Philly's children, and
our gratitude it surely has deserved!

God bless St. Monica's! None can compare
with this great school of ours,
and when we leave,
we pledge to share
the "Good News" we've been taught.

Let's sound the praise
of dear St. Monica's- and thanks
for all those happy, happy days!

Philosophy of Education/Mission Statement

Archdiocesan Philosophy of Catholic Education

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. The challenge, then, is to ensure that the education that is delivered (no matter what the mode of delivery) meets this standard.

Archdiocesan Mission Statement

By fostering a Christ-like spirit of compassion, humility, and charity, we challenge students to listen, share, and work together.

St. Monica Catholic School Mission Statement

Grounded in Gospel values and solid academics based on Core Curriculum Standards, the Saint Monica School community challenges students to become lifelong learners and to grow into successful leaders in our Church.

St. Monica Catholic School Student Pledge

I am a member of St. Monica School, the Pride of South Philly. I am here to be my very best in reading, math, and all the rest. I promise to obey the rules, be prayerful and give service at school. I'll respect myself and others too, practice discipline in all I do. I will be all God calls me to be, a person of excellence and integrity.

St. Monica Catholic School Philosophy

We believe that:

- participation in sacraments, liturgy and daily prayer deepens a loving relationship with Jesus Christ, our Savior.
- fostering a commitment to Catholic values promotes a generous spirit that brings about service to both local and world communities.
- active support and participation of our students' parents and community as partners in education are vital to the success of our school mission.
- we provide our students with a faith-centered education that emphasizes growing in, and practicing our Catholic faith.
- all of our students are capable of reaching their highest potential through a curriculum that fosters critical thinking skills, risk taking, creativity and enthusiasm for learning.

- the integration of current technology into student instruction is an essential part of education.
- a variety of teaching strategies, methods and materials is necessary in promoting academic success for all students.
- the faculty, staff and parents are committed to working toward continuous improvement of the quality of education for all students attending Saint Monica School.
- our school provides a safe, secure and supportive learning environment.
- instruction in healthy nutrition, good hygiene, the benefits of exercise and drug awareness is important to the well-being of every child.

Student/Parent Handbook

In a cultural climate in which moral norms are often thought to be matters of personal preference, Catholic schools have a crucial role to play in leading the younger generation to realize that freedom consists above all in being able to respond to the demands of the truths of the Gospel... Pope John Paul II

Each school shall utilize the Office of Catholic Education (OCE) template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with the Office of Catholic Education's policies, guidelines, and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules. A signature form will be provided to students upon receipt of the handbook and the form must be signed and returned as soon as possible, but no later than the date of the school's Back to School's Nights. Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

Faculty and staff members shall be given access to copies of all school handbooks. Handbooks and all subsequent changes are subject to prior written approval by the Archdiocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines, or regulations of the Office of Catholic

Educations, the Office of Catholic Education policies, guidelines, or regulations shall be of controlling force and effect.

This handbook contains certain policies and procedures of the school. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the principal.

Parent/ Guardian Role

Since parents/guardians have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term “parent” refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Archdiocese of Philadelphia Office of Catholic Education respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Archdiocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles and support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or

diocesan staff (in verbal, written, or digital form), the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's Parent-Teacher Organization.

St. Monica is committed to keeping each child safe from harm. To volunteer at school, parents are required to attend a seminar and to start a background check.

Please find more information regarding the Protecting God's Children

<https://chilyouthprotection.org/index.php/protect-children/safe-environment-overview>

Please note: Any parent/volunteer not in compliance with the requirements of the Archdiocese of Philadelphia will not be admitted to volunteer for any school event, including field trips.

Non-Discrimination Clause

Catholic Schools, administered under the authority of the Catholic Archdiocese of Philadelphia, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs.

Non-Catholic Students

The Catholic school serves a variety of purposes, including the spiritual, academic, social, and physical development of the students. However, in the Archdiocese of Philadelphia, the primary purpose of the archdiocesan school, including those schools that have a substantial non-Catholic enrollment, is religious. All of these schools are conducted for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community in the faith. Therefore, each school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they live a full Christian life.

As a condition of registration in an archdiocesan elementary school, the student and the student's parent(s)/ guardian(s) commit the student to attend Religion classes, to fulfill the requirements for this subject, and to attend religious functions offered as part of the school program.

In light of the above statements concerning the primary purpose of Catholic Schools, great care is needed to avoid real or apparent proselytizing in the schools. Faith is a free gift of God which involves a free response. The Catholic school provides an opportunity for the student's act of faith through its religious program.

In accord with this general principle, non-Catholic students may be admitted to the archdiocesan school if:

- A. The permission of the pastor(s) is obtained by the principal in each case.
- B. Adequate facilities and space are available without denying the admission of eligible Catholic students.
- C. In the case of transfer, the student's academic and disciplinary records are satisfactory.
- D. The reason for entrance or transfer is valid.
- E. Parent(s)/guardian(s) agree in writing to permit their children to attend Religion classes and religious functions that are offered as part of the school program.
- F. Parent(s)/guardian(s) commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of the school as they appear in the Archdiocesan School's Policies and Procedures and the

local school's handbook including the appendix for the Memorandum of Understanding and the Reasonable Use Policy for Technology.

G. The student's parent(s)/guardian(s) agree in writing to assume responsibility for all financial obligations as specified by the pastor(s).

Academics

Accreditation

St. Monica Catholic School is accredited by the Middle States Association. St. Monica Catholic School are members of the NCEA and NASSP.

Curriculum

The curricula followed by the students in the elementary schools of the Archdiocese of Philadelphia are developed by and/or approved by the Secretary of Catholic Elementary Education through the Department of Curriculum, Instruction, Assessment and related Staff Development for PK-8.

Guidelines for specific curriculum areas are prepared and disseminated through the Office of Catholic Education. In teaching the content of any curriculum area, teachers should adhere to the content of the most recent curriculum guidelines, rather than any specific textbook series.

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students virtual and in person. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Technology, Library and World Languages.

Elementary curriculum guidelines are copyrighted material. Guidelines may not be copied in whole or part, electronically or by any other means. Parents/guardians are able to review the guidelines on the AOP Catholic Schools website. Lists of programs and texts for the implementation of these guidelines are also prepared and disseminated through the AOP Elementary website.

Religion

The Religion Curriculum approved for use in Archdiocesan Elementary Schools is founded in the National Directory for Catechesis from the USCCB. The Office of Catholic Education collaborates with the Office of Catechetical Formation in developing curriculum and assessments for elementary students. The content of the

Religion curriculum is found in the Religion Guidelines which are available on the AOP Catholic Schools website. It is important to remember that no one text contains sufficient development of content; therefore, it is important that the teacher use a variety of resources in preparing religion lessons.

Religious values should permeate all areas of the curriculum and are key components of interdisciplinary learning at the elementary level. Additional information can be found in Section 400 of Policies and Procedures.

As part of the Religion program, students have the opportunity to attend the 8:30 a.m. Mass on a weekly basis. The entire school participates at 8:30 am First Friday Mass, opening and closing of school. And for special occasions as designated on the school calendar. The students honor the Blessed Mother by taking part in the annual May Procession and through devotions such as the recitation of the Rosary, Stations of the Cross and other various prayer experiences that are held throughout the school year.

Sacramental preparation is guided by the parish Director of Religious Education (DRE). Classroom teachers provide daily instruction on the Sacraments and the DRE plans the events, provides the parent information meetings, and conducts appropriate practices as necessary. Usually, second graders receive the Sacraments of Reconciliation and Holy Eucharist. Seventh graders receive the Sacrament of Confirmation, which is administered by the Bishop of the Archdiocese of Philadelphia or his designee.

I.H.M. Priority Topics

I.H.M. Priority Topics are integrated into the Math and Language Arts programs and serve as essential elements within the Religion curriculum.

Italian

Schools are encouraged to include world languages in the elementary curriculum, where feasible. The school administrator must ensure that the program is taught by teachers who are competent in this area. The time allotment for a world language program must be in addition to the required curriculum of the Archdiocese of Philadelphia. Consultation and collaboration with the Department of Curriculum, Instruction, Assessment and related Staff Development for PK-8. is recommended when introducing a world language program in a local school.

Physical Education

Physical Education class will be conducted at least one day per week in accordance with Archdiocesan guidelines. Students requesting a waiver from participating in Physical Education classes and/or recess are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

Library

The school library is staffed by a librarian and is available to the students during the school day. Books may be taken out once a week. All books must be returned before additional books may be checked out. A fine will be levied on overdue books. Damage or loss of books will result in the parent(s)/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Preamble

Catholic Schools of the Archdiocese of Philadelphia Revised August 2021

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, Tumblr, Ask.fm, Snapchat, Vine, and TikTok.

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

“Friending” or “Following” of current students by teachers is forbidden on a teacher’s personal social media site. Teachers should also not ‘friend’ former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional social media accounts and parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only.

Policy Violations

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Contract

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

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 ____ / ____ / ____

Preparation for Class

*Expectations of a special class falls under the same as classroom teachers. (i.e. math, religion, art, music.) Class participation is highly encouraged in all classes as the grade will be monitored for future educational qualifications.

The student is responsible for completing all class assignments and homework on time. Incomplete homework assignments will ultimately affect the student's effort grade on the report card. Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation and group and individual projects are part of the overall report card grade. Students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing pad.

Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. Graffiti is never permitted on copybooks and/or covers.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the School.

Parents are welcome to visit the "Lost and Found" located in the main office. Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damaging neighborhood property on the way to and from school reflects on both school and home training.

Class Participation

Students are expected to:

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

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

Homework

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

Kindergarten	15 minutes
Grades 1 - 2	30 minutes
Grades 3 - 4	60 minutes
Grades 5 - 6	90 minutes
Grades 7 - 8	120 minutes

Missed Classwork, Homework, Assignments, and Tests

Students are responsible for all makeup classwork, homework, assignments and tests when they are absent. Students will be allowed one day's extension, for each day absent, to hand in assignments and make up tests. Electronic submissions follow the same guidelines. For extended absence due to illness, a parent should contact the teacher to establish a workable timetable to complete assignments. If an illness extends past ten-days, the situation will be referred to the Office of Catholic Education for further guidance. For an absence past the ten-day limit due to family travel or vacation, the student will be required to hand in all make-up work within one week upon return to school. No additional extension will be provided since the school calendar is posted in advance of the school year for planning purposes.

When a student is absent, missed assignments may be obtained by calling or emailing the student's homeroom teacher prior to 9:00 am on the day of absence. Assignments and related materials will be available by dismissal time and staged at the designated area near the main office.

Testing

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic programs, to diagnose students' strengths and weaknesses, and to aid in the revision of the curriculum and planning of instruction.

Classroom testing is required to assist teacher and administrator to assess the understanding mastery of the curriculum. To that end, the teachers have established protocols prior to each test taken orally explaining the directions of the test. Students are welcomed to ask questions and clarifications needed before taking each assessment. All students are asked to check work before submitting to teachers. Tests are to be taken with the time period of the allotted subject. * (With the exception of a child with modifications.)

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the Archdiocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. Eighth grade teachers are encouraged to review only the format and style of the high school placement test with their students.

Parent – Teacher Communication

Teachers are expected to be reasonably available to parents/guardians throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

Scheduling and Other Conference Information

Should a parent or teacher wish to schedule a conference at the end of a reporting period, the parent or teacher should indicate such on the report card. Parent-teacher conferences can also be scheduled throughout the school year if necessary. Requests for a conference may be made by sending a note or e-mail to the teacher. Parents may not interrupt the classroom instruction or take a teacher away from supervisory duties to request or initiate a conference. Parents should first privately contact a teacher with any concerns about a student or class concerns before

seeking intervention by the school administration.

Grading/Report Cards

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment). The purpose of report cards is to alert the parents/guardians and present to them an assessment of their child's achievement in his/her academic studies.

Teachers should have at least five evaluations for each core curricular area per trimester marking period. Evaluation should provide a sufficient and valid measure of a student's work and progress to warrant giving a specific grade.

Evaluations other than tests should be included in determining the grade of a student. Such evaluations may include, but should not be limited to: projects, performance assessments, cooperative learning projects, class participation, class work, etc. Reporting on areas such as effort, homework, conduct and attitude should be noted in the appropriate spot on the report card and not enter in as factors toward a grade in a content areas.

Promotion / Retention / Placement Policy

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- a. The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- b. Teachers will notify parents/guardians if their child is not progressing satisfactorily toward a passing grade in the course.
- c. Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
- d. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level;

however, the school must prepare and implement an “Academic Intervention Plan” for the student as a condition of placement.

School Counselors

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents/guardians, school administration, or other authorities. The school counselor may see a student two times before contacting the parent.

Admissions

Administrative Procedures

St. Monica School admits students of any race, color, national or ethnic origin and religion to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin or religion in the administration of its educational policies, its admission policy, or in any school-administered program. The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit.

Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school, may be denied admission

The School follows the local public school district's age requirements for admission. A student who is 5 years old by September 1st is eligible for kindergarten. The following criteria is necessary for admission:

- Birth Certificate
- Baptismal Certificate (if not baptized in St. Monica Parish)
- A certificate of immunization St. Monica School does not accept religious or moral exemptions from immunizations
- Social Security card
- Signed forms for Internet Usage Policy, Photo Release, Act 90/195 materials, and Memorandum of Understanding
- For grades other than kindergarten and first, students must have a transfer slip and copies of immunization, academic and disciplinary records
- Proof of custody where applicable

- The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program
- The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school
- Non- refundable application fee
- Proof of satisfying tuition requirements at any former Archdiocesan school if previously enrolled in a Archdiocesan school.

ADDITIONAL REGISTRATION INFORMATION

At St. Monica Catholic School, siblings of currently enrolled students receive priority acceptance. Re-registration of current students and registration of their siblings who are new, generally takes place in January. An “Open House” for parents of prospective students is scheduled during Catholic Schools Week, the last week of January. Registration of new students begins in mid-February. Please refer to the school calendar for the dates of registration.

Registration Guidelines

1. Registration

Registration for kindergarten students and other students new to the school takes place in early spring. This registration is only for new students.

Registration information is communicated through the school, the parish bulletin, and local newspaper. There is a non-refundable fee due at the time of registration. Registration fees are published in a letter to parents with tuition costs.

2. Re-Registration

Families registered in our school are required to re-register annually. Re- registration information for the following year is forwarded to each family through the weekly communication in early spring prior to the next school year. Tuition fees and non-refundable re-registration fees are published in the parent letter that accompanies the re-registration form. All financial obligations must be current before re-registration can be processed.

3. Financial Policy

Parents are required to remit tuition through the FACTS Program. Parents register with the program annually to debit tuition from an identified bank account. Parents may choose to pay tuition annually, semi-annually, or on a monthly basis. Other fees may include stationery supplies, field trips, clubs, or art fees throughout the school year. St. Monica will not accept tuition

payments in the main office. **All tuition payments must go through FACTS.**

Saint Monica Parish has partnered with FACTS Management Company to manage our tuition payment program. All tuition payments are made through FACTS at online.factsmgt.com. (1-866-441-4637)

FACTS

- Tuition payments are automatically deducted electronically on the tenth of each month.
- Payments can be made from checking or savings accounts or from a variety of credit cards. (There is a 2.75% convenience charge. Visa is not accepted.)

The Pastor and Administration review the tuition records on a regular basis. The school reserves the right to take action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely manner.

Tuition Assistance

Every parent who wishes a Catholic Education for their child should not be deprived of this for financial reasons. Parents may apply for assistance from the St. Monica School Education Fund for hardship cases. We encourage all parents to seek assistance by applying online with BLOCS at www.BLOCS.org (Deadline March 15) and Children's Scholarship Fund at www.csphiladelphia.org. (Deadline March 1.)

Class Placement

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

Attendance

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

Once a student is enrolled in the school, the principal/administration and teachers

will insist on regular attendance. Neither the Archdiocese, the Office of Catholic Education, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

1. **Absences** - The policies regarding this area are as follows:
 - a. A student who has been absent from school, even for one day, is required to present a written note explaining the reason for the absence to his/her homeroom teacher. If the child returns without a note from his/her parent, this is considered an unexcused absence. If a note is not received after the second day of return, a demerit may be issued. A persistent pattern of unexcused absences may be considered parent neglect. Students should not exceed 15 absences within a single trimester to ensure success in the classroom.
 - b. A doctor's certificate may be required for absence of an extended nature (3 days or more).
 - c. If a child is going to be absent or arrive late at school, you are required to call the school. The number to call to report absences or lateness is listed at the front of the handbook. Please call by 8:15 A.M. Your child's safety and welfare are of great importance to us.
 - d. A child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
 - e. In order to arrange for assignments of children who are absent due to illness, kindly call the school office by 8:15 A.M. This work may be picked up by the parent at the school office no earlier than 3:15. It is the responsibility of the student to complete work and tests that have been missed due to absence.
 - f. All make-up work and assignments from absence/vacation must be completed in a timely manner.
 - g. Grade 7 may attend Universal Visitation Day and 1 Shadow Day excused. Any other absence or lateness by a seventh grade student in this regard is unexcused and Perfect Attendance will not be considered.

Absence/Tardiness/Leaving School

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

- a. A written excuse, explaining the reason for absence and signed by the parent/guardian, must be presented upon a student's return to school.
- b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents/guardians before a decision is made by the administration. Persistent

absences may also result in the student being subject to appropriate administrative action.

- c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent/guardian, or (b) leave the school grounds with the prior authorization from the principal/administration.
- d. Students in grades kindergarten through grade eight who miss 30 or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for dismissal. Certification of absence by a physician is an exception to the limit. However, satisfactory completion of required work is still required.

Tardiness

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher. A student who is tardy, as determined by local policy, should report to the principal's office or attendance office. A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate administrative action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent/guardian may be contacted. Five unexcused lateness is a detention. Students are expected to be seated and settled for class by 7:55 am or else it is considered late. Students who arrive after 7:55 am must report to the main office for a late slip to be handed to the teacher upon entrance to the homeroom.

Tardiness vs Behavior Policy

Tardiness will fall under a separate category than demerits issued for behavior. Meaning any type of demerit for tardiness will not accumulate to a suspension.

Anticipated Absence

When an absence is anticipated, the parent must submit a written note to the classroom teacher with an explanation and dates of absence. This note is forwarded to the Principal. If possible, the teacher may have work for the student to complete during the period of absence. Otherwise, the student is responsible to request make-up work upon return. The student is required to have completed all missed assignments and tests within one week of return for an extended absence unless otherwise specified by the classroom teacher. The classroom teacher, in

consultation with the principal, may adjust this requirement if extenuating circumstances warrant this.

Parents are strongly urged to plan family trips and vacations during school holidays and summer vacation. Please consult the school calendar to determine these dates. The importance of regular attendance and punctuality is reflected in academic achievement. Additionally, high schools utilize a student's elementary school attendance and punctuality as one criterion for acceptance.

Arrival/Dismissal Procedures

The school grounds generally are supervised during school hours, from 7:30 a.m. – 2:50 p.m., when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

Arrivals

A child must come directly to the gym between 7:30 a.m. and 7:55 a.m. in the Senior School. Students in the Junior School arrive within the same timeframe and go straight to their classroom. Senior School students enter the building by way of the Student Entrance and report directly to their line area in the gym. Parents are asked not to leave a child at school before 7:30 a.m. In the Junior School we ask that parents do not enter the school yard with the children. Students enter the building by the Main Entrance and report to the cafeteria. Parents may not enter the building with the students.

Dismissals

Children are dismissed from their classroom by their teachers at 2:50 pm. No child may leave the building prior to dismissal without the Principal's (or office) permission. Silence is to be maintained in the hallways during dismissal.

Release of Students

Parents must send in a written note to the classroom teacher the morning of the early release indicating time, reason, and designated adult picking up the child if other than the parent. If an appointment is obtained during the day, the parent must call the main office in advance of the time of early release. An unscheduled early release creates a great disturbance to the classroom. The parent must come to the

school office to sign out the student. The student will be called to the office at that time.

Emergency Closings

St. Monica School follows the Archdiocesan directives regarding early dismissals. On the individual student, emergency form parents indicate if children may walk home or will be picked up in the event of an emergency closing (weather, etc.) For weather-related emergency closings or late openings, please listen to KYW or watch Action News- “Philadelphia Archdiocesan Schools will be closed.” Please do not call the rectory or convent to ascertain a school closing since the school receives information via the radio. You will also be notified by Power School via text message and/or email. In the event that an emergency arises once the school day has begun we will follow your directive on the emergency closing form.

Emergency Contact Forms

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency.

Transferring to Another School

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks, library books, and technology must be returned to school and all fees paid before leaving. You will have the option of purchasing the Chromebook. Scholastic information will be sent to the new school upon a “Release of Student Records Form” from the new school. All fees and tuition **MUST BE PAID** prior to the release of the student’s records.

Eighth grade students applying to high schools may request one transcript free of charge. A \$5.00 fee will be charged for each additional transcript request. The fee must be paid at the time of the transcript request. Students in other grades, kindergarten through seven applying to schools may request one copy of a transcript free of charge. A \$5.00 fee will be charged for each additional transcript request. The fee must be paid at the time of the transcript request.

AUXILIARY SERVICES

1. State Funded Programs

Non-Public School Services – Catapult Learning Company (Philadelphia County)
Catapult Learning runs our largest state-funded program, Act 89, which provides Remedial Reading, Remedial Math, Guidance and Counseling Services, Educational Testing, Consultation, Speech and Language, and Psychological Services to a non-public school student in Philadelphia County. Catapult Learning provides Speech and Language services. These services are provided to all students who have a need in any of these areas.

2. Federally Funded Programs

These programs provide services to our students under Titles I, II, IV, VI through CORA. These services include Remedial Reading, Social Services and Teacher Coaching.

Lunch Program

St. Monica School provides a breakfast and lunch program through the Archdiocesan Nutritional Development Service. This service is free to all students. Students may eat the provided hot lunch or bring lunch from home. Please include in your child's lunch box two napkins, one for the lap and the other for a placemat. A menu is sent home monthly for both breakfast and lunch. The 40 minute lunch period is divided between lunch and play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and forwarded to the office. Respect, courtesy, and good manners are to be shown during this time. All rules for lunchtime routine are to be followed.

General School Policies Administrative Student Custody and Guardianship

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify, in writing, other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

School Visitors

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign-in, and wear an identification tag when visiting the school.

School Communications

PRINCIPAL'S COMMUNICATION

An informational email from the principal will be transmitted weekly, on Friday, throughout the school year. Separate communication memorandums and/or flyers will be issued as warranted.

TAKE-HOME COMMUNICATION

All materials prepared by parents/guardians for release to the parish or school community must be approved by the Principal or her designee. A communication folder will be sent home with students every Wednesday. This folder will contain pertinent information from the school office, HASA and other communications including classroom communication and tests. Please return this folder the next school day. Parents are asked to sign and return all tests. Families with dual custody may request two folders through a written request to their child's classroom teacher.

Telephone and Smartwatch* use/messages for Students

During the school day, students who need to communicate with a parent/guardian shall do so via the school phone with the permission of the adult in charge.

Students may not use cell phones OR smartwatches at any time during the school day, CARES, while attending after school activities, or at dismissal while still on the school grounds. If your child brings a cell phone or a smartwatch to school, the school is not responsible for any loss or damages that may occur. Students may bring cellphones/smartwatches to school under the following conditions:

- a. Cell phones/smartwatches must be turned in to the homeroom teacher at the beginning of the day
- b. Cell phones/smartwatches may not be kept in backpacks, desks, lunches, jackets or uniform pockets
- c. The cell phone/smartwatch must have student identification on it
- d. Students may not use cell phones/smartwatches to take photographs, download pornographic or other inappropriate material
- e. Cell phones/smartwatches may not be used to send text messages or other communication during the school day.

Cell Phone Violation Consequence

Failure to comply with the above regulations will result in the cell phone being confiscated, and a \$25.00 fine imposed before the phone can be returned. A second offense will result in the cell phone being confiscated and not returned until the end of the school year. The action will be handled as a disciplinary matter by the school administration.

Smartwatch Violation Consequence

Smartwatches will be confiscated and returned at the end of the day.

*A smartwatch is defined as a portable device designed to be worn on the wrist that supports apps, connects to the internet, and has the capability to make/receive calls and text messages.

Examples of smartwatches include but are not limited to the following: -Gizmo Watch, Apple Watch, Garmin Watch, Galaxy watch, Fitbit Sense, Fitbit Versa 2, Fitbit Versa 3, Vtech watch, Prograce watch, TickTalk watch

-Any device that meets the above criteria are also considered smart watches.

***Activity trackers are permitted only if they cannot be used to access the internet or make/receive phone calls and text messages.*

The Office of Catholic Education and the Communications Office of the Archdiocese of Philadelphia have established the following protocol for emergency school closings. Careful adherence to these procedures will assist each school in a well-organized and executed plan for closures.

Inclement Weather

The Office of Catholic Education and the Communications Office of the Archdiocese of Philadelphia have established the following protocol for emergency school closings. Careful adherence to these procedures will assist each school in a well-organized and executed plan for closures.

City Schools

- The Office of Catholic Education in consultation with the School District of Philadelphia will consider student transportation, weather conditions and the School District of Philadelphia's decision regarding its schools' closures, delayed openings, or openings and the parochial schools' decision to concur or not.
- An authorized person from the Office of Catholic Education will contact KYW News directly regarding the closures of the schools in the Archdiocese of Philadelphia within the city limits.
- KYW will continue to be the official station announcing the parochial schools' openings, closings or delayed openings throughout the Archdiocese of Philadelphia within the city limits.

Non-Weather Related – All Schools

In consultation with the pastor and with his approval, non-weather related closings must be reported to the authorized person at the Office of Catholic Schools.

The authorized person from the Office of Catholic Education will contact the Director of Communications who will call KYW news to report the information for broadcast over this station. KYW will not honor a call from any other person than the authorized person from the Communications Office.

Closings Due to Illness

If an illness affects a significant number within a school, seriously affecting student and faculty attendance, the administrator must discuss this situation with the Office of Catholic Education. No decision to close the school may be made without prior consultation and direction from the Office of Catholic Education and the approval of the pastor(s).

Closings During the School Day

In the event of an emergency situation, a school may need to be closed during the school day. The school should have on file an emergency notification form for each student listing the names and phone number of three persons in rank order who can be notified in such an emergency closing. If the persons on the emergency list cannot be notified of the school closing, the students are to remain in school until notification is made to parent(s)/guardian(s) or other persons listed on the emergency notification list.

Photos and Other Media

Parents/guardians may opt their children out of participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the Photo Release Form. All student or parental publications are subject to review and approval by the school administration prior to publication.

Field Trips

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. Field trips are considered an extension of the school day and the code of conduct will apply.

A permission form signed by a student's parent(s)/guardian (s) must be obtained prior to a student participating in each activity. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

Youth weighing less than 100 pounds may not be seated in the front seat. Cell calls and texting are not permitted while driving.

Parents/guardians are to be furnished with detailed written information about the field trip and must be given the opportunity to “opt out” their children from the field trip. Teachers and other school employees should not drive students in their personal vehicles. It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, that it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a Field Trip/Experience. All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual need to be present on the field trip such as; a school nurse, parent/guardian, or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

Graduation Requirements/Ceremonies

Students must earn their certificate of completion. The school does not guarantee the award of this certificate to students. In order to graduate, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Archdiocese of Philadelphia and the Pennsylvania Department of Education. In addition, students must comply with all school regulations and policies.

The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

Graduation ceremonies should be simple and dignified. A celebration of the Eucharist will be held for the graduates close to the date of graduation. The Liturgy is highly recommended. Certificates signifying completion of studies may be given upon completion of 8th grade.

Home and School Association

The Home and School Association, HASA, of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the

school's children. It strives to enhance the parents' and teachers' role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members' interest in education and civic affairs and conducts fundraising activities.

Members of the Home and School Association can be contacted through the school office. Every family is expected to be a member of the Home and School Association, to pay the necessary fee, and to participate in the activities scheduled for the year. The Home and School Association has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.

Parents/Guardians Involvement

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

- Sending their child to school physically fit, clean, and properly dressed and fed
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline
- Discovering their child's special interests and talents so that they may be developed to the fullest
- Sending a written explanation each time their child is absent from school
- 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

Fundraising

Any program of generating additional revenue should have the approval of school leadership (pastor, principal, head of school). These activities should be organized and executed so that the school program is not interrupted. Students may

participate in, and cooperate with, worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (pastor, principal, head of school).

Transportation / Parking

St. Monica School has two parking lots, Junior School lot, which sits between the church and the Junior School, Senior School lot, which is located at 16th and Porter. These lots are mainly used for teachers during the school day. While parking is at a premium we try to utilize the streets near school.

Junior School

Morning Drop Off

1. Pull up on Ritner Street
2. Staff/ Teacher will be at the entrance of school.
3. Student may exit the vehicle and enter the school building
4. Drivers are to remain in their cars.

Afternoon Dismissal

1. Students will exit the school through various lines, “Bus” “A,” “B,” and “C”
2. Students taking the bus will exit school first.
3. Students taking “Line A” will exit the building and continue towards 18th and Ritner
4. Students taking “Line B” will exit the building and continue towards 17th and Porter
5. Students taking “Line C” will exit the building and continue towards the corner of 17th and Ritner to be picked up by parents.

Senior School

Morning Drop Off

1. Students enter through the student entrance within the parking lot.
2. Students being driven may use Bancroft Street for drop off. Please pull all the way up to the entrance gate and drop off children at the sidewalk paralleling the school building.
3. Drivers should remain in their cars. Students should be ready to exit the car once the car has stopped.

Afternoon Dismissal

Students will exit the school through various lines, “Bus” “A,” “B,” and “C” Lines

1. Students taking the bus will exit school first.
2. Students taking “Line A” will exit the building at 16th and Porter Streets.
3. Students taking “Line B” will exit the building and exit through the front door towards 16th and Shunk Streets.
4. Students taking “Line C” will exit the building and continue towards the corner of 17th and Porter to be picked up by parents.

Co-Curricular and Extra Curricular Activities

Participation

In order for sportsmanship to be rooted in Catholic values, it is expected that coaches, athletes, and fans display respect, civility, and responsibility in words and actions before, during, and after all athletic contests and/or practices. These policies are developed to assist the schools in accomplishing their goal of providing a Catholic education which is rooted in the teachings of the Catholic faith, especially the practice of respect for each person. The policies outlined in this section exist to ensure good sportsmanship and fair play.

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school’s academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extracurricular activities. If a student is absent from school they may not attend practice or game.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a pre-sport participation physical examination form and consent form for elementary athletic program participation is required, excluding parish CYO.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents/guardians are required to submit a written statement from their child’s physician that states any activity restrictions with regard to

participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

Use of Buildings for Extracurricular Activities

The Pastor reserves the right to determine which groups may use the Parish and School Buildings for meetings. The use of classroom space or the cafeteria after school must be approved by the Principal and scheduled through the administrative assistant to the principal, who can be reached at (215) 467-5338.

Student Responsibilities and Behavior

Code of Conduct

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends parents/guardians, faculty, and student work together to create a Catholic school environment. These basic components include:

- a. Teachers have a right to teach. No student will stop the teacher from teaching.
- b. Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

- a. Will be honest and committed to integrity.
- b. Will be respectful and courteous toward all teachers and adults.
- c. Will refrain from harassment of any kind.
- d. Will use appropriate language.
- e. Will speak respectfully to and about others.
- f. Will complete all assignments and participate fully in class.

- g. Will respect all school and personal property
- h. Will refrain from any deliberate disruption in the school.
- i. Will adhere to the school's cell phone policy.
- j. Will comply with the Internet Responsible Use Policy.
- k. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. Will be present for all required activities unless officially excused by the administration.
- m. Will adhere to the dress code (see Dress Code)
- n. Will not give or receive unauthorized assistance on tests, quizzes or assignments.
- o. Will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. Will not bring to school, nor possess at school, any real or toy knives, guns, (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result.
- q. Will maintain and support others who maintain a safe and drug-free environment at, or near, school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school.
- r. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. Will at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff, and faculty is to work with the students and parents/guardians to assist the students in developing a strong Christian attitude toward life.

SUBSTANCE ABUSE/WEAPONS

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

It is unlawful for any person to manufacture, sell, distribute, or possess with intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.) If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol, tobacco, or e-liquids while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents/guardians will be notified, and the student will be removed from class. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted.

A student shall not possess or use drug paraphernalia, including, but not limited to, e-cigarette delivery devices, e-cigarette accessories, vaping devices, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 300) or on school property. Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments [which may sometimes be known as nun chucks or fighting chains], slingshot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray, or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to, and including, expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

ST. MONICA DISCIPLINARY BOARD POLICY

PURPOSE

Our purpose is to identify and respond to disciplinary actions that warrant further investigation. The Disciplinary Board is meant to collaboratively work together to find a solution.

MISSION

Our Mission is to bring our Catholic values and morals to fairly investigate the situation at hand. In order for this to happen all parties involved will supportively work together.

OVERVIEW

- Any recording of this meeting is prohibited
- All parties will display Catholic values and respectful conversation.
- Findings/Consequences from the meeting can be but are not limited to any of the following:
 - Behavior Contract
 - Detention
 - Suspension

■ Exploration

- At the conclusion of the meeting the board will have a week to deliberate the findings and a document will be sent home to view and sign.

REASONS TO MEET THE DISCIPLINARY BOARD

- Bullying
- Vaping
- Physical Altercation
- Cell phones
- Intervention after 1st detention regarding behavior
- Breach of Technology Addendum Contract

*This list is not limited to any behaviors that are a breach of the handbook policy.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to, and including, suspension and/or expulsion, but there is no requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

- a. Counseling and/or conference with the student and family
- b. Assignment of special tasks
- c. Denial of privileges
- d. Detention
- e. Probation
- f. Suspension
- g. Expulsion

SPECIFIC DISCIPLINARY POLICIES

God created each person in His image and likeness; therefore, each student is expected to grow in wisdom, maturity, and grace. These qualities are evidenced by self-discipline, which shows respect toward all charged with authority over them and toward their fellow students. It is also shown in the maturity to make appropriate choices and to accept the consequences of those choices.

Demerits will be issued after verbal warnings and the Demerit Slip will serve as a communication to both student and parent that a student's conduct is unacceptable and needs to be improved. The Demerit Slip will be signed by parent and student and returned to the homeroom teacher the next school day after the Demerit has been awarded.

Demerits will be awarded for, but not limited to, the following:

Accumulation of three demerits will warrant a detention. Three detentions will warrant a suspension.

One Demerit

- a. Repeated lack of written homework
- b. Repeated lack of preparation for class
- c. Failure to return a parent notice
- d. Dress code violation after one warning

- e. Chewing gum
- f. Continual disruptive behavior in church, class, cafeteria, schoolyard, or other school function
- g. Doodling, drawing, scribbling on workbooks, copybooks, and textbooks
- h. Unexcused absence from, or tardiness to class during the daily schedule

Two Demerits

- a. Disrespect towards authority
- b. Disrespect towards another student
- c. Use of inappropriate language (written or spoken)
- d. Possession of an unapproved electronic device
- e. Forgery
- f. Lying

Automatic Detention

- a. Blatant, public disrespect to faculty, staff or volunteers
- b. Deliberate disobedience to authority
- c. Cheating, including plagiarism
- d. Fighting
- e. Bullying/harassment (defined as continual picking on, calling of names, physical contact and/or intimidation)
- f. Unauthorized or inappropriate use of technology

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents/guardians may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

A student is responsible to make-up all class work that was missed while on suspension. He/she will have one day for each day of suspension to make-up missed class and homework.

DETENTION

Detention will be scheduled by the awarding teacher and will last one hour, after school dismissal. Students will perform assigned tasks by the administrator of detention. Upon completion of detention, students will be released to their parent(s). Alternate release instructions must be pre-designated in writing.

EXPULSION

Expulsion may be resorted to when one or all of the following are present:

- a. a serious infraction of school rules occurs;
- b. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. a parent/guardian repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive, or harassing behavior toward teachers, school, parish, or Archdiocesan staff.

If the principal/administration believes it necessary to expel a student, the principal/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent/guardian whose child is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification. During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed at the discretion of the principal/administration.

STUDENT REGULATIONS AND PROCEDURES

Privacy of individual students must be balanced against the need to protect the health, welfare, and safety of other members of the school community.

STUDENTS AND STUDENT PROPERTY SEARCHES

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

Desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a desk has been assigned, has *vis-a-vis* other students, exclusive use of the desk but has no proprietary rights versus the school.

Care of School Property

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

Since many textbooks are used for several years, students are required to have their school textbooks covered. Textbooks may be covered with brown paper or material. Workbooks should be covered with clear contact paper. Students are assigned a numbered textbook at the beginning of the school year and will be required to return the same textbook in good condition at the end of the school year. Marking in textbooks is forbidden. Students will be charged replacement costs for textbooks returned in unacceptable condition.

DRESS CODE

The dress code provides a standard for our students, which fosters an

environment conducive to learning and respectful behavior. It is designed to encourage neatness and good order among the students, instill school pride, render financial savings to parents, mitigate socioeconomic inequity, and provide awareness to the local South Philadelphia community of the presence of the school. In this light, students must be properly dressed, observing school dress code regulations when they arrive on school property in the morning and when they leave school property at the end of the day. The dress code is to be observed on field trips unless otherwise announced by the Administration. All parts of the uniform must be purchased from the uniform companies that serve the school (listed below). The dress code is as follows:

Girls

Navy blue uniform jumper with emblem (length must reach to top of knee)
White, long or short sleeved blouse with Peter Pan collar
Solid dark blue knee socks (no ankle socks permitted)
Navy blue or black leotards may be worn in cold weather
Navy blue cardigan sweater in cold months
Solid blue oxford shoes- laced or buckled type

Boys

Solid, plain gray trousers with black belt
White, long or short sleeved shirt
Imprinted golf shirt may be worn in warm weather (Sept. to Nov. 1st, April to June)
Monogrammed navy blue V-neck sweater (long sleeved or vest)
Sturdy black shoes- NOT athletic type sneakers
Black socks above the ankle (crew socks)

Gym uniforms are necessary for physical education class and must be purchased from the company that serves the school (listed below).

The gym uniform is as follows:

Summer Gym Uniform

Plain blue athletic shorts
Light blue t-shirt imprinted with the school name in blue
School sweatshirts or spirit wear sweatshirts only worn on gym days during school hours.

Winter Gym Uniform

Plain blue full length sweatpants

Light blue t-shirt imprinted with the school name in blue

Navy blue sweatshirt with school name imprinted must be worn if student is cold

Sneakers

Sneakers only NO CROCS or HEY DUDES! Any color sneaker of your choice.

White socks that come above the sneaker.

Students whose medical condition dictates the necessity to deviate from the uniform guidelines must provide doctor's documentation dictating conditions necessary for such deviation. Final decisions regarding the school uniform rest with the Principal. The sole distributor authorized to sell St. Monica Catholic School uniform are:

Cramers

1916 East Passyunk Ave.
Philadelphia, Pa 19148

Boystown Girlstown

1708 East Passyunk Ave.
Philadelphia, PA 19148

Final decisions regarding the school uniform rest with the principal/administration.

Out of Uniform Days

When students are permitted to come to school out of uniform, parents are asked to monitor the students to make appropriate choices using the following as a guide:

Dress Up Days

Students should come to school in Sunday church clothes.

- Examples: Girls will wear a dress, skirt and blouse, or dress slacks and blouse or shirt (with sleeves). Skirt and dress lengths are to be no higher than 1 inch above the knee. Boys will wear dress slacks, shirt and tie, or collared knit shirt. All students will wear socks and shoes due to the school setting.
- Not permitted: Backless or spaghetti straps.

Dress Down Days

Students may come to school in more casual clothing.

- Examples: Jeans, Khakis, St. Monica PE shorts, sweatpants, knit shirts or tee-shirts with sleeves. The Hem of shorts must reach 1 inch above

the knee. Midriff must be covered. Socks and sneakers or shoes are required due to the school setting. No open toed shoes or open heeled shoes.

Not permitted: cut-offs, ripped or tattered jeans, camouflage pants, shirts with negative/suggestive comments, logos, pictures or advertising are not allowed. Backless garments, low-cut fronts, halter, tank, tube tops, strapless, spaghetti straps are not allowed. Spandex type leggings* and bike shorts, sandals, flip-flops or beach type shoes are not allowed. Crocs can be worn in sport mode only.

*Leggings may only be worn with a dress.

Grooming Standards

Hair

- a. Clean and neatly styled; students' natural hair color only; no dyed hair
- b. Fad haircuts/styles are not acceptable (i.e. designs in the scalp and mullets should be above the collar.)
- c. Hair is not to be lower than the eyebrows in the front
 - (1) Length of boy's hair must be above the collar in the back and be above the top of the ears on the sides
 - (2) Girls may wear simple clips and hairbands that keep hair in place but not hairpieces; large hair ornaments or adornments
- d. Caps, hats and bandannas are not to be worn in school buildings at any time, which includes lunch periods.

Make-Up/Nail Polish

- a. Eye or face make-up and nail polish are not permitted for any student.
- b. Artificial nails or French nails/tips are not permitted for any student.
- c. Tattoos/Henna designs are not acceptable.

Jewelry

- a. Students may wear a watch on their wrist.
- b. Students may wear only one necklace. (Cross or religious medal only)
- c. Body piercings are not permitted.
- d. Girls may wear one pair of small, post earrings with one earring per ear, in the lobe of the ear. Boys may not wear earrings
- e. No boys or girls can wear bracelets of any kind.

Uniform Requirements & Other Pertinent Information

The Administration is ultimately responsible for the environment of the school and therefore, the principal, or his/her designee, reserves the right to make judgments about inappropriate dress. When, in the opinion of the principal, or his/her designee, a dress code violation has occurred, the student and parent(s) must cooperate in correcting the violation promptly.

Penalties

Any student not conforming to dress code will report to the attendance office in order to contact his or her parents to bring the appropriate uniform or article of clothing to school. The student will be responsible for all missed class assignments while out of class. If a student more than one time displays non-conformity to the dress code will be given a demerit. Additionally, a pattern of non-compliance to dress and grooming standards will be indicated on the student's report card.

Playground Regulations

Students are expected to follow the Code of Conduct as listed in the section of this handbook titled: Student Responsibilities & Behavior – Code of Conduct, during indoor and outdoor recess. Playground monitors have the right and responsibility to report any student who violates the Christian behavior expected of all students. In addition, students are expected to follow the specific playground guidelines listed below:

- a. walk in an orderly line to the designated play area with the playground supervisor
- b. remain in the area until you hear the bell or whistle
- c. do not climb on fences, or cars
- d. make every effort to include all students who wish to participate in games
- e. play fairly, following the rules of the game
- f. when the bell rings or you hear the whistle, students should walk quietly to their assigned line
- g. when adult in charge gives the signal, students should proceed to the classroom or cafeteria quietly and in an orderly line
- h. should the emergency whistle blow, all students shall walk quietly to the cafeteria door.

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited. Student meals provided by parents/guardians must not be heated in microwave ovens by school personnel and/or school volunteers.

- a. show respect to all adult monitors
- b. walk
- c. wait until grade is called to receive food items
- d. talk to those students sitting nearby with an "inside voice"
- e. exercise good table manners
- f. do not share food
- g. do not throw food
- h. sit appropriately at tables
- i. raise hand if assistance if necessary
- j. remove all trash and check area prior to departing
- k. when dismissed, wait quietly until grade is called

Health, Safety, & Welfare

Student Health, Safety, & Welfare

Parents/guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

The Archdiocese of Philadelphia Policy of Sexual Misconduct and/ or child abuse are taken very seriously. The protection and welfare of the students are the goals and responsibilities to which the administrator, teachers and school staff willingly dedicate daily efforts. The fulfillment of this responsibility requires constant vigilance and concern in all areas of the school operation.

The mandated reporter and administrator must report cases of suspected child abuse to Child Line, the Office of Catholic Education, and the Victims' Assistance

Office of the Archdiocese of Philadelphia immediately upon such determination. The school nurse in accordance with the provisions of Act 124 (Child Protective Services Law) should report cases of child abuse to the appropriate authorities with proper documentation to follow.

Accidents and First Aid

Accidents or unusual illness occurring at school should be reported immediately to the administrator. When a student becomes ill or meets with an accident, the parent(s)/ guardian(s) should be contacted immediately, this would be of a **serious nature**; i.e. broken bones or head injury. In the event of serious injury, 911 should be called and emergency personnel contacted. If the parent(s)/ guardian(s) cannot be reached, the emergency contact person should be contacted. An insurance form should be provided to the parent(s)/guardian(s) of the injured student requiring treatment. A follow-up incident report must be written and kept on file in the school office.

First Aid

Only minor and very basic first aid may be administered. Secondary treatment may not be administered to an area already treated by the family or a physician. Parents/guardians must be contacted immediately if there is any question regarding an injury.

First Aid Kit

Each school should have and use first aid kits which are updated on a regular basis to ensure freshness of materials contained within the kit.

Serious Injury

In the case of serious injury/accident, the Office of Catholic Education and Insurance Office should be notified immediately and a copy of the incident report should be forwarded to this Office.

Toileting / Incontinence

Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff.

Parents/guardians will always be contacted in incidents of soiling. The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a Licensed Healthcare Provider (LHP), with proper authorizations in writing by the parent or guardian.

Use of Crutches

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a doctor's order, the parent will be called to take the student home.

Life Threatening Allergy

School will utilize current resources and reputable materials to develop allergen management communication for student handbooks, classrooms, and parental publications.

Parents/guardians of students with a life threatening allergy must inform the principal and school health personnel of any allergies and provide schools with fully executed documents. Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food.

Control of Communicable Diseases

Disease

Parents/guardians must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

Lice

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse/administration based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse/administration. Classroom contacts may be inspected. If a student is suspected of having lice during the school day, the student will be checked by the school nurse. If this is determined to be positive, the student's parents will be contacted and the student must be sent home for appropriate treatment to eliminate the lice. If a parent discovers that his/her child has lice, the parent must contact the school nurse and keep the child home to complete treatment. Should an active case of lice be identified in the school, a notice about the presence of lice will be sent to the parents of classmates.

Bloodborne Disease

The Christian community is called to respond to the sick in our midst with compassion and justice. The Archdiocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Archdiocese of Philadelphia to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Pennsylvania Department of Health which state that most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

Safety

Fire Drills

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area.

Crisis Plan

St. Monica School has a Crisis Plan in the case of emergencies to include lock downs, evacuations, shelter in place, and severe weather. This plan is reviewed and revised regularly and drills are practiced with the students yearly. Parents will be informed at the beginning of the school year of the plan and procedures.

Regulations

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

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.

- All visitors must report to the school office.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for lunch recess.
- Students line up at the sound of the bell. We ask that parents do not enter the schoolyard but wait outside the fence. Students are dismissed in line and walked to the corner with the assigned teacher. Junior school children are picked up at one of three corners: 17th & Ritner, 18th & Ritner, and 17th & Porter. Please do not take students out of line.
- Please adhere to the parking regulations. Parking in crosswalks and at intersections is a danger and must be avoided.

Sexual Harassment and/or Sexual Abuse – Students

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. Until sexuality can be expressed through the acts which are proper and exclusive to spouses, chastity is the successful integration of sexuality within the person. Chastity is expressed notably in friendship with one's neighbor when the equal personal dignity of man and woman is recognized. Offenses against chastity, which include lust and the more serious acts of pornography and immoral sexual conduct, are violations of our Catholic faith and morals.

No student is to sexually harass or sexually abuse another member of the school community. All reports of harassment or abuse will be thoroughly and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities.

“Sexual harassment” is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, the deliberate making of unsolicited gestures or

comments, or the deliberate display of sexually graphic materials which are not necessary for school purposes, either in person or via any media source.

"Sexual abuse" includes, but is not limited to, intentionally touching another person's intimate parts or intentionally forcing another person to touch their own or any other person's intimate parts. "Intimate parts" means the genitalia, anus, groin, breast, or buttocks of any person, and includes material covering such intimate parts.

Any student who believes that he or she has been sexually harassed or abused shall immediately report such information to the supervising teacher or coach, and to the school principal. A student who is uncomfortable for any reason with reporting such alleged harassment/abuse to the teacher, coach and/or school principal, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential.

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment/abuse made in good faith.

Hazing

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation.

Hazing is prohibited. School personnel will not tolerate any hazing on Diocesan school grounds, in virtual school, or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Education expects students and parents who become aware of an act of hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Education expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

In cases of reported hazing, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting hazing may be subject to appropriate consequences.

Consequences for students who engage in hazing shall depend on the results of the investigation and may include:

- a. Counseling
- b. A parent conference
- c. Detention
- d. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

Bullying

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated more than one time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include, but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school sponsored activity (on or off school grounds). In addition, the Office of Catholic Education expects students and parents who become aware of an act of bullying or cyberbullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Education expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

In cases of reported bullying, the Discipline Board (see new policy) shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate.

This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- a. Counseling
- b. Parent Conference
- c. Detention
- d. Suspension and/or Expulsion

Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement, if appropriate.

Respect For Life

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the student's/family's compliance with the foregoing and other corollary tenets of the Catholic Church.

Asbestos Mandatory Notification

ASBESTOS NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire-retardant capabilities. Virtually any building constructed before the late 1970s contains some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Act (AHERA), which requires schools to be inspected to identify any asbestos containing building materials. Every six months, St. Monica Catholic School has conducted an inspection to determine whether the condition of the known or assumed asbestos

containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

Video Surveillance Cameras

School leadership at each individual school must install video surveillance cameras in order to maintain a safe and secure environment.

- a. At the discretion of the principal/head of school or his/her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

Schools making use of video surveillance cameras will provide notice to staff, students, and parents/guardians, by means of inclusion of this policy in their respective handbooks, that video surveillance may occur on school property. In addition, school leadership may elect to install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance may occur.

To the extent video images may be deemed appropriate to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention, and disclosure.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the Archdiocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of Archdiocesan or school policies, regulations, codes of conduct, building rules, and other applicable laws or rules, including, but not limited to, use of such images in student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Archdiocese. Release of such videos will be made only with the permission of the Archdiocese Superintendent or his/her designee.

School Board

The purpose of the St. Monica Board of Limited Jurisdiction is to promote and advance the mission of the school for the education and instruction of its students. The board, with the pastor, is a participatory, policymaking body, which fosters the highest possible standards of academic and religious education for all students. Current and former parents are welcome to be members.

Smoking

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

Stationery

During the school year, copybooks and theme books can be purchased in the school office. During the year, your child may need additional supplies or replacements. Please review your child's pencil case periodically in order that they have the necessary materials to complete their work.

Office Telephone

The telephone in the school office is for business only. A student may use the phone only with the permission of the principal or school personnel. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.

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

Use of Student Information/Pictures

The school reserves the right to use student pictures and interviews in publications, and on the school's website. If you do not want this for your child, please send a signed notification to the office by the end of September.

Valuables

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school cannot assume responsibility for valuables brought to school; this includes articles of clothing, personal electronic devices, trending or fad items, etc.

Visitors

All visitors, including parents, must enter school through the main door, report to the main office, sign the Visitors Book, and receive a visitor's pass. Parent volunteers are asked to do the same. Parents coming to school to bring forgotten articles or to relay messages must report to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 7:55 A.M. and 2:55 P.M., unless the Principal or office personnel gives permission for such a visit.

Volunteers

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community. In order to provide service as a volunteer, St. Monica School requires that the adult submit/complete the following: PA Criminal History Clearance (<https://epatch.state.pa.us>)

- PA Child Abuse History Clearance
- Archdiocese of Philadelphia Safe Environment Training
- Fingerprinting – Necessary if you reside out of the state of PA or if you have lived outside of PA during the previous ten years) For more information regarding clearances, please call the school office.

Parent Cooperation

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership

between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child.

Conclusion

The principal is the final recourse in all disciplinary situations and matters in this Handbook and may waive any rule or statement for just cause at her discretion. Parents will receive a Handbook Signature Page at the beginning of each school year. If it is not returned and signed by the end of September it is presumed you understand and accept the policies and procedures of this handbook.

Elementary School Handbook Agreement Form

Parent/Guardian

I have received a current copy of the Parent/Student Handbook. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies obtained therein, and will require my child(ren) to comply with the policies which apply to students.

St. Monica School is a two-building campus. Students are escorted to and from their building for Mass, assemblies and other activities as a class by their teacher. Signing the handbook agreement, you acknowledge that your child will walk between the two campuses for various events.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Archdiocesan policies. I understand the school and/or Archdiocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.

(Parent/Guardian Signature)

(Printed Name)

(Date)

Student

I have read and understand the Handbook. I am prepared to follow to the best of my ability.

(Student Signature)

(Date)