

SAINT ANDREW SCHOOL



PARENT-STUDENT HANDBOOK

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SAINT ANDREW SCHOOL

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SAINT ANDREW SCHOOL

MISSION STATEMENT



**BUILDING A CULTURE OF LIFE AND A CIVILIZATION OF LOVE
THROUGH FAITH AND KNOWLEDGE.**

**Saint Andrew School exists to provide
a quality Roman Catholic education
rooted in the Gospel.**

We strive to:

- develop well-rounded, 21st century learners who accept everyday challenges and embrace life's opportunities;
- help students recognize, appreciate and develop their God-given gifts and talents;
- inspire students to be responsible, global citizens and to use their individual gifts and talents to serve our school, parish, community, and the world in which we live.

We propose to do this by:

- providing an atmosphere which is safe, peaceful, just, and respectful toward all;
- developing and nurturing a strong moral code and healthy self-discipline in each child;
- integrating a curriculum based on the Common Core State Standards that expands and elevates student thinking through the use of the Religion, Rigor & Relevance Framework;
- fostering the development of the whole child in collaboration with the family and the Saint Andrew Community.

In support of our mission, we have adopted the following statements of belief:

- We believe Catholic Education offers each student an opportunity to strengthen his or her relationship with God. From learning the foundations of our faith, to sharing and living God's way, students can grow in the understanding of Jesus' teachings.
- We believe Catholic Education inspires students to grow as Disciples of Christ through an engaging, nurturing, and challenging interdisciplinary curriculum that focuses on the education of the whole child in a faith-based environment.
- We believe children are gifts from God and are valued as individuals with unique spiritual, physical, social, emotional, and intellectual needs.
- We believe Catholic Education, in combination with the school and its community, serves as a role model for all who witness our students' knowledge of their faith, work in their community, and love of their neighbor.
- We believe Catholic Education prepares all students to be stewards of the faith, active participants in, and service-minded leaders of, our school, the community, and beyond.
- We believe a Catholic Education allows a person to practice his/her faith and build a foundation of love, acceptance, and kindness so necessary in our world.

**All students - and their family members -
who have accepted admittance to Saint Andrew School
agree to support this mission.**

“Catholic education is indeed concerned with the whole person, with his or her eternal destiny and with the common good of society, which the Church herself strives to promote. In practice this requires that the physical, moral and intellectual talents of children and young people should be cared for, so that they may attain a sense of responsibility and the right use of freedom and take an active part in the life of society.”

[JOHN PAUL II, Address to a group of U.S. Bishops, 28 October 1983]

BACKGROUND

ACCREDITATION

Saint Andrew School is accredited by the Middle States Association of Colleges and Schools, a recognized accrediting agency by the State of Pennsylvania, and maintains membership in the National Catholic Educational Association.

FACULTY

Students at Saint Andrew School are taught by a faculty of educated, experienced, dedicated teachers who consider the well-being of each child as their top priority. Every teacher on staff holds a college degree, twelve faculty members hold Master’s degrees, and one holds a Doctorate in Education. The faculty is committed to building strong moral character by creating an environment that positively reinforces the accomplishments of each student. It is an environment that not only teaches students about religious, social, and academic skills, but also one that gives them opportunities to demonstrate those skills every day.

ACADEMIC PROGRAM

Saint Andrew School provides a quality Roman Catholic education to students in pre-school through eighth grade. Its academic program includes instruction in the Catholic faith and a full curriculum of core content areas as approved by the Archdiocese of Philadelphia and the Commonwealth of Pennsylvania including physical education, health, technology, library, art, and music.

A before- and after-school program (C.A.R.E.S.) provides for the care of students of working parents. Extra-curricular programs include: instrumental band, chorus, drama, Math Clubs, K’Nex Club, Art Club, 24 Club, Yearbook, Future Cities, Science Explorers, Chess Club, Speech and Debate Club, and CYO athletics. Additionally, students have opportunities to provide service to the community as altar servers and through participation in such activities as the MLK Day of Service, Spirit Run, food drives, and Mothers’ Home collections at Christmastime.

ADMISSION

POLICY

Saint Andrew School exists primarily to educate the student population of St. Andrew the Apostle Parish in Drexel Hill. With adequate facilities and space available, it is open to accept Catholic students from other parishes with the permission of their proper pastor; and then all other students respectively. No student is denied admittance based on sex, color, race, or ethnic origin. It does not discriminate on any of these bases in the administration of policies and school programs. Likewise, all students regardless of their religion will receive a Catholic education based on the teachings of Jesus and the Roman Catholic Church. There are no exemptions.

ADMISSION AGE

In accord with the guidelines set by the Archdiocese of Philadelphia and Upper Darby School District the admission age as of August 31st each year is:

Pre-School (3) is 3 years;
Pre-School (4) is 4 years;
Kindergarten is 5 years;
First grade is 6 years.

REGISTRATION

Each family must re-register annually. Dates for re-registration are published in school communications and the weekly parish bulletin. New families who wish to register must contact the school office.

BLACKBAUD TUITION MANAGEMENT SERVICES

Families paying the cost of education at Saint Andrew School will make their payments to Blackbaud Tuition Management Services. The Blackbaud enrollment form will be completed at the time of registration and offers a variety of payment options. Questions about your Blackbaud account should be handled directly through Blackbaud Customer Service (1-888-868-8828).

“Children are people, and they should have to reach to learn about things, to understand things, just as adults have to reach if they want to grow in mental stature. Life is composed of lights and shadows, and we would be untruthful, insincere, and saccharine if we tried to pretend there were no shadows. Most things are good, and they are the strongest things; but there are evil things too, and you are not doing a child a favor by trying to shield him from reality. The important thing to teach a child is that good can always triumph over evil.” -The Walt Disney Company

“The greatest challenge to Catholic education in the United States today, and the greatest contribution that authentically Catholic education can make to American culture, is to restore to that culture the conviction that human beings can grasp the truth of things, and in grasping that truth can know their duties to God, to themselves and their neighbors. In meeting that challenge, the Catholic educator will hear an echo of Christ’s words: ‘If you continue in My word, you are truly My disciples, and you will know the truth, and the truth will make you free.’ (Jn 8:32) The contemporary world urgently needs the service of educational institutions which uphold and teach that truth is ‘that fundamental value without which freedom, justice and human dignity are extinguished.’” [John Paul II, Address to a group of U.S. Bishops, 30 May 1998]



DISCIPLINE/CODE OF CHRISTIAN BEHAVIOR

Saint Andrew School, in line with the ideal of Catholic education, is not simply an academic experience; rather it intends to engage the entire person in truth and charity. It [Catholic education] aims to form human beings, who—though flesh and blood and existing in time and space—are destined for the fullness of life “beyond the surly bonds of earth . . . (to touch) the face of God.” Saint Andrew School in its educating philosophy embraces the central theme of the Catholic faith, namely the Paschal Mystery, as the foundation of its formation of our students to adulthood. The Passion and Death of our Lord precedes His glorious Resurrection, therefore whether we find ourselves in a Calvary or Easter moment; we must always experience it within the full context of the mystery. This entails respecting and loving our children enough to tell them the truth about themselves and confronting their tentative efforts and bad behaviors early to assist them in avoiding these enemies of their future success and happiness. [*Msgr. Grous*]



SAINT ANDREW SCHOOL CODE OF CHRISTIAN BEHAVIOR

The graduates of Saint Andrew School, as children of God, grateful stewards of the gifts He gives through Jesus Christ and the Holy Spirit, and students of Saint Andrew School, are asked each day:

- ❖ **IN THE SPIRIT OF CHARITY**, to follow the teachings of Jesus Christ and to spread the Good News of God’s love;

- ❖ **IN THE SPIRIT OF RESPECT AND COOPERATION**, to be generous and selfless in dedicating their time, efforts and attention for the benefit of others;
- ❖ **IN THE SPIRIT OF RESPONSIBILITY**, to accept the School's Code of Christian Behavior and do all they can to make Saint Andrew School a safe place where everyone has the right to learn, to play and pray together;
- ❖ **IN THE SPIRIT OF ENTHUSIASM**, to use their time and talents to the best of their ability, for their own good and for the good of others.

With the help of Jesus Christ, Saint Andrew School graduates will work to build God's kingdom of love and understand that their behavior, either appropriate or inappropriate, reflects upon themselves, their families, and their school. As children of God, grateful stewards of the gifts He gives through Jesus Christ and the Holy Spirit, and students of Saint Andrew School, the students and graduates:

Are **RESPECTFUL**, therefore we:

- show care for others, school property, and supplies;
- recognize and honor everyone's individuality as a son or daughter of God;
- cooperate with faculty and other students;
- are courteous and considerate of others.

Are **EMPATHETIC**, therefore we:

- follow the example of Jesus in being kind and compassionate;
- greet others with eye contact, and a nod or word;
- include and support others;
- resolve conflicts peacefully;
- involve ourselves in serving the needs of others.

Are **RESPONSIBLE**, therefore we:



- act in a way that ensures the safety of self and others;
- make wise choices and accept consequences of our actions;
- come prepared for class and complete our work to the best of our abilities;
- share knowledge to benefit others;
- have courage to stand up for what we know is right.

Are **INTELLECTUALLY CURIOUS**, therefore we:

- think critically, creatively, and independently to successfully attain intellectual goals;
- use technology thoughtfully, efficiently, and effectively to produce successful outcomes;
- collaborate effectively with others students;
- develop critical time management skills and study habits required for success in high school and beyond.

As disciples of Jesus, we understand that "discipline" is instrumental to our faith and therefore an integral part of the Code of Christian Behavior. When a student fails to meet the expectations of the Code of Christian Behavior the following measures will be utilized to redirect student behavior. Instilling this discipline will better enable our students to solve future problems while keeping their dignity intact.

The following matrix provides a general understanding of what being respectful, empathetic, and responsible look like throughout the Saint Andrew School campus.

<div>  <div>  <div> positive behavior MATRIX </div> </div> </div>							
	Arrival/ Dismissal	Hallway / Stairwell	Recess Yard	Lunch Room	Restrooms	Transitions	Church
BE Respectful	Walk Speak quietly Stay in assigned seat/line	Walk silently Hands to self	Respond to teacher's signal Hands to self	Respond to teacher's signal Walk Speak quietly	Go Flush Wash Exit	Walk silently Keep up with the line Move to the right for oncoming foot traffic	Participate/ sing/respond Hands folded Kneel/sit upright
BE Empathetic	Appropriate greeting	Silent greeting Awareness	Include others Play fair Resolve conflicts peacefully Make new friends	Be aware of noise level Honor cleaning personnel Use manners	Honor privacy Honor cleaning personnel	Use common courtesy Conscious of surroundings	Appreciation of Mass Listen to Readings/Gospel/ Homily
BE Responsible	Be on time Listen to announcements Reverence for prayers	Stay to the right Stay in line Eyes forward	Stay in designated areas Walk	Dispose of trash appropriately Have napkin and utensils	Conserve supplies Report problems Dispose of trash appropriately	Keep traffic flowing Allow for personal space Hands to self	Use missals/ replace quietly Kneelers up/down quietly

In the classroom, students will not be permitted to interfere with the rights of other students to learn. Any student who seriously interferes with the learning process and is a continuous disruption to the learning environment will forfeit their right to learn with others and will be subject to suspension.

Actions that threaten or cause harm to other students or staff members; disrupt or impede the benefit and progress of the school community; violate the law, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in suspension or immediate dismissal.

Saint Andrew School recognizes, and takes seriously, its responsibility to safeguard the well-being of all its students. The school reserves the right to respond, as it sees fit, to the misbehavior of its students, especially in serious matters. This includes those actions that take place outside of school hours, away from school property, and/or extracurricular activities, as each student is a representative of Saint Andrew School.

Student behavior, both positive and negative, will be recorded in Option C consistently and timely. Students with negative conduct marks will receive consequences based on the severity of any negative behavior and/or an accumulation of demerits on Option C. The following table sets

out a Tier system for consequences that will be strictly enforced by the administration of Saint Andrew School.

Tier 1 - accrual of 5 or more demerits

- Loss of Recess for one day
- Service project during recess time
- Parent contact

Tier 2 - accrual of 10 or more demerits

- Loss of Recess for one week
- Service project during recess time
- Loss of extracurricular activities* for same period
- Parent phone call
- Before school or after school detention with a written reflection from student

Tier 3 - accrual of 15 or more demerits

- Student referred to Principal/Vice Principal
- Loss of Recess for one week
- Service project during recess time
- Loss of extracurricular activities* for same period
- 2-hour Saturday detention - in the event of severe documented hardship, the student will serve detention from 7-8 am or 3-4 pm for two consecutive days **(parents to be charged \$10 per hour for detention)**
- Required counseling session with school counselor
- Student will be put on a behavior contract

Tier 4 - accrual of 20 or more demerits

- In-School Suspension (ISS)
- Service project during suspension
- Loss of extracurricular activities* for one week
- Referred to Discipline Review Board
- Reflection/Restorative activities required to be completed during ISS; student will be required to complete missing school work at home

Tier 5 - accrual of 25 or more demerits

- Out-of-School Suspension (length determined by Discipline Review Board based on severity of behaviors)
- Loss of extracurricular activities* for one week or duration of suspension (whichever is longer)
- Mandatory In-person Parent Meeting

Tier 6 - accrual of 30 or more demerits

- Discipline Review Board meeting regarding potential dismissal
- Loss of extracurricular activities

Grounds for Immediate Dismissal (including, but not limited to the following):

- 1. Verbal or physical abuse toward authority (administration, faculty, parent volunteers).***
- 2. Possession and/or use of weapons, drugs, alcohol, inhalants, cigarettes***
- 3. Theft***
- 4. Leaving the school grounds without permission, or leaving the school prior to dismissal***
- 5. Harassment or Bullying of students (verbal, physical, sexual)***
- 6. Destruction/vandalism of school/student property***
- 7. Violent/threatening actions***
- 8. Incidents involving police***
- 9. Cell phone/Internet –unacceptable use of cell phones or the internet (including email and text messaging and social media) both on and off school property and outside of school hours.***

PLEASE NOTE:

The system above provides a general guideline. However, the administration has the right and the obligation to evaluate each situation independently based on the severity of the infraction and apply appropriate consequences based on the details of the individual situation. The tiers and infractions are subject to change based upon the administration's discretion.

THE DISCIPLINE REVIEW BOARD is made up of a cross section of school faculty and is responsible for monitoring student behavior along with the classroom teachers. The board meets at the request of the Principal and Vice Principal to consult on school policy changes and to recommend disciplinary action for major infractions brought to its attention by the faculty.

MINOR INFRACTIONS (1-2 demerits) include chewing gum, dress code violations, eating in class, improper uniform, inattentiveness, incomplete or missing homework, lack of responsibility, lateness, missing assignments, talking, unpreparedness for class, and violation of bus rules and regulations.

MAJOR INFRACTIONS (3-10 demerits) include any disrespect for the Catholic faith practices, cheating, dishonesty, disobedience of a policy or directive, forging a signature, invading the privacy of a person's property (desk/bag), disrespecting a classmate, improper cell phone use, misuse of technology, class disruption, consistent lateness (5 late arrivals), excessive lateness for an assignment (more than 5 days late), verbal fighting, plagiarism, forgery, theft, unwanted invasion of the personal space of another individual, provocation of another student - inflammatory/aggressive language, destruction of school/personal property, bullying, use of abusive or foul language, disrespect toward faculty, staff, or adult volunteer, making false reports/reports not made in good faith, physical fighting, threatening another person, or actions detrimental to the Saint Andrew school community.

COMMENDATIONS (1-10 positive points) are given for desk consistently organized and neat, homework completed routinely, practices self-control, respectful to others, courteous to all, empathetic to others, prepared for class consistently, responsible in completing assignments/homework, shares talents with others, speaks kindly to others, volunteers to help others, acts responsibly, helpful to classmates, dress code - consistent adherence to policy, and displays leadership.

Teachers, through Option C, will leave feedback on your child's behavior, as well as their acceptance of student responsibilities in school.

We rely on your support as we assist your child with social growth and development. Please be sure to review your child's conduct information on Option C. This verifies that you have read the notice and are aware of infractions or commendations.

It may be that there are no comments noted in the Option C system. Please take that as a positive sign that all is as it should be with your child.

Please note the following points regarding our Discipline/Code of Christian Behavior Policy:

1. Effort and Study Skills and Personal, Social Growth, and Conduct grades are based, in part, on the Code of Christian Behavior.
2. Explanation of school consequences for conduct marks is stated in the Code of Christian Behavior.
3. Conduct marks are recorded by the teacher in Option C.
4. Parents are asked to review Option C for student conduct, especially when notified by the school.
5. Ongoing conduct infractions will be assessed by Administrators and the Discipline Review Committee.

In the event a child is unable to correct their behavior and accumulates multiple detentions and/or suspensions in a trimester they may be referred to the Administration and Discipline Review Board. The Administration and Discipline Review Board will look over the conduct issues and offer solutions.

Please read and review the Discipline/Code of Christian Behavior policy with your child/children to understand the policy and consequences for conduct infractions.

We have read, understand, and agree to abide by the rules and regulations set forth in the **Discipline/Code of Christian Behavior Policy** of the Saint Andrew School Parent-Student Handbook.

_____ Printed Full Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date	
_____ Printed Full Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date	
_____ Printed Full Name of Student	_____ Signature of Student	_____ Date	_____ Homeroom

(If you have more than one student at SAS, please have each student sign and date this form.)

BULLYING/HARASSMENT

Every student deserves to be respected regardless of their appearance, behavior, status or other factors. A bully is a person who demonstrates an imbalance of power over another. They show power and get pleasure from their actions through repeated acts. Bullying occurs in many forms:

- Verbal or Written: insults, taunts, or gossip
- Emotional or Relational: acts of intimidation, withdrawing, rumors, or rejecting in order to assert control
- Physical: pushing, shoving, tripping, or any physical harm
- Sexual: verbal comments or unwanted touching
- Cyber: the use of technology to intimidate or taunt

Saint Andrew School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

Because I am a ***Respectful, Empathetic, and Responsible*** student I will not bully or harass another or allow it to take place. Bullying and harassment have been explained to me; I understand what bullying and harassment are and the forms they take.

I, _____
will not bully or harass another and will be a responsible reporter if I witness it. [Student Signature]

We/I, _____,
have read this contract with our/my child. [Parent(s)/Guardian(s) Signature(s)]

(If you have more than one student at SAS, please have each student sign and date this form.)

*Classroom teachers will discuss this contract
and ways to report bullying or harassment at an age appropriate level.*

SAINT ANDREW SCHOOL DRESS CODE

BOYS GRADES 1-8

- Light grey dress slacks with belt
- White dress shirt and uniform tie. Shirts must be tucked in at all times. Only solid white t-shirts may be worn under the dress shirt.
- Prescott red vest or sweater (with school logo)
- Black or grey dress socks or solid white socks. Ankle socks are not permitted.
- Black/brown/blue/grey lace-up or buckle-style shoes with a non-skid and non-marking sole. Slip-on styles are not permitted. Sneakers may only and must be worn on gym days.

Optional Spring/Fall Items

- Light grey walking shorts with belt in place of dress slacks
- Golf shirt (white or red) with school logo. Only solid white t-shirts may be worn under the SAS golf shirt. Shirts must be tucked in at all times.
- White ankle socks may be worn ONLY with the shorts.
- If a student opts to wear the SAS golf shirt, the uniform sweater may be omitted. *Please note that ONLY the uniform sweater is permitted to be worn in the classroom for warmth.*

GIRLS

Grades 1-4

- Knee-length plaid jumper with white blouse with round “Peter Pan” collar
- Prescott red cardigan sweater with school logo
- Only solid white t-shirts may be worn under the blouse.

Grades 5-8

- Knee-length plaid kilt with white button-down oxford blouse. Only solid white t-shirts may be worn under the blouse. Shirts must be tucked in at all times. Kilts may not be rolled at the waist.
- Prescott red crew neck or v-neck sweater with school logo

All girls wear ONLY prescott red knee socks OR black, prescott red, or navy tights. All girls wear black/brown/blue/grey lace-up or buckle-style shoes with a non-skid and non-marking sole. Slip-on styles are not permitted. Sneakers may only and must be worn on gym days.

Optional Spring/Fall Items Grades 1-8

- Light grey walking shorts OR navy skort in place of the jumper or kilt
- Golf shirt (white or red) with school logo. This may be worn with the kilt, shorts or skort, but not with the jumper. Shirts must be tucked in at all times. Only solid white t-shirts may be worn under the SAS golf shirt.
- White ankle socks may be worn ONLY with the shorts or skort.
- If a student opts to wear the SAS golf shirt, the uniform sweater may be omitted. *Please note that ONLY the uniform sweater is permitted to be worn in the classroom for warmth.*

SAINT ANDREW SCHOOL DRESS CODE

GYM UNIFORM - BOYS & GIRLS GRADES 1-8

- Navy sweatpants and sweatshirt with school logo, grey t-shirt with SAS cardinal logo. Shirts must be tucked in at all times.
- Sneakers MUST be worn on gym days with white or black solid color socks only.

Optional Spring/Fall Gym Uniform Items

- Navy mesh shorts with school logo in place of sweatpants

KINDERGARTEN - BOYS & GIRLS

- All students wear navy sweatpants and sweatshirt with school logo and the golf shirt (white or red) with school logo, with lace-up sneakers and solid white or black socks. Shirts must be tucked in at all times.

Optional Spring/Fall Items

- Navy mesh shorts with school logo may be worn in place of navy sweatpants.

PRE-K FOR 3- & 4-YEAR-OLDS

- There is no uniform for pre-K students. Please dress your child in comfortable, appropriate clothing. Shoes must be closed-toe; sneakers are strongly encouraged. Slip-on styles are not permitted. On gym day, all students must wear sneakers and pants.

**The optional Spring/Fall uniform items may only be worn with permission of the Principal.
The Principal determines the start and end dates for these uniform pieces.**

During the spring and early fall days of inconsistent temperatures, we ask parents to use their best judgment regarding which uniform to wear to school. The standard uniform may always be worn if the weather is too cool for the optional items. We also ask that you send your child to school with outerwear that is appropriate for the weather and the season.

Flynn O'Hara is the official school uniform supplier for Saint Andrew School. There are two nearby stores for your convenience:

Broomall
Lawrence Park Shopping Center
610-259-3115
Clifton Heights
30 E. Baltimore Avenue
610-284-1485

Please call the store for retail hours, or visit FlynnOHara.com to purchase uniforms online.

SAINT ANDREW SCHOOL DRESS CODE

HAIR

- Hair cuts and styles must be traditional, conservative, and appropriate. Extreme hair styles are not permitted. Boys' hair must be cut above the ears and above the collar. Final determination as to what is traditional, conservative, and appropriate is decided by the administration.
- Hair coloring, including highlighting, is not permitted.
- Facial hair is not permitted.
- Hair accessories must be conservative and minimal in size. Bandanas and head scarves are not permitted. Students may not wear hats inside school buildings.

JEWELRY

- Earrings: Only girls are permitted to wear earrings. Girls may wear one pair only of post earrings that are no larger than a dime. Dangling or hoop earrings are not permitted. Boys are not permitted to wear earrings.
- Piercings: No jewelry associated with any body piercings may be worn by any students (including nose piercings, tongue piercings, or cartilage ear piercings).
- Necklaces: Both girls and boys may wear a religious medal around the neck, but it must remain under the uniform shirt at all times. No other necklaces/neck jewelry are permitted.
- Watches: Apple watches or any other "smart" wrist device with messaging are not permitted.
- Bracelets and rings are not permitted.
- NO JEWELRY OF ANY KIND IS PERMITTED ON GYM DAY.

MAKE-UP AND NAIL POLISH

- Students are not permitted to wear make-up, colored nail polish, fake nails, or tips.

We have read, understand, and agree to abide by the rules and regulations set forth in the **Dress Code policy** of the Saint Andrew School Parent-Student Handbook.

_____ Printed Full Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date
_____ Printed Full Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date
_____ Printed Full Name of Student	_____ Signature of Student	_____ Date
		_____ Homeroom

(If you have more than one student at SAS, please have each student sign and date this form.)

LOST AND FOUND

- All students should value their possessions. Labeling possessions reduces the risk of losing them. Lost items are taken to the Main Office or to the C.A.R.E.S. room and stored in the Lost and Found box.



ACADEMIC SCHOOL DAY SCHEDULE

Kindergarten – 8th Grade – 8:00 AM - 2:45 PM

Pre-K4 – 8:05 AM - 2:30 PM

Pre-K3 (half day) – 8:05 AM - 11:30 AM

Pre-K3 (full day) - 8:05 AM - 2:30 PM

SCHOOL BELL RINGS AT 8:00 AM. STUDENTS ARE MARKED TARDY IF THEY ENTER AFTER 8:00 AM. STUDENTS MUST BE PICKED UP PROMPTLY AT DISMISSAL.

Students may enter the buildings at 7:50 AM. **For the safety of our children, they should not arrive on the school grounds before 7:50 AM.** If there is a need for your child to come to school before that time they should report for morning C.A.R.E.S. Prayers begin at 8:00 AM, followed by announcements, school peace pledge, and flag salute. **A student is considered to be tardy after 8:00 AM.**



ABSENCE OR LATENESS

Each time a student is absent or late, parents must call the office (610-259-5145) and leave a message on extension 18 by 8:30 AM. An absence note stating the reason and dates for absence is to be presented to the teacher upon return to class. A physician's note is required for any student who is absent for three consecutive days. A student who has been absent with a contagious condition must bring a doctor's note stating the child may return to school. Please notify the teacher of appointments, family trips, funerals, and other necessary events. Our

Attendance Policy to aligned with the changes of the state law, **24 P.S. §§ 13-1326 – 13-1354: Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences**, as amended and revised (SEE Appendix A for the full attendance policy).

LATE ADMITTANCE/EARLY DISMISSAL

Regular attendance and punctuality are essential to a student's progress and to the formation of good habits. Students with excessive absences or lateness may be required to attend summer school. In cases of eighth graders, participation in graduation may be in jeopardy until work/summer school is completed.

The school allows the late admittance/early dismissal of students for business that cannot be handled outside school hours. Requests must be put in writing to the Main Office or homeroom teacher. All students must be dropped off and picked up at the Main Office in the Fr. McShain building. Parents must sign students in/out at this office. Parents agree not to go directly to student's rooms nor will students be allowed to wait outside. Students may not leave the school premises without parents' permission once they arrive in the morning. If leaving during the day, students must be accompanied by an adult. Students must present a note from parents any time the daily routine is altered. The note must state the reason for the request (e.g. appointments, change in dismissal route).

During school hours buildings are locked. Parents and other visitors must gain admittance at the Main Office, located in the Fr. McShain building on Mason Avenue.

SCHOOL CANCELLATION NEWS

School cancellation will be announced over local news broadcasts if school is canceled due to inclement weather. Additionally, an OptionC alert will notify parents of cancellations or early dismissals. This information will also be available on the Saint Andrew School website. Please check your voicemail messages prior to calling the school when you receive a parent alert. The office needs to keep the phone lines open for emergencies and bus company communication.

C.A.R.E.S. (CHILDREN ARE RECEIVING EXTENDED SERVICES)

Saint Andrew School offers this program in order to provide a safe and caring environment for our students prior to and at the conclusion of the school day.

Morning C.A.R.E.S. is offered only to students in Kindergarten through eighth grade. Morning C.A.R.E.S. is available from 7:30 until 7:50 AM in both the Fr. McShain building (where the C.A.R.E.S. sign will be displayed at the main entrance) and the Fr. Hughes building. Any child riding a bus that arrives at school before 7:50 will be supervised in C.A.R.E.S. without a fee. Parents of all other students will be billed bi-weekly.

Afternoon C.A.R.E.S. is available to students in Pre-K4 through eighth grade. Afternoon C.A.R.E.S. begins at 2:45 at dismissal and extends until 6:00 P.M. Afternoon C.A.R.E.S. is held in the Fr. Hughes building for all students. Please check the Saint Andrew School website for the brochure which contains all specifics needed to enroll in the program. Inquiries may be addressed directly to the director of C.A.R.E.S., Ms. Michele Conway (mconway@saintandrewschool.com).

*"Your children are the greatest gift God will give to you,
and their souls the heaviest responsibility
He will place in your hands.
Take time with them, teach them to have faith in God.
Be a person in whom they can have faith.
When you are old, nothing else you've done
will have mattered as much."
~ Lisa Wingate*

SAFETY AND SECURITY MATTERS

COMMUNICATION

It is imperative that parents communicate with the school and complete the appropriate paperwork so the school office is up-to-date with changes. Every change of address, work/home/cell phone number, emergency contact, or family name must be reported to the school office as soon as possible. Up-to-date records are needed in case of emergency. Please send the changes in writing and the office will forward changes to all appropriate 'lists'.

All faculty and staff email addresses can be found on the school website by clicking on 'Contact Us' at the top of the home page. Please allow up to 24 hours for a teacher to respond to an email. If you need to communicate a time-sensitive matter to the faculty or administration (i.e., last-minute change in dismissal plan, family emergency, etc.), please call the Main Office.

All school communication is posted on the school website. Our website operates best in Google Chrome and Mozilla Firefox browsers. Please visit regularly to keep up-to-date with school news. All forms your child will need regarding re-registration, and permission for sports etc. can be found on the website; please download and return them to school in a marked envelope.

ILLNESS DURING SCHOOL HOUR

If a student becomes ill, either a parent or another adult designated as an emergency contact must come to the school office for the student. The emergency contact should be available during school hours. An Upper Darby School District nurse is scheduled one-and-a-half days each week. Volunteer parent nurses are asked to complete the schedule of care in the Nurse's Office. When a student must leave school early due to illness, the designated adult must sign the student out in the book inside the Main Office.

If a student is absent or sent home ill or injured during the day, they may not participate in after-school extracurricular activities, including sports practices and games. Failure to abide by this policy may result in the student being placed on athletic probation. This also applies to students who attend Saint Andrew School but play for other parishes.

Saint Andrew School must be notified if your child develops any communicable condition such as COVID19, strep throat, chicken pox, pinworm, or head lice.

SAFETY AND SECURITY MATTERS

DISPENSING MEDICATION

Prescription medication for personal use shall be allowed ONLY under the supervision of the school medical personnel, with written orders from a physician. School personnel will dispense medication only in extreme cases in place of the nurse. Medicine for chronic illnesses/conditions must be in the original container and accompanied by specific directions/permission for dispensing it. Medicines that are needed on a daily basis are kept locked in the Nurse's Office. Students may not have medication - either prescription or over-the-counter - with them in school.

When children return to school after an absence for illness, they should be well enough to not need medicine. Students must be 24 hours without vomiting, diarrhea, and/or fever before returning to school. Parents should inform teachers that a child is taking medication regularly for a chronic condition when either the medication or the condition could affect the work/behavior of the child during the school day.

FACULTY ROOMS

The Faculty Room allows the teachers to have some privacy which at times requires a discussion of personal student matters. We respectfully request that parents and students refrain from entering these rooms.

LUNCH

All Saint Andrew School students in grades PreK through 8 bring their lunch to school and eat in Msgr. McGettigan Hall in the Fr. Hughes building. Three lunch periods are scheduled for the students. While teachers monitor each lunch period, volunteer parents may assist. Volunteers sign up for days that best fit their schedule. Students are expected to be courteous to all parents as well as to the staff.

Parents may not visit at lunchtime unless scheduled to volunteer. Parents who need to deliver a lunch must bring it to the Main Office in the Fr. McShain building. All items dropped off must be marked with the student's name and homeroom. Encourage your child to remember their lunch in the morning in order to minimize interruptions at school.

Parents are asked to NOT bring fast food and other 'special' lunches to school for their child. Saint Andrew School will not accept food deliveries for students from restaurants or third-party delivery services.

If your child has a food allergy, it is your responsibility to make the teacher aware each year. If your child has an airborne food allergy, he/she will be given a designated area in which to eat.

PARENTS VISITING SCHOOL

Teachers are not permitted to leave classrooms while class is in session to answer the phone or confer with parents. If a conference is needed during the school day, the teacher must have notified the office in advance and the parent/guardian must sign in at the Main Office in the Fr. McShain building. Parents and volunteers are not permitted to go to the classrooms without permission from administration. When the rare occasion necessitates the dropping off of lunches, clothing, or schoolwork, it must be delivered to the Main Office in the Fr. McShain building. All items dropped off must be marked with the student's name and homeroom.

SAFETY AND SECURITY MATTERS

SAFE ENVIRONMENT CLEARANCES

In accordance with the laws of the Commonwealth of Pennsylvania and the directives of the Archbishop of Philadelphia, all volunteers working with children must apply for the appropriate “Safe Environment” clearances from both the Archdiocese of Philadelphia and the Commonwealth of Pennsylvania. To secure your clearances, go to the Saint Andrew School website and click on “Forms” on the homepage, then choose “Volunteer Requirements” from the dropdown menu. You will be redirected to the website for the Office of Child and Youth Protection of the Archdiocese of Philadelphia which includes links for all required background checks and clearances. Volunteers who have secured all required clearances are encouraged and welcome to assist in the lunchroom, in the schoolyard, and in other areas at Saint Andrew School.

ELECTRONIC DEVICES

Cell phones are not permitted in school. If a child chooses to use electronics when traveling to and from school, Saint Andrew School is not responsible for items lost, damaged or stolen. If a child carries a phone to and from school, it must be turned off - *not silenced* - before entering school. Students in the Fr. McShain building must keep their phones in the book bag. Students in the Fr. Hughes building place their phones in a place designated by the teacher. A parent must complete, sign, and return the permission form (p. 32) if a student will carry a phone to school. This permission form is kept on file in the Vice Principal's office.

If a student's phone goes off during the day, or is seen out on school grounds, it will be confiscated by the teacher and will only be returned to a parent when picked up at the Vice Principal's office. If an occasion arises where a student needs to call home for a ride, etc. and a landline is not nearby, the student must first ask a teacher for permission to use a cell phone. Consequences for multiple offenses are explained on the permission form. No other electronic devices are allowed in school or on school grounds.

Under contractual law Catholic educators are permitted to read texts, play voicemails, and view photos and videos on cell phones that were confiscated or received from students. Saint Andrew School reserves the right to search any materials brought on school property.

INCLEMENT AND WINTER WEATHER GUIDELINES

Students in Pre-K4 through Grade 4 go outside for recess at 10:00 AM, and all students go outside for recess at midday unless the temperature is extremely low, the winds are at high speed, or there is some form of precipitation. In addition, our students often travel between buildings during the day. Therefore, it is imperative that the students arrive at school dressed appropriately for the weather. Children should wear rain coats, winter coats, hats, gloves or mittens, and scarves as required by the day's weather forecast. In cold weather, girls are permitted to wear sweatpants under the jumper or kilt while traveling to school; once inside the building, the sweatpants are to be removed.

SAFETY AND SECURITY MATTERS

LOCKOUT AND LOCKDOWN PROCEDURES

Saint Andrew School works closely with the Upper Darby Township Police Department and follows their procedures for an emergency lockout or lockdown.

In the event a lockout did take place, parents would be notified of the situation when all students and faculty have been permitted by officials to return to regular business.

SAFETY PROCEDURES

If a student's mode of transportation changes on a given day, a parent must notify the homeroom teacher in writing (and bus driver if the bus transportation is affected).

BUSING

Public school districts provide busing for students who live one mile or more from Saint Andrew School. Students will be courteous and respectful to the driver and one another and abide by the Code of Christian Behavior detailed on pages 5-10 of this Handbook. Students are to obey safety regulations established by the school districts and the school. These regulations are discussed with students at the beginning of each year. At bus stops, students need to wait safely. Any student who causes serious discipline problems or cannot change a behavior may lose his/her riding privileges and may be referred to the Discipline Review Board. Transportation on buses may be restricted by the school district. Insurance regulations forbid the transportation of friends/guests on buses.

CAR

The speed limit on the streets surrounding Saint Andrew School is 15 MPH. During school arrival and dismissal times, traffic on Mason Avenue and Foss Avenue is one-way only, keeping the school buildings on the driver's right side as follows:

Traffic on Mason Avenue travels from Huey Avenue towards Highland Avenue.

Traffic on Foss Avenue travels from Highland Avenue towards Huey Avenue.

Parents transporting students to or from school at any time should use only the areas designated for discharging students. Students should only be discharged from the passenger side of the car to ensure safety. Drivers must yield to crossing guards and follow traffic laws. Avoid parking in handicap spots, in no-parking areas, and in front of driveways. Please be courteous to homeowners on the surrounding streets and refrain from playing music in your car at excessive volume.

FR. MCSHAIN BUILDING (PRE-K - FOURTH GRADE) - Students in Kindergarten through fourth grade must be dropped off at the main entrance of the Fr. McShain building on Mason Avenue between 7:50 and 8:00 AM. Only students who are enrolled in C.A.R.E.S. may enter before 7:50. Pull your car next to the curb and out of traffic, advancing through the no-parking zone so that multiple families can drop off their children at one time. Please do not get out of your car while in the car line. Staff and volunteers will be at the curb to help your child exit the vehicle safely.

SAFETY PROCEDURES

Parents of pre-K students must park their car in a spot that does not interfere with the car drop-off line for the Fr. McShain building. An adult must accompany pre-school students in the schoolyard until the pre-school doors open at 8:05.

At dismissal, all parents/guardians must park the car and meet the student in the school yard. Teachers supervising the car riders' line will not allow a student to walk unescorted to a car, nor will a teacher escort a child to a car. **During the first week of school, parents/guardians should be prepared to present a photo ID to the teacher(s) on car line duty at pick up.**

FR. HUGHES BUILDING - (FIFTH - EIGHTH GRADE) - Students in fifth through eighth grade enter the Fr. Hughes building by the door on School Lane at Foss Avenue. Parents should drop off their child safely and avoid blocking intersections and driveways at all times. Students may enter the Fr. Hughes building beginning at 7:50 AM. Students who arrive between 7:30 and 7:50 AM must report to C.A.R.E.S.

At dismissal, please park your car legally and avoid blocking intersections and driveways. Please cooperate with school and public safety personnel to ensure that students cross streets at designated crosswalks.

BIKE RIDERS

Bike riding is restricted to students in grades 5-8. If riding to school a student must wear a helmet. Each student is responsible for locking his/her bicycle daily as the school will not accept responsibility for stolen bicycles. Helmets must be kept in their school bag. Bikes must be walked while on school property.

STEWARDSHIP

HOME & SCHOOL ASSOCIATION

Saint Andrew School has an active Home & School Association whose purpose is to bring home and school together in the educational process. Families are strongly encouraged to join the association each September and to actively participate in general membership meetings (3) and other events through the school year. The Association provides assembly programs, a hot lunch program, information for new families, and fund-raising activities. Association funds provide supplemental educational materials for the school. The Association also provides the community with a variety of school and community building activities throughout the year.

FUND RAISING - The Home & School Association of Saint Andrew School sponsors various fund-raising opportunities during the school year. Since it is the children who benefit from the results, our fund-raising efforts will be most effective if every family participates in these endeavors according to their means.

HOT LUNCH - The Saint Andrew Home & School Association offers “Hot Lunch” specials for sale on Fridays during the school year. These orders must be placed in advance twice a year (August and January). Please visit the Home & School page on the Saint Andrew School website to view the weekly meal and to submit your order.

Other special lunches are periodically offered for sale as fundraising efforts. Please check your email and visit the school website regularly for ordering information.

HOMEROOM COORDINATOR □ - Homeroom Coordinators are parent volunteers who work with teachers to coordinate special classroom activities. Permission for class activities **MUST** be obtained from the teacher. The Home & School Association manages the Homeroom Coordinator list.

VOLUNTEERS - All parents are encouraged and welcome to volunteer at Saint Andrew School. Volunteers give assistance to professional members of our school staff in a variety of ways. To see the list of volunteer opportunities and sign up, go to the ‘Home & School’ tab on the school website. Volunteers are needed for the office work, nurse’s office, Science Lab, and to assist in the library, lunchroom, and recess yard.

All volunteers must apply for appropriate clearances from the Archdiocese of Philadelphia and the Commonwealth of Pennsylvania. On the school website, click on ‘Forms’ and then choose ‘Volunteer Requirements’ from the drop-down menu.

SERVICE

As the caretakers of all God's creation we are mindful of all that is made available to us and our surroundings. Students are encouraged to find ways to give of themselves for the benefit of others. Different opportunities are made available during the course of the year where students are able to be of service to those in need. Students are responsible for the care of things given to them and the care of our facilities. All facilities are to be kept clean and orderly. Saint Andrew School students must care for school material in a manner keeping with the spirit of respect, empathy, and responsibility as outlined in our Code of Christian Behavior.

STUDENT SUPPORT SERVICES

GOVERNMENT AID PROGRAM

Through the Commonwealth of Pennsylvania, funds are made available for textbooks (with the exception of religion), some educational materials, and auxiliary services including remedial reading, speech therapy, and counseling services.

NON-PUBLIC INSTRUCTIONAL SUPPORT TEAM (NP-IST)

NP-IST is a team approach to a problem-solving process that allows educators with special training to work together, in a partnership with parents, to help improve the school performance of their children.

The IST team is made up of the school's Principal, Vice Principal, teachers who have gone through the IST training process, consultants from the Delaware County Intermediate Unit who are assigned to give services to our school (IU staff may include a school psychologist, counselor, remedial reading or math teacher, and speech therapist), and the teacher and parents of the child being referred. In this way teachers with different expertise can address problems and recommend strategies for the teachers and parents to put into place. Monitoring of the child's progress is done on an ongoing basis and strategies are adjusted accordingly.

READING SPECIALIST

Our reading specialist works on a daily basis with students who have been identified as needing extra reading support to ensure that essential literacy skills are developed. Reading support and special instruction are provided to students in need in grades 1 through 4.

“Education is the most interesting and difficult adventure in life.

Educating - from the Latin “educere” means leading young people to move beyond themselves and introducing them to reality, towards a fullness that leads to growth. . .

Where does true education in peace and justice take place? First of all, in the family; since parents are the first educators. The family is the primary cell of society; ‘it is in the family that children learn the human and Christian values which enable them to have a constructive and peaceful coexistence. It is in the family that they learn solidarity between the generations, respect for rules, forgiveness and how to welcome others.’ The family is the first school in which we are trained in justice and peace.” (Pope Benedict XVI)

CURRICULUM

RELIGION PROGRAM

Saint Andrew School uses an Archdiocesan-approved Religion text for all grades. Parents are strongly encouraged to become familiar with these texts and to discuss religious topics with their children. This sharing of faith, coupled with the active practice of our faith on the part of the parents, gives your children a living experience of our faith. Your sharing of yourself within the school and parish community brings stewardship to life for your children. If they are to live out the Code of Christian Behavior, your example will teach more than our texts. Our Religion curriculum is based firmly on Catholic doctrine and teaching which can be found in the [Catechism of the Catholic Church](#).

CATECHESIS OF THE GOOD SHEPHERD - ATRIUM OF THE PRECIOUS CROSS OF SAINT ANDREW

“The Catechesis of the Good Shepherd is an approach to religious formation of children. It is rooted in the Bible, the Liturgy of the church, and the educational principles of Maria Montessori. Children gather in an ‘atrium,’ a room prepared for them, which contains simple yet beautiful materials they use to help absorb the most essential proclamations of the Christian faith” (CGS, 2013).

CGS was founded in Rome by Scripture and Hebrew scholar, Sophia Cavaletti and Montessori educator, Gianna Gobi in 1954. This program was incorporated in the United States in 1987. Materials used in the program are based on the Bible, the Roman Catholic Liturgy and sacraments, tradition, and Church teachings. At Saint Andrew School, we bring the students in pre-school, kindergarten and first grade to visit the Atrium of the CGS to add an “experiential” dimension and to enhance the overall objective of the Religion Program, to introduce them to the treasures of the Catholic Faith and as a means of preparing them to enter into a larger worshipping community.

CURRICULUM

PHYSICAL EDUCATION

A trained physical education teacher gives instruction once a week to all students. A written excuse and dates must be provided by a parent, doctor, or school nurse for a student to be excused from taking part in the physical education program in the school. The school gym uniform as described in the Saint Andrew School Dress Code is required. No jewelry may be worn on a student's gym day.

ART

Students in grades 5-8 receive Art instruction once a week. Understanding by Design format is used when teaching the curriculum content including design, drawing and art history.

TECHNOLOGY/COMPUTER

Technology instruction is given weekly. Instruction includes, but is not limited to, problem solving, typing, word processing, spreadsheets, database, presentations, and telecommunications. Technology projects include themes from across the curriculum as well as real life situations. Teachers and students are encouraged to use technology in all areas of learning. Chromebooks and iPads are available for students in grades PreK-1. Students in grades 2-8 are issued a Chromebook for personal use in school. A separate policy for the 1:1 devices can be found in Appendix B. The Technology Responsible Use Policy (Appendix C) must be signed by all parents and students at the beginning of each year.

LIBRARY

The Monsignor Vincent L. Burns Library is located on the ground floor of the Convent building on Mason Avenue and there is a Library located in the Fr. Hughes building. These libraries are available to all our students during school hours. Circulation procedures follow a standard guideline. Books are checked out for one week. If a student has books or materials that are overdue, he/she may not borrow additional books/materials until the overdue items are returned. If materials are damaged while in a student's possession, he/she should report this to the librarian who may be able to mend the book. If materials are lost or ruined, the student will assume the replacement cost.

MUSIC

Students in grades K-8 have classroom Music instruction once per week. These classes are taught according to the Archdiocesan curriculum and the national standards in music.

Saint Andrew School is proud to offer many extracurricular opportunities for students to further develop their musical talents. The **school band** is available to students in grades 4-8. Students receive group instruction during the school day in the instrument of their choice and rehearse as an ensemble once per week after school. The band director holds an information meeting in early September for all parents interested in learning more about this program. Private **piano, guitar, and violin lessons** are available from Mrs. Susan Torrie. To inquire about availability, direct any questions to her attention at storrie@saintandrewschool.com. Our **school chorus** is open to students in grades 4-8. Rehearsals are held once a week after school.



CLASSROOM POLICIES

Homework is an important aspect of the learning process that supplements and reinforces class work and develops skills. Parents can help the children greatly by arranging a regular/supervised homework/study time. Homework is the student's responsibility and should be completed with emphasis on accuracy and neatness and done in a timely manner. All students are required to write down assignments in an assignment book. Assignments for the week are posted on the school website. If a student expects to be absent for more than a day, he/she should contact a classmate for assignments. A parent may request to pick up homework books at the school office or have it given to a classmate or sibling.

The following are suggested range guidelines for written homework and study assignments each night.

Grades 1 and 2: 30 minutes
Grades 5 and 6: 90 minutes

Grades 3 and 4: 60 minutes
Grades 7 and 8: 120 minutes

*In grades K-5 parents should sign the assignment book verifying the work is complete. Tests should be signed weekly or bimonthly in all grades.

MAKE UP WORK/MISSING WORK

All make-up work for days absent is the responsibility of the student. It is up to him/her to find what material was missed and what must be done as pertains to class assignments and missed homework. The student should refer to the website, other students, or the teacher for assignments. If work is not ready for submission the day an absent student returns, the student must check with the teacher to discuss a due date. Students in grades 1-4 may be required to sit

in detention during morning or lunch recess periods due to missing and or incomplete homework. Missing work submitted three days after the deadline may result in a grade of sixty. When no assignment is submitted, the teacher must submit a grade and the student will receive a zero. Incomplete work is not an option.

FIELD TRIPS

Field trips are planned with an educational objective. They are an extension of the classroom learning experience and appropriate follow up takes place in the classroom. They need to be safely conducted and usually require the assistance of parent volunteers. Every student who partakes in the field trip is expected to obey the Saint Andrew Code of Christian Behavior. The added expenses of these are kept in mind and teachers give a reasonable amount of time for payment. Permission slips are always required and must be returned to the classroom teacher at the appropriate time. If a student needs medication it is the teacher's and parent's responsibility that it is brought on the trip. Because field trips are considered part of the educational process, students who elect not to participate must attend school.

Please note: Field trips are a privilege, not an expectation. A student may be denied participation if a student fails to meet academic or behavioral requirements and would be required to attend school.

RECORDS

TESTS

Tests are sent home periodically (every 1-2 weeks) to be reviewed and signed by a parent. After signing, parents are responsible for returning the papers to school where they are kept on file.

OPTION C

Saint Andrew School uses Option C, an online grading system, to keep you informed of your child's progress in school. Because you are able to access your child's grades any time, day or night, we no longer send paper progress reports home. If you are unable to access your child's record, please make the teacher or Main Office aware, and it will be copied for you.

TERRA NOVA

Throughout the Archdiocese, students in grades 2-7 take Terra Nova standardized tests annually to measure achievement and indicate their potential. Test results are shared with parents.

REPORT CARDS

Archdiocesan Report Cards are issued three times a year to students in grades K-8. Preschool students receive a progress report each trimester. The report card grading takes into account objective tests, projects, classwork, homework, teachers' anecdotal records, and participation.

ACADEMIC HONORS

Students in grades 4-8 are eligible to earn academic honors. Those who achieve a general average of 93, with no grade lower than a 90 and at least a 3 in effort and conduct, are awarded Academic Honors.

ACADEMIC EXCELLENCE

Students in grades 4-8 are eligible to earn academic excellence. Those who achieve a general average of 97, with no grade lower than a 93 and at least a 3 in effort and conduct, receive Academic Excellence. For those in advanced math classes, special consideration is given when the math grade pulls the average below 97. While the math grade still cannot be lower than 93, if a 93 or 94, pulls the average below 97, then the grade can be backed out so that the average returns above 97.

CONFERENCES

Teacher conferences are scheduled during the first trimester in order to give feedback and correct study skills or behavior needs early on. If a parent desires other conferences, a request must be sent to the teacher. Faculty and staff email addresses may be found on the school website by clicking "Contact Us" at the top of the homepage.

TRANSFERS

Parents of students transferring to another school must obtain official transfer and release of school records permission forms. Records are not released without parental consent. Records are sent to the student's new school by the main office. Records will be transferred only when all tuition/school fees have been paid. In the case of transfer from another school to Saint Andrew School, the student's academic and disciplinary records will be reviewed before acceptance.



People are often unreasonable, irrational, and self-centered;
Forgive them anyway.

If you are kind, people may accuse you of selfish, ulterior motives;
Be kind anyway.

If you are successful, you will win some unfaithful friends and some
genuine enemies;
Succeed anyway.

If you are honest and sincere people may deceive you;
Be honest and sincere anyway.

What you spend years creating, others could destroy overnight;
Create anyway.

If you find serenity and happiness, some may be jealous;
Be happy anyway.

The good you do today, will often be forgotten;
Do good anyway.

Give the best you have, and it will never be enough;
Give your best anyway.

In the final analysis, it is between you and God;
It was never between you and them anyway.

Blessed Teresa of Calcutta's version of "The Paradoxical Commandments" by Dr. Kent M. Keith



MEMORANDUM OF UNDERSTANDING

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

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

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

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

Printed Full Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Full Name of Parent/Guardian

Signature of Parent/Guardian

Date

As a student enrolled in a Catholic school, I accept this Memorandum of Understanding. I pledge support for the Catholic identity and mission of this school, and I commit myself to uphold all principles and policies that govern the Catholic faith.

Printed Full Name of Student

Signature of Student

Date

Homeroom

(If you have more than one student at SAS, please have each student sign and date this form)



Saint Andrew School: Phone Permission

I request permission for my child to carry a phone to school. My child and I understand that the phone must be turned **OFF**, not silenced, before entering school and may not ever be used during school hours or on school grounds without permission from a teacher. Students in the Fr. McShain building must keep their phones in the book bag. Students in the Fr. Hughes building must place their phones in a place designated by the homeroom teacher. My child has signed the Responsible Use Policy and submitted it to the school.

If the phone goes off during school it will be taken from my child and a parent only may claim the phone at the Principal's or Vice Principal's office. If a second offense occurs the phone will remain in the office for a minimum of 24 hours. A third offense may result in a personal plan of action.

If a student is caught using the phone during the day further disciplinary action will apply. All other Responsible Use Policies for technology also pertain to the phone. If a phone is present in school without this permission the phone will be held by the Principal or Vice Principal until the parent and child present the proper paperwork to the office.

We have read, understand, and agree to abide by the rules and regulations set forth in the **Phone Permission Policy** of the Saint Andrew School Parent-Student Handbook.

_____ Printed Full Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date	
_____ Printed Full Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date	
_____ Printed Full Name of Student	_____ Signature of Student	_____ Date	_____ Homeroom

(If you have more than one student at SAS, please have each student sign and date this form)



Saint Andrew School Standard Plagiarism/Forgery Policy

Plagiarism – copying another person’s writings and presenting them as your own.

Forgery – to imitate falsely; defraud

Saint Andrew School students maintain integrity by submitting their own writing and work. The same is expected when presenting parent/guardian signatures on homework/tests/assignments and documents.

A writer avoids plagiarism by paraphrasing the work of others that they have read. Appropriate references must be submitted for all paraphrased and quoted work. When paraphrasing, the writer must look away from material he’s/she’s read and ask, “What have I learned?” You may not only change a few words. All writing needs to be in your own words.

Our goal is to prepare our students to become researchers and writers of integrity. Their effort and work will result in great accomplishments.

If it is determined that a student’s work has been plagiarized, consequences will be faced.

- Work handed in plagiarized may result in a zero.
- Any plagiarized assignment must be resubmitted, within the time frame given, properly adhering to the rubric protocol and citing.
- Student will receive 5 demerits for the incident.
- More than one offense of plagiarism will result in suspension.

If it is determined that a student has forged the signature of another, consequences will be faced.

- Student will receive 5 demerits for the incident.
- More than one offense of forgery will result in suspension.

We have read, understand, and agree to abide by the rules and regulations set forth in the ***Saint Andrew School Standard Plagiarism/Forgery Policy*** of the Saint Andrew School Parent-Student Handbook.

_____ Printed Full Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date
_____ Printed Full Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date
_____ Printed Full Name of Student	_____ Signature of Student	_____ Date
		_____ Homeroom

(If you have more than one student at SAS, please have each student sign and date this form)



SAINT ANDREW SCHOOL ATTENDANCE POLICY



ABSENCE OR LATENESS

Each time a student is absent or late, parents must call the office (610-259-5145) and leave a message on extension 18 by 8:30 AM. An absence note stating the reason and dates for absence is to be presented to the teacher upon return to class. A physician's note is required for any student who is absent for three consecutive days. A student who has been absent with a contagious condition must bring a doctor's note stating the child may return to school. Please notify the teacher of appointments, family trips, funerals, and other necessary events. Our Attendance Policy is aligned with state law, **24 P.S. §§ 13-1326 – 13-1354: Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences**, as amended and revised.

LATE ADMITTANCE/EARLY DISMISSAL

Regular attendance and punctuality are essential to a student's progress and to the formation of good habits. Students with excessive absences or lateness may be required to attend summer school. In cases of eighth graders, participation in graduation may be in jeopardy until work/summer school is completed.

The school allows the late admittance/early dismissal of students for business that cannot be handled outside school hours. Requests must be put in writing to the Main Office or homeroom teacher. All students must be dropped off and picked up at the Main Office in the Fr. McShain building. Parents must sign students in/out at this office. Parents agree not to go directly to student's rooms nor will students be allowed to wait outside. Students may not leave the school premises without parents' permission once they arrive in the morning. If leaving during the day, students must be accompanied by an adult. Students must present a note from parents any time the daily routine is altered. The note must state the reason for the request (e.g. appointments, change in dismissal route).

COMMONWEALTH OF PENNSYLVANIA TRUANCY LAW, 24 P.S. §§ 13-1326 – 13-1354: COMPULSORY SCHOOL ATTENDANCE, UNLAWFUL ABSENCES, AND SCHOOL ATTENDANCE IMPROVEMENT CONFERENCES

Saint Andrew School has updated our Attendance Policy to align with the changes of the Commonwealth of Pennsylvania Truancy Law, **24 P.S. §§ 13-1326 – 13-1354: Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences**.

Unlawful Absences

Unlawful absence shall be defined as a student of compulsory school age, or an enrolled student of an earlier age, who is absent without a valid excuse.

A note should be handed in upon return of the student to school, or reported via email to the school. The note should be no later than three (3) days after the student absence, or it will be considered an unlawful absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, school staff shall provide notice.

The notice may include the offer of a School Attendance Improvement Conference after the third unlawful absence.

School Attendance Improvement Conference -

The School shall notify the student's parent/guardian in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The School may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Habitually truant shall be defined as absent for more than three (3) school days or their equivalent following the first notice of truancy given after a student's unlawful absence for three (3) school days. When a student under fifteen (15) years of age is habitually truant, school staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

Authority

Attendance shall be required of all students enrolled in schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

Absences shall be treated as unlawful until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. Excusal beyond ten (10) cumulative lawful absences shall require submission by the parent/guardian an excuse from a licensed physician.

Students who miss ten (10) consecutive school days shall be dropped from the active enrollment unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution.

We have read, understand, and agree to abide by the rules and regulations set forth in the **Attendance policy** of the Saint Andrew School Parent-Student Handbook - Appendix A.

Printed Full Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Full Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Full Name of Student

Signature of Student

Date

Homeroom

(If you have more than one student at SAS, please have each student sign and date this form)

SAINT ANDREW SCHOOL
Google Chromebook 1:1 Initiative
Parent/Student Handbook



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The mission of the 1:1 Chromebook initiative in Saint Andrew School is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning, by providing portable devices for all students in grades 2-8. This ensures that students can access what they need from wherever they are.

The focus of the Chromebook program at Saint Andrew School is to provide tools and resources for the 21st Century learner. Excellence in education requires that technology is integrated seamlessly throughout the educational curricula. Increasing access to technology is essential in building high school/college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for high-school/college and the workplace.

Learning is a result of the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime and anywhere.

The policies, procedures, and information within this document apply to all Chromebooks used in Saint Andrew School considered by the Administration to come under this policy.

****Teachers/schools may set additional requirements for use in their classroom.***

1. GENERAL INFORMATION

a. Receiving Your Chromebook

- i. An insurance plan will be offered but optional - please see Section 10.
- ii. Chromebooks will be distributed after the parent/guardian attends an orientation and signs the SAS Chromebook Agreement.
- iii. Parents and students must sign and return the Chromebook Computer Agreement and Responsible Use Policy before a Chromebook will be issued.

b. Chromebook Check-in

- i. Chromebooks will be returned before the end of the school year, on dates to be provided, so they can be checked for serviceability and be stored for the summer. If a student transfers out of Saint Andrew School during the school year, the Chromebook, charger and any peripheral device or accessory will be returned at that time.
- ii. Students who graduate early, withdraw, are expelled, or terminate enrollment at Saint Andrew School for any reason must return the Chromebook, charger and any peripheral device or accessory, on or before the date of termination.
- iii. If a student fails to return the Chromebook, charger and any peripheral device or accessory at the end of the school year or upon termination of enrollment in Saint Andrew School, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, charger and any peripheral device or accessory. Failure to return the Chromebook, charger and any peripheral device or accessory could result in theft charges being filed against the student and/or parent/guardian.

c. Check-in Fines

- i. If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.
- ii. Any technical issue with the device must be brought to the attention of administration or

technology support staff immediately. This includes, but is not limited to, Chrome Operating System, battery issues, loss of network connectivity, failure of apps to launch, etc.

- iii. Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device will incur the cost of repair. A member of the Saint Andrew School Technology Staff must perform all repairs.
- iv. After two incidents of accidental damage, the student may lose some privileges of the Chromebook 1:1 program. This will also result in disciplinary action.
- v. All reports will be investigated and addressed on a case-by-case basis.

2. TAKING CARE OF YOUR CHROMEBOOK

a. General Precautions

The Chromebook is school property and all users will follow this policy and the Saint Andrew School Responsible Use Policy for technology.

- i. No food or drink is allowed next to your Chromebook while it is in use.
- ii. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- iii. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- iv. Chromebook and Chromebook accessories must remain free of any writing, drawing, stickers, or labels that are not the property of Saint Andrew School.
- v. Chromebooks must never be left in any unsupervised area
- vi. Students are responsible for returning their Chromebook's to the charging cart and the end of each school day.
- vii. Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving the devices in cars, direct sunlight, etc. could expose the device to these conditions and is potentially harmful to the device and should be avoided.
- viii. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could damage the device.
- ix. Take care to protect your password. Do not share your password.
- x. Lock your screen when you leave your Chromebook unattended for ANY amount of time.

b. Screen Care

The Chromebook screens can be damaged if subject to rough treatment. The screens are extremely sensitive to damage from excessive pressure on the screen.

- i. Chromebooks should never be carried while the screen is open
- ii. Do not lean on top of the Chromebook when it is closed.
- iii. Do not place anything near the Chromebook that could put pressure on the screen front or Back.
- iv. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- v. Clean the screen with a soft, dry cloth or antistatic cloth.

- vi. Do not “bump” the Chromebook against desks, walls, car doors, floors, etc. as it will eventually cause damage to the Chromebook.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use during school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless instructed otherwise.

a. Chromebook Undergoing Repair

- i. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- ii. Replacement Chromebooks must remain at the school.
- iii. Replacement Chromebooks will only be issued for use in school until all costs of replacement have been paid.

b. Charging your Chromebook’s Battery

- i. Chromebooks must be returned and plugged in correctly to the charging cart at the end of each school day. This will allow the Chromebooks to charge overnight.
- ii. Students are responsible for picking up their Chromebooks from their homeroom carts in the morning and placing their cell phones (if they have one) in the cart.
- iii. Repeat violations (Minimum of three days, not consecutively) of this policy will result in a phone call home and a referral to school administration. Additional offenses will result in detention(s).
- iv. In cases where use of the Chromebook has caused batteries to become discharged, students will be allowed to connect their Chromebooks to a power outlet in class.

c. Photo Library, Screensavers, Background Photos

- i. Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- ii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- iii. Photos/Videos require a large amount of storage space on the devices. Only photos that are for an educational purpose should be saved to the device. No other photos/videos should not be taken or stored.

d. Sound, Music, Games, or Programs

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- ii. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the administration are carefully monitored.
- iii. Students may be directed by school personnel to remove apps, music, videos, etc. if the storage of instructional materials is compromised.
- iv. Only Music/Sound files that are obtained legally for educational purposes are allowed.
- v. Headphones may be used at the discretion of the teacher. Headphones are provided by Saint Andrew School for Rosetta Stone purposes for \$5.00.

e. Printing

- i. Printing will not be available inside Saint Andrew School with the Chromebooks. The nature of the device minimizes the need to print. If teachers require an assignment to be printed students will need to print the assignment from home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

a. Saving to your Chromebook

- i. Students will save work to their Google accounts via the Chromebook.
- ii. Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that in case of resetting Saint Andrew School will not back up the Chromebooks.
- iii. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- iv. Chromebook malfunctions are not an acceptable excuse for not submitting work on time.

b. Network Connectivity

- i. Saint Andrew School makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, Saint Andrew School will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

a. Originally Installed Software

- i. The Extensions/Apps originally installed by Saint Andrew School must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

b. Additional Software

- i. Students are not allowed to load extra Extensions/Apps on their Chromebook. Students are responsible for the content on their Chromebook. Apps and other media must be appropriate per Saint Andrew School's Responsible Use Policy and Code of Conduct. Students will be

asked to remove apps and media if deemed inappropriate. These Apps/Extensions will be available upon logging into the device using the official school approved email address.

- ii. Any attempt to “Jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action.
- iii. Any software that breaks the Responsible Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3-E above. Immediate removal of material (or full reset of the device), contact with parents/guardians, and disciplinary action will take place.

c. Inspection

- i. Students may be selected at random to provide their Chromebook for inspection.
- ii. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

d. Procedure for Re-loading Software

- i. If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. Saint Andrew School does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.
- ii. Students are highly encouraged to use Google Drive to store their Chromebook documents and work as identified in section 4 above.

e. Software Upgrades

- i. Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebook for periodic updates.
- ii. Students are encouraged to periodically upgrade the apps on the Chromebook as prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

a. Parent/Guardian Responsibilities

- i. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- ii. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- iii. The following resources will assist in promoting positive conversations between you and your child/children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette:
 - a) NetSmartz: <http://www.netsmartz.org>
 - b) CommonSense Media: <http://www.commonsensemedia.org/blog/digitalcitizenship>
- iv. Ensure that siblings and other family members are not using the device for personal use.

b. School Responsibilities:

- i. Provide Internet and Online Course Material access to students
- ii. Provide Internet filtering and blocking of inappropriate materials as able.
- iii. Saint Andrew School reserves the right to review, monitor, and restrict information stored on or transmitted by Saint Andrew School owned equipment and to investigate inappropriate use of resources.
- iv. Provide staff guidance to aid students in doing research and help ensure student compliance of the Responsible Use Policy.

c. Student Responsibilities:

- i. Use computers/devices in a responsible and ethical manner.
- ii. Obey general school rules concerning behavior and communication that apply to technology use.
- iii. Use all technology resources in an appropriate manner so as to not damage school equipment. Take a proactive role to aid Saint Andrew School in the protection of our computer system/devices by contacting an administrator about any security problems that they may encounter.
- iv. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- v. Plagiarism is a violation of the Saint Andrew School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- vi. Use or possession of hacking software is strictly prohibited and violators will be subject to Saint Andrew School Student/Parent Handbook. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by Saint Andrew School.
- vii. If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- viii. Return Chromebooks to Saint Andrew School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Saint Andrew School for any other reason must return their individual school Chromebook and other peripherals on or before the date of termination.

d. Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (Saint Andrew School reserves the right to modify this list at any time.):

- i. Illegal installation or transmission of copyrighted materials.
- ii. Any action that violates an applicable existing or future Saint Andrew School policy and any applicable laws.
- iii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- iv. Use of chat rooms, sites selling term papers, book reports, and/or other forms of student work.
- v. Messaging services (i.e. MSN Messenger, ICQ, KIK, etc.)
- vi. Use of outside data disk or external attachments without prior approval from the administration.
- vii. Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc)
- viii. Spamming (sending mass or inappropriate emails)
- ix. Using the internet to access personal (non-school related) accounts i.e. non-school provided email accounts, Facebook, other social media sites, etc.
- x. Gaining access to another student's or staff member's accounts, files and/or data.
- xi. Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity.
- xii. Sending anonymous or misleading communications for any inappropriate purpose via any means.
- xiii. Students are not allowed to give out personal information without the permission and supervision of their parents or a school staff member over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, Amazon, email, etc.
- xiv. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- xv. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/ or damage software components) of school equipment will not be allowed.
- xvi. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- xvii. Bypassing the Saint Andrew School web filter.

e. Chromebook Care

Students will be held responsible for maintaining their individual Chromebook and peripherals, and keeping them in good working order

- i. Chromebook batteries must be charged and ready for school each day.
- ii. Only labels or stickers approved by Saint Andrew School may be applied to the device.
- iii. Chromebooks that malfunction or are damaged must be reported to the administration. Saint Andrew School will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- iv. Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.

- v. Chromebooks that are stolen must be reported immediately to the Upper Darby Police Department (the police report must be submitted) and to school administration.

f. Legal Propriety

- i. Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- ii. Plagiarism is a violation of the Saint Andrew School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to Saint Andrew School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

g. Student Discipline

- i. If a student violates any part of the policies, procedures or expectations outlined in this document, the student handbook, or Saint Andrew School policies, he/she will be disciplined in accordance with our discipline policy (outlined in the Student Handbook and the Responsible Use Policy).

7. PROTECTING & STORING YOUR CHROMEBOOK

a. Chromebook Identification

- i. Saint Andrew School will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device. Each student will be assigned the same Chromebook for the duration of his/her time at Saint Andrew School. They will be collected at the end of each school year.

b. Storing Your Chromebook

- i. When students are carrying their Chromebooks, they should place it in their backpacks.
- ii. To prevent damage, nothing should be placed on top of the Chromebook.

c. Chromebooks Left in Unsupervised Areas

- i. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, bathrooms, and hallways.
- ii. Any Chromebooks left in these areas are in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the main office and may result in disciplinary action.

8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, In School Suspensions, and Out of School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading inappropriate apps and media.
- Leaving Chromebook unattended.

- Deleting school installed settings from a Chromebook.
- Bringing Chromebook to gym unless directed by gym teacher.
- Lack of adequate care for Chromebook and peripherals.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting setting on someone else's Chromebook.
- Adding a credit/debit card to a Google Account (Google Wallet) to purchase music/videos/unapproved apps.
- Logging in under a personal Google Account to download purchased apps for yourself or another student(s).
- Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

9. DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to the Responsible Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

10. CHROMEBOOK REPAIR PROCESS/INSURANCE

a. Vendor Warranty

- i. The equipment vendor has a one year hardware warranty on the Chromebook.
- ii. The vendor warrants the Chromebooks from defects in materials and workmanship.
- iii. This limited warranty covers normal use, mechanical breakdown or faulty construction and

will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.

- iv. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses/spyware.
- v. Please report all Chromebook problems to your school's Media Specialist.

b. Chromebook Technical Support

- i. ALL REPAIRS must be completed by Saint Andrew School Tech Staff
- ii. Your homeroom teacher will coordinate with our Tech Staff should your Chromebook need repair.
- iii. A replacement Chromebook may be used by students when they leave their Chromebook for repair. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- iv. Replacement Chromebooks must remain at the school.
- v. Replacement Chromebooks will only be issued for use in school until all costs of replacement have been paid.

c. Chromebook Insurance (Optional)

Insurance will be offered as optional, but recommended to all parents. It will be a self-insured setup where the funds stay in-house and will be used to purchase replacement parts as needed. The cost to enroll is \$25/year. The first incident will be covered with the cost of enrollment. \$50 deductible for the second incident. Full replacement part price for third incident-on for the year.

DELL Chromebook 11 3180 \$229.00
Replacement System Board \$112.49
Replacement AC Adapter and Cord \$59.00
Replacement Dell 3-cell 42 Wh Lithium Ion Replacement Battery for Select Laptops \$109.99
Replacement Keyboard and Touchpad \$47.00
Replacement WiFi Card \$12.00
Replacement Display Screen \$63.00
Replacement Display Enclosure \$25.00
Replacement Webcam and Microphone \$17.00
Replacement Speakers \$9.99
Replacement Dell Left/Right Hinge Cap \$9.99 each

DELL Chromebook 11 3181 \$220.00
Replacement System Board \$112.49
Replacement AC Adapter and Cord \$48.00
Replacement Dell 3-cell 42 Wh Lithium Ion Replacement Battery for Select Laptops \$109.99
Replacement Keyboard and Touchpad \$50.00
Replacement WiFi Card \$12.00
Replacement Display Screen \$99.00
Replacement Display Enclosure \$25.00
Replacement Webcam and Microphone \$17.00
Replacement Speakers \$9.99
Replacement Dell Left/Right Hinge Cap \$9.99 each

DELL Chromebook 11 3181 2-in-1 \$230.00
Replacement System Board \$80.00
Replacement AC Adapter and Cord \$35.00
Replacement Dell 3-cell 42 Wh Lithium Ion Replacement Battery for Select Laptops \$80.00
Replacement Keyboard and Touchpad \$50.00
Replacement WiFi Card \$12.00
Replacement Display Screen \$80.00
Replacement Display Enclosure \$25.00
Replacement Webcam and Microphone \$17.00
Replacement Speakers \$9.99
Replacement Dell Left/Right Hinge Cap \$9.99 each

SAINT ANDREW SCHOOL

CHROMEBOOK PROTECTION PLAN

What is the Chromebook Protection Plan:

This plan is being offered directly from Saint Andrew School. This coverage will protect you from paying the full cost of repairs or replacement of your student's Chromebook due to drops, surges, and accidental breakage.

The plan begins when payment is made and ends on the last day of school.

What is covered?

Drops, falls and collisions; electrical surges; damages or broken LCD panel due to drop, fall, or pressure; accidental breakage; liquid spills.

What is NOT covered?

Damaged in a fire (home or auto insurance coverage), intentional damages (student is responsible), power cord loss (student is responsible), normal wear that does not affect performance (student is responsible)

How much does this protection plan cost?

\$25 to enroll

- First incident covered with cost of enrollment
- \$50 deductible for the second incident
- Full replacement part price for third incident-on for the year

Our Choice for Chromebook Protection Plan for the 2023-2024 school year:

Print Student's Name: _____

Students' Signature: _____

Print Parent's Name: _____

Parent's Signature: _____

☐ We Accept ☐ We Decline

Date: _____

CHROMEBOOK AGREEMENT

Before receipt of the Chromebook, please complete and return the attached Chromebook Use and Expectations and User Agreement and return to your child's school. With the completion of this document, the student and their parent/guardian agree to follow and accept:

- Student Technology Responsible Use Policy.
- The website and social media guidelines (below).
- Saint Andrew School owns the Chromebook, software, and issued peripherals.
- In no event shall Saint Andrew School be held liable to any claim of damage, negligence, or breach of duty.
- This handbook may be updated, changed and modified at the sole discretion of Saint Andrew School Technology Department & Leadership. Advance notice will be provided if any changes are to occur.

Please sign and return the following documents to school personnel.

Saint Andrew School Chromebook Student/Parent User Agreement

Part One: Student Information

Please complete the boxes below to identify the student and their assigned device. Signing indicates you have read and understand the Chromebook policies.

Student Name: _____

School: Saint Andrew School **Homeroom:** _____

Student Signature: _____

Chromebook Serial Number *: _____

Parent Name: _____

Parent Signature: _____

Date: _____

* The Serial Number will be supplied when the Chromebooks are issued.

SAINT ANDREW SCHOOL CHROMEBOOK

STUDENT/PARENT USER AGREEMENT

Part Two: Website & Social Media Guidelines

Student Initials _____

Parent Initials _____

Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, it is True, Helpful, Inspiring, Necessary, Kind?)

Follow Saint Andrew School's Code of Conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.

Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts (plagiarism). It is good practice to hyperlink to your sources. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Students are not allowed to change any Chrome settings without teacher permission. Only tool/apps setting changes are allowed.

Students will have access to YouTube. They are expected to use it for school provided/related links only.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2023

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.

GOALS

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

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

USER RESPONSIBILITIES

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

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

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, 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. Users will protect their usernames and passwords by not sharing with others.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is an AoP user authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing AoP-owned resources, computers or networks.

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.

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

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.

Digital Security: Digital security must be at the forefront of every user's mindset. Users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access.

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

Artificial Intelligence: Students are prohibited from utilizing AI software tools such as ChatGPT for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action.

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

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.
- The following activities are strictly prohibited, with no exceptions:
 - Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the users normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Any virus or phishing protection software installed on school or school issued devices must not be disabled or bypassed .
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Any attempt to alter data, the configuration of a school issued device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to 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.

All school personnel are reminded that all computer, network, and Internet use will be monitored and there is no assurance of privacy or warranty of any kind, either expressed or implied.

Personal Use of Social Media

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

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

- **Examples:**

- Posting teacher's personal information - such as their personal email address, personal phone number or address.
- Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner.

"Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only. In order to ensure the privacy and security of all students, teachers should refrain from posting on social media any audio, photo or video recording that captures a student's face or voice without prior parental authorization.

Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day and / or school sponsored events with the intent to post on personal social media accounts or non-sanctioned school accounts.

Social media postings from school sanctioned accounts should refer to students by using their first name, last initial. Schools should avoid linking posts to students' personal accounts.

School sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization. Such accounts should be created with a school issued account. Accounts should be maintained and controlled by a minimum of two school appointed adult moderators.

In regards to student athletes and coaches:

- No coach, teacher or administrator is permitted to have access to or control of a student's personal social media account.
- Students should never include their email nor their cellphone number in their social media bios.
- Coaches should never tag a student's account when posting social media messages. Coaches may want to post specific highlights, game / season achievements or accolades on either the coach's professional page or on a school's social media page. Students should be mentioned by name only.
- Per the PIAA bylaws, students, teachers and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.

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 and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Possible financial obligations for the repair or replacement of damaged school devices.
- 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 Student Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for educational, professional and authorized purposes only in adherence to AoP policies. 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 **Saint Andrew School**.

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

Student Name/ID _____

Student Signature_____

Date_____ Graduation Year _____ Grade_____

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

(Parent/Guardian Signature)

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of Philadelphia
Student Internet Access - Parent Guardian Release

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

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

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for **Saint Andrew School**.

I hereby give my permission for my child to use the Internet and will not hold **Saint Andrew School** or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____

Date _____

Saint Andrew School Smoking/Vaping, Drugs & Paraphernalia Policy

Saint Andrew School cannot and will not condone smoking or vaping within the school building, on school grounds or within the drug free school zone, approximately a one-block radius of the school buildings. Cigarette smoking is also against the law for anyone seventeen years old and younger. Therefore, cigarette smoking or possession of cigarettes or any other tobacco products will be considered a disciplinary offense. Smoking is defined as “possession” of any tobacco related product (lit/unlit cigarette(s), chewing tobacco, vaporizers, e-cigarettes, etc.) The administration has the right to confiscate vaping paraphernalia and report said materials to the police if further investigation is required. These confiscated materials will not be returned. This is not an exhaustive list of related products and building administrators have the authority to determine what qualifies as a banned smoking product. Possession of any smoking paraphernalia will be confiscated by the building administration with no return. (The School Tobacco Act legislates a fine of \$50 for students found to be in possession of cigarettes or any other tobacco product while on school property.)

Drugs, Alcohol, Inhalants

As mandated in the Pennsylvania Drug Free Schools and Community Act 211: Any of the following offenses may be subject to expulsion and referral for prosecution. Compliance with the following rules and regulations is mandatory.

The use, possession or distribution of any drug or alcohol substance is prohibited: During school hours, on school property, on school buses, at any school sponsored event or activity.

For the purpose of this handbook, “drugs” shall mean:

All alcoholic beverages, All dangerous controlled substances prohibited by law, All drug paraphernalia, Any prescription or patent drugs except for those which permission to use in school has been granted or prescribed by a registered physician for that individual’s use, All look-alike drugs; substances manufactured or designed to resemble drugs, mood altering substances, narcotics or other health endangering compounds, Patent drugs are commonly called over-the-counter drugs i.e., no doze, vivarin, etc.

Inhalants are not drugs. They are poisons and toxins found in many common household products. These products have a useful purpose, but can be misused. Inhalant use refers to the intentional breathing of gas or vapors with the purpose of reaching a high. The administration prohibits the use of any product or substance as an inhalant. The administration realizes that the misuse of inhalants is a serious problem. Therefore, Saint Andrew School shall take every legal means to eliminate the use of inhalants within the school.

Consequences

Any students in possession of, or in use of any of the above named Smoking, Vaping, Drugs, Alcohol, Inhalants and/or Paraphernalia in the school buildings, on school grounds or within the drug free school zone, approximately a one-block radius of the school building will be sent home on suspension, pending a Discipline Review Committee meeting. Police may be called at the discretion of the administration.

We have read, understand, and agree to abide by the rules and regulations set forth in the Smoking/Vaping, Drugs, and Paraphernalia Policy of the Saint Andrew School Parent-Student Handbook - Appendix D.

_____ Printed Full Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date
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_____ Printed Full Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date
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_____ Printed Full Name of Student	_____ Signature of Student	_____ Date	_____ Homeroom
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(If you have more than one student at SAS, please have each student sign and date this form.)

Commendations and Demerits

Conduct Name	Commendation Value
Displays leadership	10
Prepared for class consistently	5
Responsible in completing assignments/homework	5
Shares talents with others	5
Speaks kindly to others	5
Volunteers to help others	5
Acts responsibly	5
Helpful to classmates	5
Dress code - Consistent adherence to policy	5
Courteous to all	3
Empathetic to others	3
Respectful to others	2
Desk consistently organized and neat	1
Homework completed routinely	1
Practices self-control	1

Conduct Name	Demerit Value
Any Disrespect for the Catholic faith practices	-10
Bullying	-10
Destruction of School/Personal Property	-10
Detrimental actions to the Saint Andrew school community	-10
Disrespect toward faculty, staff, or adult volunteer	-10
False Reports/Reports Not Made in Good Faith	-10
Fighting (Physical)	-10
Threatening another person	-10
Use of abusive/foul language	-10
Harrassment of another person	-10
Violation of the Smoking, Vaping, Drugs, Paraphernalia Policy	-10
Class disruption	-5
Consistent lateness (5 late arrivals)	-5
Excessive lateness for assignment (more than 5 days late)	-5

Fighting (Verbal)	-5
Forging a signature	-5
Improper cell phone use	-5
Misuse of Technology	-5
Plagiarism	-5
Provocation of another student - inflammatory/aggressive language	-5
Theft	-5
Unwanted invasion of the personal space of another individual	-5
Disrespect to classmate	-4
Cheating	-3
Dishonesty	-3
Disobedience of a policy/directive	-3
Invading the privacy of property (desk/bag)	-3
Bus violation	-2
Chewing Gum	-1
Dress code - violation of policy	-1
Eating in Class	-1
Improper uniform	-1
Inattentive during Class	-1
Incomplete/Missing homework	-1
Lack of responsibility	-1
Late Arrival	-1
Late Assignments	-1
Late for Class	-1
Missing assignment	-1
Talking	-1
Unprepared for class	-1
Academic Concern	0