



# **PARENT & STUDENT HANDBOOK**

## **HOLY TRINITY SCHOOL**

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**HOLY TRINITY SCHOOL**  
**PARENT & STUDENT HANDBOOK OF POLICY**  
**Table of Contents**

**PART ONE**

1. Mission Statement
2. Beliefs
3. Philosophy
4. Profile of a Holy Trinity School Graduate
5. Message from the Principal

**PART TWO – ADMINISTRATIVE PROCESS**

1. Admission and Registration Policies
2. Registration
3. Withdrawal
4. Change of Address
5. Daily Schedule
6. Attendance
7. Absence
8. Tardiness
9. Illness or Injury During School Hours

**PART THREE – COMMUNICATIONS**

1. Student Dress Code
2. Appointments
3. Doctors' Appointments
4. School Telephone
5. Parent-Teacher Communication
6. Lunch Program/Cafeteria
7. Snow Emergency Closing
8. School Notices
9. Forty Week Club
10. Home and School Association
11. Volunteers
12. Manna Gift Certificate Program
13. C.A.R.E.S. Program

#### **PART FOUR – SAFETY AND HEALTH**

1. Fire Drills/Shelter in Place/Crisis Drills
2. Services of The Nurse
3. Safety Program
4. Bus Transportation
5. Car/Bicycle/Walkers
6. Asbestos Inspection

#### **PART FIVE – CURRICULUM**

1. Religion Program
2. Field Trips
3. School Library
4. Art Program
5. Technology Program
6. Physical Education Program
7. Music Program
8. Textbooks
9. Stationery
10. Homework
11. Testing Program
12. Required Fees
13. Government Services

#### **PART SIX – RECORDS/GRADES**

1. Permanent Record Cards
2. Report Cards
3. Grades

#### **PART SEVEN – DISCIPLINE**

1. General Code – Demerit System
2. Anti-Bullying Policy
3. Suspension Policy
4. Failure Policy

#### **PART EIGHT – VARIA**

1. 21<sup>st</sup> Century Learning Grant Program Policies
2. Prekindergarten Handbook
3. Kindergarten Handbook
4. Handbook Signature Page
5. General Technology Use Parental Permission Forms
6. Technology Guidelines and Responsible Use Policy



## **Holy Trinity School Mission Statement**

Holy Trinity School is a Catholic School where the beliefs and traditions of our faith form the foundation of our educational endeavors. Each child, regardless of race, creed, or ethnic origin, is valued as a creation of God. The unique talents and abilities of a person contribute much to his or her formation as a student. Our Catholic values, our high academic standards, and our structured environment thrive because of the guidance and dedication of our pastor, administration, faculty, staff, parents, and school community. We nurture in each other the Catholic values that are proclaimed in the teachings of Jesus Christ.

## 1.2



### **Holy Trinity School Beliefs**

1. We believe in the teachings of Jesus Christ.
2. We are a community of faith, knowledge and service.
3. Individuals are valued as creations of God with unique talents and abilities.
4. A safe and nurturing environment fosters learning.
5. A student's self-esteem is enhanced by positive relationships and mutual respect between students and staff.
6. Children are the primary focus in the decision-making process of our school.
7. Students learn in different ways and need to be provided with a variety of instructional approaches to support their learning styles.
8. Students learn best when actively engaged in the learning process.
9. Problem-solving skills are necessary for authentic learning situations.
10. A 21st century learner needs to be adept at using technology with a strong awareness of both digital citizenship and footprint.
11. Students need to embrace cultural diversity.
12. Early education is important to the development of the spiritual, social, emotional, and academic development of the whole child.
13. The school provides a setting for the students to develop socialization skills needed for interpersonal communication throughout life.
14. By learning empathy through service, students come to realize they can make a difference.
15. Family and school community involvement are critical in the education of our students.
16. Commitment to continuous improvement of the school program is imperative to produce students who are confident, self-directed, and life-long learners.
17. STEAM literacy is encouraged for all learners.

### 1.3



## **Holy Trinity School Philosophy Statement**

Holy Trinity School is a community of faith that encourages students and faculty to discover the presence of God's love in the wonders of His creation. Each child is a created being, a blessing of God, with many innate abilities. Our educators are committed to maintaining the delicate balance of love and discipline that nurtures these unique abilities, ensuring that each child has the opportunity to achieve his or her greatest potential. We nurture in each other the Catholic values that are proclaimed in the teachings of Jesus Christ.

Catholic values are integrated into our curriculum, thus, cultivating the growth of each student regardless of race, creed, national or ethnic origin. Governed by diocesan guidelines and the daily "witness of faith" by our educators, the study of scripture, tradition, and the Church's teachings prepare our students to become active members of the faith community of Holy Trinity School. We encourage students to participate in Mass, to receive the sacraments often, to develop a prayerful relationship with the Lord, and to demonstrate a genuine concern for others through love and service.

Recognizing the diversity of our students, we create an educational environment based on the spiritual, intellectual, emotional, social, and physical attributes of our students. In a structured environment where the school policy has been established based on sound professional guidelines, the pastor, administration, and staff guide and support the student to feel secure and reach his or her full potential as a person. The student is encouraged to develop the necessary qualities that enable him or her to become a productive member of the community. Our classroom curriculum concentrates on unleashing the curiosity of the learner, on supporting the need for critical thinking, and on tapping into the creative and collaborative nature of each student. Our students are encouraged continuously to accept the individuality of their peers, to value the views of all, to be accountable for their actions, and to develop a code of self-discipline.

Our teachers create a classroom setting based upon sound moral values and high academic standards. We also recognize the need to explore current educational trends. We value each person's uniqueness and encourage a spirit of cooperation among all members of the school community. Our class size, environment, and school program allow the teachers to form close partnerships with other faculty members, staff, students, and parents. We fully recognize that parents are the primary educators of their child and understand and support the need for open communication and partnership between school and home.

Holy Trinity School is a Catholic school where the beliefs and traditions of our faith coexist with rigorous academic standards. We believe in the value of the individual and his or her ability to become a valuable member of the work force. Our Catholic and academic standards foster a strong sense of community where love, friendliness, mutual respect, understanding, caring, and compassion thrive among our students, faculty, staff, and parents.

## 1.4



### **Profile of a Holy Trinity School Graduate**

The graduate of Holy Trinity School:

#### **Faith and Values**

- knows, respects, and lives the teachings of Jesus Christ
- respects the rights, opinions, and differences of others
- takes personal responsibility for his/her actions and accepts consequences
- makes moral choices in behavior and decisions
- values hard work in attaining goals

#### **Academics**

- possesses the academic and social skills necessary to be successful in high school
- recognizes his/her talents and abilities and understands the importance of developing them
- shows confidence in his/her ability to solve problems
- works collaboratively
- applies critical thinking, creativity, and communication skills in life situations
- demonstrates proficiency in the use of technology with the ability to design, share, and present information.

#### **Community**

- appreciates family and community and understands the importance of serving others with compassion, empathy, and kindness
- embraces the diversity of others
- learns how to be a good citizen
- shares his/her time and talent in the service of others
- realizes the benefits of resources within the community such as the Morrisville Public Library, the Morrisville Post Office, the Morrisville Police Department, etc...



## **1.5 - MESSAGE FROM PRINCIPAL**

Please take time to review and understand this Student Handbook with your children. Use it as a reference tool that will assist you in helping us here at Holy Trinity continue to be the “best” in Bucks County. Our success depends on the partnership we form with the home. I thank you for your support and cooperation.

## **PART TWO – ADMINISTRATIVE PROCEDURES**

### **2.0**

Holy Trinity School extends a welcome to any child whose parents realize the nature of the school and are willing to accept its standards and policies. Each student entering our school is on a probationary period for one year and may be asked to leave if a hindrance to the school process.

### **2.1 – ADMISSION AND REGISTRATION POLICIES**

We welcome all students regardless of race, color, creed, or ethnic origin. Although we welcome children of all religious backgrounds, we are primarily a Catholic parish school so, in cases where the administration approves, parishioners will be given preference for admission.

Registration begins during Catholic School Week. Times and dates for Holy Trinity registration are published in the Parish bulletin, on the school website, in the communication folder, and in the local newspaper. Tours of the school are arranged upon request.

As of September 1<sup>st</sup>, a child should be six (6) years of age in order to be eligible for the first grade.

### **PRE-KINDERGARTEN**

As of September 1<sup>st</sup>, a child should be three (3) years of age in order to be eligible for Pre-K 3 Program. A child should be four (4) years of age by September 1<sup>st</sup> in order to be eligible for Pre-K 4 Program. All students in both PreK programs should be completely potty-trained upon acceptance, and they wear the school-mandated gym uniform daily. It remains the right and responsibility of the Administration to determine readiness for all levels of the school program.

Teachers, along with the principal, set curriculum based upon PA Standards in accordance with the Archdiocese of Philadelphia. This is communicated through the teachers and on our school website at [www.holytrinitypa.com](http://www.holytrinitypa.com). Please also refer to the PreKindergarten handbooks in Part Eight of this publication.

### **KINDERGARTEN**

As of September 1<sup>st</sup>, a child should be five (5) years of age in order to be eligible for Kindergarten. Children in this level wear the complete Holy Trinity uniform.

Tuition for PreK and Kindergarten, like tuition for Grades 1 to 8, for parishioners and non-parishioners is determined by the Pastor in consultation with the Parish Finance Committee. Admission to PreK and Kindergarten does not guarantee placement in the next grade for the following year. Please also refer to the Kindergarten handbook in Part Eight of this publication.



## 2.2 - REGISTRATION

The following information is required for registration. For registration to be complete, all requirements must be fulfilled:

1. Birth Certificate
2. Baptismal Certificate – (unless a child has been baptized in Holy Trinity Church.) If sacraments of Holy Eucharist and Confirmation have been received outside of the parish, verification is necessary.
3. Immunization card or documented doctor's certification showing dates of immunization. A series of Hepatitis B shots is required. (Holy Trinity School adheres to state regulations regarding immunization.)

School Age (Entering Kindergarten or Grade 1) as of April, 1<sup>st</sup>:

Diphtheria.....	4 doses (1 on or after 4 <sup>th</sup> birthday)
Tetanus.....	4 doses (1 on or after 4 <sup>th</sup> birthday)
Polio .....	3 doses
Measles .....	2 doses (given as MMR)
Mumps.....	1 dose (given as MMR)
Rubella.....	1 dose (given as MMR)
Hepatitis B.....	3 doses
Varicella (Chickenpox).....	1 dose or history of disease

4. Parish card of Registration is needed for newly registered families only.
5. The School should be made aware, in writing, of any physical or mental limitations of the child.
6. At the time of registration, parents receive the website address for the handbook so they can be informed of regulations in effect at Holy Trinity. Either parent has access to the child or the child's records unless court paperwork is in our school file limiting access to one parent.
7. A non-refundable registration fee per child is required for all new registrants. Also, \$150.00 deposit to be used towards tuition must be paid by all registrants on the day of registration. The \$150 deposit check is payable to Holy Trinity Church. There is also a school fee which covers Technology, books, stationery, lunch, licensing fees, etc. The registration fee and school fee is payable to Holy Trinity School due before the school year begins.
8. Transfer students may be tested prior to admission to determine placement. Final decisions on admission rest with the Administration.
9. School records will be requested school to school through the secretary.
10. Recent transfer slips should accompany application for admission.
11. A Parent and Student conference with the Principal may be required for all those entering Grades 1 to 8 prior to formal registration.
12. Probationary Admission – All new students entering Holy Trinity School will be subject to a one year probationary period. An invitation to return the following year rests with the Administration.
12. If parents do not live together but both want to be informed of “general school paperwork” from the Wednesday communication folder, the parent must provide self-addressed envelopes to the school office. Specific tests, etc. cannot be copied.

### **2.3 - WITHDRAWAL**

Parents of students transferring from our school must notify the principal of the date the child is leaving and the school to which his/her educational records are to be sent. Proper transfer forms to the new school will be presented at this time. A scheduled exit interview may be set with a time mutually convenient for parent and principal. Once a child leaves our school because of a parental request, the school retains the right whether to offer re-admittance.

### **2.4 - CHANGE OF ADDRESS**

Please inform the Homeroom Teacher and School Office in WRITING if you have a change of address and/or phone number. Emergency situations depend upon the accuracy of this information and it is important to be up to date.

### **2.5 - DAILY SCHEDULE**

School Hours (8:15 a.m.-3:00 p.m.)  
12:00 -12:55 Lunch (at school)

PreK – 8:25 am – 2:40 pm  
Kindergarten – 8:15 am to 2:45 pm  
Grades 1 to 8 – 8:15 am to 3:00 pm

Dismissal will be at 12 NOON on Early Dismissal Days. No lunch period is scheduled on these days. All Kindergarten children will be dismissed at 11:45 on these early dismissal days, Pre-School Half Day children will also be dismissed at 11:45

Children who arrive before 8:05 a.m. must register for the CARES Program for supervision. Children who are not picked up by 3:00 p.m. will be sent to the CARES Program for supervision. The CARES Program charges a fee and will issue a bill for payment.

### **2.6 - ATTENDANCE**

It is the duty of the Principal and the Teachers to insist on regular attendance. The loss of days can be detrimental to the pupil's progress. Regular attendance of children at school is solely the responsibility of the parents. This is a legal responsibility and must be taken seriously. Excessive absences could lead to repeating the grade or filing a complaint with school district or authorities if negligence is suspected. Vacations are discouraged during the school year. Pupils will make up all work at the teacher's discretion.

### **2.7 - ABSENCE**

A pupil who has been absent from school is required to bring the required absence note, signed by his/her parents or guardian, stating dates and the reason for the absence. Failure to bring in this note by the third day will result in the child's absences being coded illegal and/or parental neglect. All absences of three or more consecutive days require a DOCTOR'S NOTE. Unexcused early dismissal and tardiness nullify perfect attendance.

A student who leaves school for any legitimate reason must have a parent or someone authorized by the parent to pick him/her up at the School or Nurse's office. The authorized person must sign out the child.

It is the responsibility of the student to see his/her teacher regarding any work that has been missed due to absence. If a child is leaving early for doctor's appointment, etc., a note should be sent to the child's teacher. Please avoid calling school unless it is an emergency.

### **2.8 - TARDINESS**

A pupil is tardy if he/she is not with the class when the yard bell is rung at 8:15 a.m. If a child is late because of a school bus delay, he/she is excused. If a pupil in Grades 1-8 is late (5 times), a late detention is issued. If needed, Principal and/or teacher will confer with the parents in an effort to correct the irregularity. If the pupil is late due to a doctor's visit, a note from the doctor should be brought in and the pupil will receive an excused lateness. While we understand children are not in complete control of this situation, we still must be responsible for the right to learn for all.

## **2.9 - ILLNESS OR INJURY DURING SCHOOL HOURS**

If your child has a specific medical problem, it should be made known to the teacher, the school secretary, and the nurse with a note sent to all three. Documentation from a doctor may be needed.

A student who is ill will be permitted to report to the Nurse's Office after obtaining the teacher's or moderator's signed permission to leave class. If illness should occur on a day when there is no nurse on duty, the student is to report to the School Office. No medication may be administered by the school staff.

If emergency treatment is necessary, students will be taken to the local hospital and the parents will be notified. The cost will be responsibility of the parent. It is absolutely essential that each child have an Emergency Authorization Card on file with the work, cell, and home numbers of the parent or guardian kept up to date.

These cards will be distributed each year to all pupils. They contain:

1. Home and business phone numbers for each parent
2. Telephone number of a person who has agreed to assume responsibility for your child in the event you cannot be reached.
3. Name and number of Family Physician and local hospital of your choice.

It is vital that these cards be kept up-to-date. Please notify the office immediately if any of this information changes at any time.

## **PART THREE - COMMUNICATIONS**

### **3.1 STUDENT DRESS CODE**

The students will wear the complete school uniform on the first day of school and every day thereafter. Parents are expected to cooperate with this regulation. No knit shirt, jumper, kilt, sweater, shorts, sweatpants/shirts may be purchased from any other distributor but Flynn & O'Hara Uniform Company\*. The uniform is a symbol of attendance at Holy Trinity School. Most pieces require logo imprinted by Flynn & O'Hara. *IT IS UNDERSTOOD THAT THE SHOES AND SNEAKERS ARE TO BE PROPERLY TIED AND THE SHIRTS ARE TO BE PROPERLY TUCKED INTO THE PANTS, SHORTS, AND KILTS.*

*\* Manna is available at school for Flynn and O'Hara.*

#### **STANDARD UNIFORM**

##### **GRADE K-8 BOY'S UNIFORM:**

- grey regulation dress pants
- black belt
- maroon long- or short-sleeve knit shirt with logo
- grey, black, or white crew socks (must rise above the ankle)
- black tie oxford school shoe (Eastland style #7152 BKC or BKM from Flynn & O'Hara, or less-expensive replica) \*
- maroon v-neck sweater or maroon ¼ zip sweater (optional, but no other sweater or sweatshirt may be worn during school hours)

##### **GRADE K-8 GIRL'S UNIFORM:**

- plaid jumper (K to 4) *exact style as deemed by Flynn & O'Hara*
- white blouse with Peter Pan collar
- plaid kilt (5 to 8) *no more than one inch above the knee in length; exact style as deemed by Flynn & O'Hara*
- maroon long- or short-sleeve knit shirt
- maroon knee socks or tights
- Bass shoe #315P or 9E35 with green Bass tag or Willits Buck (or less-expensive replica) \*
- maroon cardigan sweater or maroon ¼ zip sweater (K to 8) (optional, but no other sweater or sweatshirt may be worn during school hours)

*\* It is understood that these need to be tied properly.*

#### **OPTIONAL SUMMER UNIFORM (April 15 – October 15)**

##### **GRADE K-8 BOY'S UNIFORM:**

- grey pants or shorts\*
- maroon knit short-sleeve shirt
- black belt
- plain white, black, or maroon-colored crew socks (must rise above the ankle)

##### **GRADE K-8 GIRL'S UNIFORM:**

- grey shorts\*

- maroon knit short-sleeve shirt
- black belt
- plain white, black, or maroon-colored crew socks (with summer shorts); all must rise above the ankle

**\*Flynn & O'Hara regulation shorts. Cutting boys' pant legs and wearing as shorts is NOT PERMITTED BY BOYS OR GIRLS. Shirts must be tucked into shorts.**

### **STANDARD GYM UNIFORM**

Gym uniforms are worn for the entire Gym Day for Grades K-8. PreK students wear gym uniforms every day.

#### **WINTER GYM UNIFORM:**

- black sweat pants and heather grey sweatshirt with Holy Trinity School logo imprinted on both
- plain white or black quarter or crew socks (must be one inch or more above the ankle)
- sneakers with laces

#### **SUMMER GYM UNIFORM:**

- red t-shirt and black mesh shorts with Holy Trinity School logo imprinted on both
- plain white or black quarter or crew socks (must be one inch or more above the ankle)
- sneakers with laces

### **DRESS CODE REGULATIONS: GRADE K-8**

Blue slips that require a parent signature may be issued to any student not in compliance with the dress code. One written warning and then a school demerit may be issued to anyone not adhering to the dress code.

- Jewelry should be limited and understated. Pierced earrings should be reasonable for school; school administration reserves the right to that decision. Students may wear only one set of post (stud) earrings to school.
- Students may not wear makeup.
- Only clear nail polish is permitted.
- NO FAD HAIRSTYLES FOR ANY STUDENTS: boys and girls must have a groomed hairstyle with the boy's hair cut so that it is above the shirt collar, around the ears, and above the eyebrows. No hair coloring of any kind or shaved heads (no shorter than a #2 blade) are permitted for boys or girls. Girls are permitted to wear a small clip or barrette, "scrunchie", or a one-inch hair band that is modest in nature.
- Only the regulation school sweaters from Flynn & O'Hara may be worn during the school day.
- Black or white short-sleeve t-shirts or undershirts may be worn under the uniform shirt.
- Only the top button on the shirt is to be left unbuttoned for the boys and the girls.

Compliance with the Holy Trinity Dress Code is not optional. By signing the *Holy Trinity School Parent-Student Handbook*, you are stating that you are aware of and have discussed this dress code with your child.

### **3.2 - APPOINTMENTS**

The Principal, Vice-Principal, and the Faculty are eager to discuss pupil progress with parents. The Principal and Vice-Principal are available throughout each school day by appointment only. Parents should call for an appointment with the Principal or Vice-Principal and write to the Teacher to arrange for a conference. Conferences with the teacher are usually before school at 8:00 a.m. or after school at 3:00 p.m. at the teacher's discretion.

Parents, who need to see their children during class time, are asked to make this known to the school Principal, Vice-Principal, or secretary. All visitors, parents, aides, -etc. must report to the School Office before going anywhere in the school building. A tag will be issued and must be worn. Safety and protection of all students is our first concern.

### **3.3 – DOCTORS' APPOINTMENTS**

Unless there is an emergency, doctors' and dentists' appointments should be made outside of school hours. In case of necessity, the student should bring a note signed by the parent or guardian stating the reason for the time it will be necessary for him/her to leave class. The note should be presented to the homeroom teacher first and then forwarded to the Principal. Students leaving school for an appointment must report to the School Office and wait for their parents to meet them there. No child is to leave the school unless he/she is accompanied by a parent or guardian. The student must report to the Office when he/she returns to school. A sign in/out book must register this activity.

### **3.4 - SCHOOL TELEPHONE**

No student or teacher can be called to the telephone except in a case of emergency. The teacher will return the call at the teacher's convenience. Parents are asked not to call the school during the lunch hour unless it is an emergency. **CELL PHONES:** Students may not use a cell phone at any time in the school building without permission. Cell phones are to remain in the student's backpack in the "off" position. If a violation of this rule is made, a demerit will be issued to the student and the phone will be sent to the principal's office. If a second violation of this rule is made, three demerits will be issued, resulting in a school detention.

### **3.5 - PARENT-TEACHER COMMUNICATION**

1. Any parent who wishes to see the Principal, Vice-Principal, a teacher or any member of the school staff concerning his/her child should send a note to the particular person involved. The faculty/staff member will contact you and set up a date and time for an interview at a mutually convenient time.
2. If a difficulty should arise concerning your child's conduct or academic work, please contact the teacher or teachers directly involved before you bring the matter to the attention of the principal.
3. Meetings between the teacher and the parents of the children are seen as vital extensions of the report cards. The Diocese provides time for Parent-Teacher Conferences each year. It is necessary to meet with your child's teacher when the Conference is scheduled.
4. Teachers cannot be expected to return a phone call or emails between the hours of 8:00 a.m. and 3:00 p.m. In almost all cases, teachers will return calls or notes, or emails within 24-48 hours.
5. For any incidents which occur within the school day and/or on school property, school administration determines how and if parents are contacted. If believed to be a medical emergency or a situation causing unrest or the potential for harm, parents will be called and expected to come immediately to take the child home. Otherwise, parents may be informed by phone, note, email, or face-to-face. Anything involving an illegal or immoral substance or object will be turned over to officials.
6. By law, if any child reports abuse – physical, emotional, or sexual – it is the absolute responsibility, as mandated by law, for that individual to file a report with local authorities. It is the job of those authorities to then investigate.

### **3.6 - LUNCH PROGRAM/CAFETERIA**

Holy Trinity School, as of September 2016, is part of a grant program under the National School Lunch Program which works through the Archdiocese of Philadelphia to allow a free continental breakfast and a free hot lunch program to selected schools. There is no application to fill out and no money to be exchanged. Simply fill out the breakfast and lunch menus with your selected days within the designated timeframe each month.

Children may also bring their own lunch to school each morning in secured bags/boxes. No glass bottles are permitted, and we ask that parents be mindful of nutrition when packing lunches. For order within the school, special lunches cannot be dropped off at the counter.

Supervision is provided by our lunch parents, and our code of conduct, good manners, and discipline are the same at lunch as other times of the day. Children are expected to be respectful of the lunch monitors.

Children whose behavior prevents others from eating properly or playing safely could be removed or asked to go home at lunchtime and return to class after the lunch period. If parents cannot do this, then the student will eat in another area of the school and/or remain there during the recess period per the discretion of the administration.

Medications deemed necessary will be dispensed by the school nurse before the lunch period begins (12:00 p.m.) or after the lunch period ends (12:55 p.m.). (not DURING the lunchtime of 12:00 – 12:55 p.m.)

For safety reasons, no parent is permitted to eat lunch with their child in our lunchroom or show up unexpectedly in the school yard.

### **3.7 - SNOW EMERGENCY CLOSING**

Any time there is a possibility of an emergency or weather closing or of a late opening; parents are requested to listen to:  
RADIO                      WBCB (1490 AM)                      KYW (1060) Storm Center

TV                              WPVI-TV 6 ABC                      FOX 29 TV                      ALERT 10 NBC TV

A Parent Alert communication (call, text, and/or email) will also be issued. Please do NOT call the Rectory for this information.

### **3.8 - SCHOOL NOTICES**

Important school notices will be placed in the Wednesday Communication Folder and sent home with your child. The folders must be signed and returned to the classroom teacher. Failure to return folders could result in a gap of school communication. Monthly calendars will be distributed by the last week of each month. Keep notices as handy reference tools until the event is completed. This will prevent confusion and unnecessary phone calling. Any organization wishing to send notices home in the Communication Folder, must have the approval of the Principal or Vice Principal and have the copies ready for distribution by Tuesday morning.

### **3.9 - FORTY WEEK CLUB**

In September, we continue our 40 Week program to help subsidize the school Art, Music, and Physical Education programs. All parents are urged to support this program either by purchasing a ticket themselves or selling tickets to friends and neighbors. Our extra programs depend on your cooperation.

### 3.10 - HOME AND SCHOOL ASSOCIATION

The Home-School Association actively contributes to the enhancement of Holy Trinity School Community.

Every family is expected to be a member of the Association. Since the tuition does not cover the entire cost of educating a child, all parents are expected to participate in, support, and encourage others and also to assist in all Home-School Association Fund Raising Projects. The dues are included in tuition and are a MUST if you wish to be a voting member. We must have 100% family participation.

Executive Board Meetings are held monthly. Notification of the time will be announced. General Home-School meetings will be held periodically throughout the school year. Information is provided by the Association itself during the course of the year. All meetings will be listed in our monthly calendar. Your input is valuable to this association so let us hear from you and be a part of the decision making process.

### 3.11 – VOLUNTEERS

When you consent to be a volunteer, you are there for the help of the teacher and class, if needed. A questionnaire listing the areas in need of volunteers is sent home yearly for you to sign. All school volunteers must submit a State Police clearance, Child Abuse clearance, attend the required diocesan class “Protecting God’s Children”, and take the Mandatory Reporter online class. All documents must be submitted to the Principal. We are always in need of parental help. Statistics show that students whose parents are involved do better in school than those who do not. Please get involved.

### 3.12 – MANNA GIFT CERTIFICATE PROGRAM

The Manna Cards/Certificate Program is an ongoing fundraiser that benefits our school and you. The cards and gift certificates are used like cash. You purchase Gift Certificates and Cards from our school first then go shopping. Each time you purchase Manna Gift Certificates and Cards you will receive 3% of your purchase. This 3% is applied quarterly to your tuition balance. Holy Trinity School receives 2% as an ongoing fundraiser that benefits your child/children in their school environment. Please support our school by using this ongoing fundraiser.

### 3.13 – C.A.R.E.S. PROGRAM

For an additional fee, the before and after school CARES PROGRAM is available for Holy Trinity students enrolled in PreK through 8<sup>th</sup> grade. The program runs from 7:00 a.m. to 8:15 a.m. and 2:45 p.m. to 5:30 p.m. ONLY on days that school is in session. For Noon Dismissal days, CARES will begin at 12:00 and extends until 5:30 p.m.

## PART FOUR - SAFETY AND HEALTH

### 4.1 - FIRE DRILLS/SHELTER IN PLACE/CRISIS DRILLS

Holy Trinity School does have a crisis team in place, who meet twice each year to review procedures and update staff. Fire drills and all other drills, including Shelter-in-Place and internal and external lockdowns, are required by law and are important safety precautions. We also have an evacuation plan in place and practice that annually. Our security cameras are connected to the Morrisville Police Department for emergency purposes. It is essential that when the signal is given for all drills everyone (including parent assistants) obey promptly by leaving the building by the prescribed route. The route and location are displayed in each room. Drills and instruction are ongoing all year long to insure safety of our students. Students are expected to be orderly during the fire drill. Students not in the classroom have been instructed when the bell is sounded that they should leave by the closest exit and report to his/her homeroom teacher.

### 4.2 – NURSE

The school nurse is in school one day a week.

SCHOOL DISTRICT BOROUGH OF MORRISVILLE Student Health Services	
Dear Parent/Guardian:	
Procedures for the administration of medication to a student during the school day are as follows:	
Medication will be administered to a student <b>ONLY</b> when:	
a. Failure to take the medication will jeopardize the health of the student, or,	
b. The student would not be able to attend school if the medication is not administered during school hours.	
<b>NO MEDICATION</b> will be administered without a written doctor's order and a written consent from the parent/guardian. This includes over the counter medications with the exception of Tylenol and Benadryl, which may be given if parent permission was given on the emergency card. This includes inhalers and Epi-Pens.	
All medication <b>MUST</b> be sent in the original pharmaceutical container. No medication in baggies, foil wrap etc. will be given to student. Pharmacists will provide you with an extra empty labeled bottle if you ask them when filling a prescription.	
If you want your son/daughter to self-administer a medication such as an inhaler, written permission must be obtained from the child's physician.	
Current emergency cards must be on file for your child.	
The nurse administers all medications. Student may <b>not</b> carry any medication on their person or in a bookbag or purse.	



Medications shall be given only on the written order of a physician and a written request of the parent, and only by the school nurse or parent. Epi-pen can be given by trained personnel in an emergency that no nurse is available. Continued yearly competency will be maintained and documentation kept.

The order from the physician shall include:

1. Diagnosis
2. Name and dosage of medication
3. Time for medication to be given

There are forms that need to be completed in the nurse's office.

Medication should be sent to the school in a labeled prescription bottle. Medications will be kept in the nurse's office. All other emergencies will be handled by the office. Parent will be notified when school deems necessary.

Encourage your child not to visit the nurse's office for minor aches and pains. Most medications can be dispensed at home at 8:00 and again at 3:00 p.m. and this helps to insure a less disruptive school day.

If a student becomes ill during school on any of the days that the nurse is not with us he/she is to report to the main office. If necessary, the office will call and consult with you about your child's illness. In extreme emergency, a 911 call will be made.

#### **4.3 - SAFETY PROGRAM**

Safeties are appointed by staff moderators to assist children at crosswalks, supervise loading on buses, and to assist with safety drills. The safeties belong to the AAA School Safety Program. To be a safety, the student must maintain a satisfactory conduct grade and a satisfactory scholastic average. No safety is permitted to stop traffic and cross children from the middle of the road. We have crossing guards, who we have come to need and depend upon. Parents are expected to be respectful and cooperative with these persons designated by the school. It is essential that we all follow school-directed arrival and dismissal procedures.

#### **4.4 - BUS TRANSPORTATION**

Where possible, bus transportation is provided for those children who are in need of this service to attend Holy Trinity School from outside the Morrisville Borough.

The child's safety is a major concern of the school and with the cooperation of the home, we hope to instill proper safety habits. In compliance with Diocesan and State Law, the students are to be seated during their ride, speak in moderate tones, and observe the directions given by the driver.

When a child is reported for the first time for misconduct on the bus, he/she is given a warning. If a second serious incident occurs, the student's parents are notified. Further misconduct will carry with it a period of suspension for the bus. This will necessitate the parents providing transportation for a period of time. Bus referral forms alert parents of misconduct and must be signed. Not to do so can result in the suspension of bus privileges. The school does not draw up schedules and pick-up points, therefore, it cannot change them. Please do not request changes from the school office. Any questions regarding the buses can be answered by contacting the Transportation Office of the appropriate School District.

#### **4.5 - CARS/BICYCLES/WALKERS**

Cars are NOT permitted on the school grounds during the time school is in session. This is a SAFETY MEASURE to protect our children. We expect every parent will carefully adhere to this regulation. All children who are driven to school must be discharged and picked up on OSBORNE AVENUE OR STOCKHAM AVENUE. Permission for exception to this regulation because of a student's physical condition may be obtained through the Principal.

Children riding bicycles to and from school should know and practice bicycle safety rules. They are to walk the bicycles in and out of the schoolyard. Bicycles are to be placed in the bicycle rack in the schoolyard and should be locked. The school will not assume responsibility for students who may be injured while riding the bike to and from school or for stolen or

damaged bikes. All children attending Holy Trinity School should wear a bike helmet to school as required by Pennsylvania State Law. This is a parent responsibility.

All children who walk should cross at the corner at all times. Please respect our neighbors by keeping off their properties. Refrain from running when leaving the building.

Parents are expected to respect and observe all parking regulations, including all No Parking zones. PreK parents may use driveway for drop off or pick up but are asked not to park their vehicles there. The good of all and not the convenience of one individual must always be the position of the school.

#### **4.6 - ASBESTOS INSPECTION**

#### **ANNUAL NOTIFICATION**

Holy Trinity School has developed and maintains an Asbestos Inspection Report and Management Plan as required by the USEPA Asbestos Hazard Emergency Response Act (AHERA). A copy of this plan is available for your inspection at the Rectory Office during regular office hours. Pennoni Associates, Inc. (856-547-0505) is the school's asbestos program manager and consultant. Inquiries regarding this plan should be directed to them.

### **PART FIVE – CURRICULUM**

#### **5.1 - RELIGION PROGRAM**

Because the basic purpose of our school is religious, opportunities are provided so that the children may participate in expressions of their faith in addition to the daily class lessons in religion. This remains our principle course of study and we follow Archdiocesan guidelines.

Individual classes participate in daily Mass, while each month all students attend a Eucharistic Liturgy together. Grades PreK to 4 take part in an Angel Pageant in Advent and Grades 1 and 5 to 8 take part in a Passion Play during Lent.

Distribution of Ashes and Blessing of the throats are made available to our children during school hours. During the Season of Lent, children in grades 1 through 8 attend Stations of the Cross. In Holy Week, we have a schoolwide day of retreat and recollection. We also honor 40 hours and take part in a May Procession in May.

Children are prepared for First Penance in Grade 2 and for Holy Communion in Grade 3. Children in the 6<sup>th</sup> Grade are prepared to receive the Sacrament of Confirmation every year but actual reception of Confirmation is in Grade 7. Since parents are, and remain through life, the primary educators of their children, they are expected to take part in the preparation of the children for the reception of the Sacraments. We also have a Catholic Identity component of our Advisory Council who work hard to provide additional spiritual experiences.

The involvement of parents reaches beyond the completion of specific tasks; it creates a new bond between the school and the home.

- The Sacrament of Penance is administered frequently throughout the school year.

Children who are not of the Catholic faith are required to abide by the contract signed by the parents as presented here and to engage in study and practices of a Catholic School.

Website for the Archdiocese of Philadelphia is [www.archphila.org](http://www.archphila.org).



#### **RELIGION FORM NEW STUDENT REGISTRATION**

It is our (my) understanding that our (my) child (children) is (are) obligated to attend classes in Religion and fulfill the requirements for this subject; also, to attend all religious functions offered as part of the school program.

We (I) assume the obligation to pay the specified tuition and school fees and agree to support the philosophy, goals, objectives, and regulations of the school.

DATE \_\_\_\_\_

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Parents

## 5.2 - FIELD TRIPS

Field trips are an important addition to the school curriculum. Students whose behavior is one of trust, safety and security will attend. All others will remain in school. A field trip is not a choice for the student. It is part of the curriculum and unless unusual circumstances arise, all students are expected to attend field trips. Please let these circumstances be known to the teacher or Principal. The parent of any student with special needs/health issues may be required by the teacher to accompany their child on a school trip. Be assured that monetary hardships can be easily resolved by the Principal or Home and School and should not be a deterrent for a child to attend his/her field trip.



### **FIELD TRIP PERMISSION FORM**

We (I) as parent(s) or legal guardians (s) of \_\_\_\_\_

Student's name

Give permission for our child to participate in:

Field Trip:

Date of Trip:

This permission includes all related programs or events associated with the field trip. In consideration for our (my) child's participation, we (I) and my (our) child agree and understand that we assume the risk inherent in the field trip, and with full knowledge of the risks, we agree to release and hold harmless Holy Trinity School, Holy Trinity Parish and the Archdiocese of Philadelphia and their employees and representatives, from claims arising or related to our (my) child's participation.

Our (my) child understands and agrees to abide by all rules and regulations established by the school pertaining to such field trip.

We consent to and give permission for emergency medical care for our (my) child that may be needed as a result of my (our) child's participation:

**Insurance:**

**Group #:**

**I.D.#:**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent(s) Guardians(s) Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent(s) Guardian(s) Signature**

\_\_\_\_\_  
**Date**

## 5.3 - SCHOOL LIBRARY

Holy Trinity School is quite proud of its library with its ever-increasing number of good books that serve to enhance the education of our students. The Library is open daily for individual research and reference work.

Library instruction is an integral part of the learning process and lessons are taught to coincide with Archdiocesan policies and Common Core curriculum. All children in grades PreK to 8 have access to materials from the school library. Parents

should share in the responsibility of caring for the books the children bring home and should be aware of the date on which the books are due. Above all, parents should aid teachers to encourage children in a love of good reading. The students must observe the following rules when using the library:

- The Librarian must sign out all books taken from the library at the desk.
- All books must be returned within the prescribed time.
- If a book is lost, destroyed or damaged so that it can no longer be used, it must be paid for by the student.
- For the consideration of others, a quiet atmosphere is kept in the library.
- Students will be refused the use of the library if their behavior is a disturbance to those using this facility.

#### **5.4 - ART PROGRAM**

Art is a Specials class taught to Kindergarten through Grade 8. The types of projects taught are built upon the Common Core Curriculum and the many skills and techniques needed to express feelings, views, and individuality. The areas of interest taught include: drawing, painting, sculpture, printmaking, puppetry, jewelry, advertising art, collage, stitchery, art theory, art history, calligraphy, crafts, construction, and mask-making. These are topics suggested by the Archdiocese of Philadelphia. A smock or oversized shirt is required for protection of the uniform.

#### **5.5 - TECHNOLOGY PROGRAM**

Technology is also a Specials class taught to students in PreK through Grade 8 in the Technology Lab on Common Core Curriculum goals and Archdiocesan policy. The material taught follows the guidelines of the Diocese and builds upon the skills and techniques needed for every student who graduates to be proficient in word processing and to be able to use a variety of programs in both Office and the Google Suite. A technology fee is included in the school fee and must be paid by September 1<sup>st</sup>. Students need a personal set of headphones each school year.

#### **5.6 - PHYSICAL EDUCATION PROGRAM**

Students in Kindergarten through Grade 8 have Physical Education under the direction of the Physical Education Teacher within the guidelines of the Archdiocese of Philadelphia.

Full Gym Uniform is described under the handbook section titled DRESS CODE. No substitution of the gym uniform is permitted. If a student is not in their gym uniform they will not be permitted to attend gym class, which can affect their grade.

A student may be excused from gym class for the following reasons:

1. He/she has a doctor's excuse.
2. The parents send a written request stating the reason for excusing the student. This reason should be sufficiently serious to warrant absence from gym class, and must have the principal's approval.

The gym teacher should be aware of any health issues or restrictions.

#### **5.7 - MUSIC PROGRAM**

Students in Grades 1 to 8 have weekly Music class. In PreK and Kindergarten, Music is part of the classroom experience. Music allows students to tap their creative ability by putting sounds together in a beautiful manner. We will be learning pleasing and interesting arrangements of musical compositions within the Common Core Curriculum and Archdiocesan guidelines enhances their learning. Exposing children to music theory, helping them recognize musical notes on a scale, and producing musical compositions that are sung all help a child broaden their educational experiences. Guidelines are provided to assist the teacher to present the music class in a manner appropriate for the age group. In all, the students learn to appreciate music as an art form.

## **RULES FOR “SPECIALS”**

These Rules are for all Specials classes and extend over a period of one trimester. They guarantee that “fun” and “learning” takes place each class period without the need to spend precious time addressing discipline concerns of a few at the expense of the majority.

1. A verbal warning is given for the first offense.
2. For a second offense, a written warning is issued, a phone call is made to the parent, or a parent conference is held.
3. Demerits can be issued in accordance with school policy.
4. If the student continues inappropriate behavior, the student will be removed from class for the time agreed upon by teacher and administration and receive an incomplete in the subject area.

## **5.8 - TEXTBOOKS**

Students are responsible for the proper care of textbooks. Books should be covered throughout the year. Defacing books, loss of books or improper handling will result in a child paying for the book. In cases of defaced notebooks, the student will be asked to redo his work and/or recover the copybook. **NO TEXTBOOK IS TO BE COVERED WITH CONTACT PAPER.**

Except for the Religion book and those textbooks stamped as property of Holy Trinity, all other books are the property of the Commonwealth of Pennsylvania as noted by the stamp. These workbooks must be disposed of in the manner as set forth by Regulation of the Government.

## **5.9 - STATIONERY**

To maintain uniformity all stationery, especially copybooks, must be purchased in school. Each teacher will determine the materials necessary to support the educational process of the student. This stationery is part of the school fee and must be paid by September 1<sup>st</sup>.

## **5.10 - HOMEWORK**

Since homework is both a reinforcement of concepts presented in class and preparation for class, it is essential that parents assist and insist that their children do their homework.

Parents are also asked to help their children develop good study habits. A specific period of time allowed for home study helps the child in his school adjustment. Study should be done in an orderly and quiet atmosphere. Radios and television should not be played for most students while the student is doing his/her homework. Papers should be checked for neatness. Parents should not condone careless or incomplete work.

Communication folders on Wednesdays must be signed weekly.

The following time allotment is suggested for homework. This includes both the written and study assignments:

Grade	K – 20 min.	Grade	5 - 60 min.
	1 – 20 – 30 min.		6 - 60 - 90 min.
	2 – 30 min.		7 – 90 min.
	3 – 45 min.		8 – 90 min.
	4 – 45 – 60 min.		

Parents should develop and instill in their children the proper attitude toward school and learning. The elementary child is developing good attitudes when he/she:

- Realizes that homework is an essential component of the report card grade.
- Takes pride in his/her work by doing his/her best.
- Starts and completes work within time limits.
- Seeks help when he/she needs it.

- Assumes responsibility for his/her learning.
- Completes extra “projects” with detailed research on time.
- Uses technology whenever possible

### **5.11 - TESTING PROGRAM**

Standardized tests will be given according to the mandates of the Diocese.

All new students are required to pass our admission tests prior to being assigned a grade here at Holy Trinity School. These tests are given at specific and scheduled times.

### **5.12 - REQUIRED FEES**

1. All students who attend Holy Trinity School pay tuition. Since the pastor determines this, he will communicate this information. Tuition must be paid on time or a late fee will be attached.
2. A Book Fee, Stationery Fee, Technology Fee and a Lunch Fee are collected in one school fee (Pre-K 3, Pre-K 4, Kindergarten to 8<sup>th</sup> grade). School fee is due by September 1<sup>st</sup>. A registration fee is due at the time of new registration or re-registration.

### **5.13 - GOVERNMENT SERVICES**

**Catapult for residents of Pennsylvania only  
(vary according to the funding provided by the government)**

Remedial Reading, Remedial Math, Guidance Counseling, and Psychological Testing are provided for our students, in most cases, out of the school building in the trailer. (These rooms are at the front entrance of school.)

**Title I (vary) – for Pennsylvania residents only.**

### **SPEECH THERAPY**

Speech Therapy is also available for those students who qualify, and live in the State of Pennsylvania.

### **21<sup>st</sup> CENTURY GRANT**

The Morrisville School District 21<sup>st</sup> Century Community Learning Centers Grant also services the Pennsylvania students of our school. Unfortunately, New Jersey students are not entitled to these services since they are provided with state dollars.

## **PART SIX – RECORDS/GRADES**

### **6.1 - PERMANENT RECORD CARDS**

Permanent Record Cards contain all basic information about a student. They are accumulative records of a child’s school career. These confidential records are kept in school files permanently. These records are transferred with our Eighth Grade Students, to the Diocesan Catholic High School. All other records are kept on file at Holy Trinity School, or are sent on if our students transfer to another Catholic school.

### **6.2 - REPORT CARDS**

Report cards are issued three times in accord with the schedule set forth by the Superintendent’s office of the Archdiocese of Philadelphia. The report card is an estimation of the student’s performance in school as far as the teacher can determine from test marks, class work, projects and homework. Report cards should be signed and returned to school. All tuition and fees must be paid in full before report cards/records are dispersed.

### 6.3 - GRADES

PreK and Kindergarten - have periodic progress reports and conferences as deemed suitable by teacher and principal.

Grades 1-3 - Grades are indicated by (O, VG, G, S, I and U).

Letter grades indicate the capacity in which a child masters the skills taught. They are not to be viewed for their numerical value.

O – Outstanding  
VG - Very Good

G – Good  
S – Satisfactory

I – Improvement Needed  
U – Unsatisfactory

Grades 4-8 - Grades are indicated by number grades in all subject areas. Numerical grades (1,2,3,4) are given in “Specials”. (Art, Gym, Library, Music, Spanish, and Technology) and all handwriting, conduct and effort areas.

First and Second Honors are awarded in Grades 4 to 8.

Student Honor Roll – Grades 4 to 8 – eligible – every report card received

**1<sup>st</sup> Honors** -

1. 92 average or better
2. No subject may be lower than an 85
3. Conduct and effort and  
all specials must be 3 or above

**2<sup>nd</sup> Honors** -

1. 85 average or better
2. No subject may be lower than an 80
3. Conduct and effort and  
all specials must be 3 or above

\* Honor Cards to be distributed each trimester in grades 4 to 8.

### **PART SEVEN - DISCIPLINE**

#### **7.1 - GENERAL CODE**

Attendance at Holy Trinity School is a PRIVILEGE not a RIGHT. The philosophy inherent in our school aims at motivating responsibility. Permissiveness and severity are the two extremes which we hope to avoid. We expect all our students to comply with school directives and school policies. On our own part, we endeavor to listen to their problems and attempt to arrive at workable solutions with firmness and kindness. Students must be respectful, courteous, and attentive to teachers and

school personnel at all times. The pupils must always show consideration and respect for their classmates and school property.

The essence of Christian discipline is self-discipline. Students need to realize that the observance of rules brings happiness to themselves and to others. Students should know that the rules of the school are aimed at safeguarding their liberties rather than curtailing them.

Classroom discipline will be handled by the individual teachers. This includes general classroom management and behavior, assignments, etc. Assistance will be given to the teacher when a student continually disrupts the learning process. If the teacher deems it necessary to give a child an individual detention, you will be notified and 24 hours' notice must be given so that the parents will know to arrange for transportation. If a serious incident occurs during the school day which necessitates immediate action, the teacher will clear the matter with the Principal who will notify the parents of the student/students. School detentions are held every Wednesday and notification will be given. Detention slip must be signed and returned by the day of detention.

Group punishments are generally to be avoided. Occasionally, reasons might warrant a group consequence but should be cleared by the administration.

Discipline results from the combined efforts of the students, teachers, administrators and parents. Each gives support and cooperation to the other in the instruction and example that produce a disciplined person. Teachers generally resolve their own classroom discipline concerns and seek administrative assistance when their efforts have failed.

A Code of Discipline, offered as an aid to the student's own resolve for self-discipline, is explained to our students by the classroom teacher. The Code includes classroom regulations, school rules, cafeteria and schoolyard rules, and the proper conduct on school buses as outlined in the handbook.

After many discussions and much debate with administration, faculty and Home and School representatives over how to effectively enforce school rules to individuals while attempting to limit classroom discipline disruption, it was decided to adopt the following Demerit System:





## **7.1 -HOLY TRINITY SCHOOL DEMERIT SYSTEM**

Effective – Friday, March 12, 2011

Purpose – to add clarity and fairness to school discipline code and to cut down on negative issues in classroom.

One demerit – for each infraction of school policy (example: repeated homework offenses, repeated uniform infractions, classroom disruption, lunch misconduct, etc.)

Three demerits = one detention

Three detentions = one suspension

Three suspensions = grounds for expulsion from school (with consultation between Principal and Pastor)

- A suspension is an automatic “1” in Conduct
- A serious infraction of disrespect to people or property constitutes an immediate serious consequence, which will bypass a usual demerit/detention. The extent of consequence is determined by the Principal.
- All demerit and detention slips must be signed and returned.

Lateness – Student lateness at Holy Trinity can become a disruption to normal classroom structure and routine. In helping students to realize consequences and accept responsibility, yet understanding that an emergency can occur, a lateness policy is in place.

- Three times late = 1 detention
- Detentions will be held every Wednesday, from 3:00 p.m. to 4:00 p.m. Students will have 24 hours’ notice.

## **7.2 - Holy Trinity Catholic School** **Anti-Bullying Policy**

### **EXPECTATIONS FOR A CARING COMMUNITY:**

- We will promote kind words and actions.
- We will not bully others.
- We will help others who are being bullied by speaking out and seeking help.
- We will try to include all students in activities at our school.

\* Remember the Golden Rule - "Do unto others as you would have them do unto you."

### **Philosophy:**

1. The goal of the Holy Trinity Bullying Program is to serve as an early preventative measure against bullying behaviors.
2. It is designed to stop bullying behaviors starting at the elementary level to ensure a safer school environment - one that does not tolerate acts of physical or emotional aggression.
3. The program has four components:
  - a) staff training
  - b) classroom instruction
  - c) school-wide policies
  - d) a parent component

The classroom curriculum is designed to teach children to recognize bullying behaviors. They also learn why children bully each other and the emotional consequences for victims of bullying. The concept of the "Caring Community" is stressed. Members of the caring community are not the bullies or the victims, but the other 80% of the students who are "bystanders." These students can make a tremendous difference in maintaining a safe school environment by taking on the role of an "upstander." Students learn various strategies to help themselves and others. They learn to use the power of the Caring Community to diffuse the power of students who use bullying behaviors.

Students as young as PreK, Kindergarten and First Grade begin by learning these four simple strategies:

1. Be a Problem Solver
2. Use Your Words
3. Walk Away
4. Get Help when Needed

### **With our older students, we also focus on the following kindness strategies:**

1. Be There - When everyone else looks the other way, be there for the person being bullied.
2. Build Them Up - Encourage, let them know they are important and there is help available.
3. Turn a 180° - Redirect negative situations into positive situations to de-escalate bullying.

\* Our bully-proofing program is not designed to be strictly punitive in nature. We do, however, believe in giving consistent consequences for bullying behaviors. We strive to combine mercy with justice and understanding. The focus is not on punishment, but instead on a consequence that is appropriate, depending on the type and severity of the bullying. The professionals work together to analyze each situation and determine consequences.

- We do not believe in labeling any student as a "bully." This is critical to our learning environment.
- Instead, we focus on bullying behaviors, which many people, even adults, sometimes display.

- If a student is given a consequence for a bullying behavior, we ask that parents calmly discuss their behavior with them and talk about other more appropriate choices they could make.
- We encourage adults to model and reinforce with their child how they can be a positive leader and a member of the Caring Community.

The bully-proofing program at Holy Trinity Catholic School is supported by our Middle States Action Plan to provide a positive learning environment for our students and staff. This Action Plan is a school-wide initiative with a consistent set of expectations, positive reinforcements and corrective consequences. Our faith-based character education program is also an important component of our bully-proofing efforts. "WWJD" - What Would Jesus Do - is an important aspect to our philosophy.

**Defining Bullying** - Bullying is any consistent, intentional and unwanted act or conduct that is electronic, written, verbal or physical. Often times, students do not consider certain types of behaviors to be bullying, when they actually are. Other times, students make normal misunderstandings or actions bigger than they are. When first introduced to this program, many students are surprised that different types of social alienation are considered to be bullying. Bullying behaviors charts will be posted in all classrooms and help illustrate the different types of bullying behaviors. The chart helps us maintain a consistent approach and a common language with staff members and students. Often, normal age-dictated peer to peer conflict is misinterpreted as bullying.

There are 6 types of ways to consistently bully:

- Cyberbullying
- Physical bullying
- Prejudicial bullying, and relationship aggression
- Sexual bullying
- Verbal bullying

### **Parental Component**

**How to Report Incidents of Bullying** - If your child is dealing with bullying issues and has not been able to resolve them on their own, we want to help. In order to best resolve problems with bullying, we need information as soon after the incident as possible. Students are encouraged to ask for help from their teachers, teacher-aide, playground helper, lunchroom staff, guidance counselor or an administrator. Often students are reluctant to go to a teacher or staff member for help because they may appear to be weak or a tattletale. Many students fear that if they tell, the bullying will get worse. No one should have to suffer in silence. We discuss with students several, "lower risk" ways to ask for help.

- Stop and see the teacher before or after school.
- Write the teacher a note and hand it in with a paper or put it on the teacher's desk.
- Send the teacher an e-mail.
- Talk to your parents.
- Leave a note in the Principal's mailbox.

For parents, we ask that you go to your child's teacher first. If interventions have been tried and the bullying incidents persist, the teacher and/or parent may ask for additional help from the guidance counselor or an administrator.

### **Tips for Parents**

- Assist your child in knowing who the safe people are within the school to go to when bullied.
- Discuss with them the upstander strategies they have learned at school, and which strategies would be helpful for their situation.
- Please try not to react emotionally. Children feed on our emotional reactions as adults. Avoid escalating the situation and the child's already heightened emotions by staying calm.
- Refrain from labeling or putting another student down. Keep the discussion to the behavior. Labeling a student only makes the situation harder for your child.

- Encourage your child to speak with their teacher immediately when an incident occurs.
- Please realize that although we will follow our protocols, the school cannot control all things.
- If your child is in need, please seek professional medical advice.

### **School Process**

1. Investigate bullying complaint from all angles.
2. Address person using bullying practices.
3. Develop logical response and consequence (any or all practices may occur, depending on incident and frequency)
  - eg. a. Teacher speaks to student
  - b. Parent is contacted by teacher/staff member
  - c. Loss of privileges (bus privilege, lunch recess, after-school CARES or ZONE or clubs, in-school special events as deemed necessary, service to the school, etc..)
  - d. School wide disciplinary actions
    - demerit
    - detention
  - e. Issue brought to the administration (which may result in)
    - suspension (administrative level)
    - expulsion (administrative level)
4. Alert school counselor as needed.
5. Continue to monitor the situation.

- A reminder - all incidents are treated individually.

\* It is important to know that bullying is a pervasive, complex problem that many children encounter at school, at home, and in other parts of their daily lives. It can be anywhere - from lunchroom, to sports, to recess, to classroom, to home, to social media. It takes the efforts of all to address the issue, maintain monitoring and direct the children.

## **7.3 - SUSPENSION POLICY**

A serious breach of school discipline or a repeated breach of the disciplinary regulations of the school will result in suspension of the student from classes and all school activities. A suspension can be initiated by the principal or vice-principal in the school. It is ultimately the principal/vice-principal and Pastor who, together, reach the decision of whether or not to suspend a student.

Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a serious disciplinary infraction and are contrary to the good order of the entire school community. Suspension is a major step toward possible dismissal. Two suspensions may lead to the dismissal of the student.

After consultation with the Pastor, principal, and teacher, suspension can result if any of the following occur:

1. Truancy
2. Alcohol/Drugs
3. Smoking/Vaping
4. An immoral act
5. Instruments of Danger
6. Physical contact that can or does cause injury
7. Actions that could result in the destruction of school or personal property
8. Harassment of any nature
9. Three detentions as outlined in Demerit/Detention Policy.

#### **7.4 - FAILURE POLICY**

In order to continue at Holy Trinity School, students need to meet the educational criterion, the emotional maturity, and the age requirements as set forth by the Archdiocese of Philadelphia in conjunction with the individual policy set forth by the Holy Trinity School Community. One failure in a major subject requires summer school, or tutoring by a certified professional (of 20 hrs) and documentation of progress in order for a student to return to Holy Trinity. This plan and completion of plan must be approved by the principal. Two major subject failures will be cause for retention. The principal maintains the final decision on student retention in the school.

## **PART EIGHT**

### **HOLY TRINITY SCHOOL STUDENT iPad AND CHROMEBOOK USE POLICY**

1. The device is the property of and is maintained by Holy Trinity School. Use of the device is a privilege and violation of any of these rules could result in loss of computer use, Internet use, and/or other disciplinary action.
2. Students will care for the device as an appropriate and valuable educational tool, and are expected to maintain the security of the device at all times. Students will not write on or attach stickers to the device. Students will not cause damage to the device, the computer network, or other school equipment.
3. The only login permitted on the device is the student's Holy Trinity School Google account (@*holytrinitypa.com*).
4. Each device has identifying labels and a protective case. Under no circumstances are students to modify, remove, or destroy these labels or the case.
5. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music and games are allowed on the device only at the discretion of the teacher. All software, applications, and music must be downloaded by or under the direction of a teacher.
6. Students will respect and abide by the set device restrictions and the constraints of Holy Trinity's web filtering system. Accessing inappropriate Internet sites and content is strictly forbidden. Students must not attempt to bypass or circumvent Holy Trinity's web filters or set device restrictions.
7. Students will not install or download applications or materials (music included). Students will not delete applications or files installed by Holy Trinity School, and will not change the desktop or Chrome backgrounds.
8. Students may not take/use a photograph, image, video, or likeness of a student or of any Holy Trinity employee or volunteer without express permission of that individual **and** of the principal. Students may not create any site or post any photo, image, or video of another except with express permission from that individual **and** the principal.
9. Students will practice appropriate and ethical use of technology and obey all copyright laws.
10. Students will create and maintain a digital identity representative of Holy Trinity School. Students will respect the privacy of others and will not access another person's device, folder, work, or files.
11. Students will practice Internet safety. Students will not take part in an interactive web project, chat room, or social networking site without their teacher's direct supervision.
12. Students are responsible for the content of all files and materials on the device or in their Google Drive.
13. Students will use the device to research, create, and collaborate. Students will not use the device to insult, bully, or otherwise harass others.
14. Students will alert their teacher immediately if they come across any information that makes them feel uncomfortable. Students will not create, access, display, distribute, or download offensive (bad) messages, images, music, or materials.
15. Students will organize and maintain files on the device and protect these files by keeping usernames and passwords private. Students will not share passwords.
16. Students are required to bring their devices to school each day with a fully-charged

battery and a set of earbuds. An otherwise functional device with a dead battery is not an excuse for late or missing work. Students will not be given the use of a loaner device or charger if they leave their equipment at home – this is part of being prepared for class.

17. Students are responsible for all assignments even if the device is unavailable or access privileges have been suspended. Teachers will provide non-digital options to assignments as needed. If students leave their device at home, they are responsible for completing their assignments as if they had their device present. A lost document is not an excuse for late or missing work.

18. Students will be environmentally sensitive and submit assignments electronically whenever possible. Students will not print excessively, and will receive permission prior to printing.

19. Holy Trinity School may conduct a search of a student's device, files, music, camera roll, video, email, or other related items at any time. Holy Trinity School always has the right to collect the equipment at any time for maintenance or inspection.

20. All equipment will be returned at the end of the school year – including device, power cable, charger, and case. If items are missing, a fee will be charged to cover replacement.

21. If students will be taking the device home each day, there is a \$30.00 insurance fee per year, which can be paid by cash or check. Any take-home technology that is the property of Holy Trinity School must be used in the same manner as if it were in school.



**HOLY TRINITY SCHOOL**  
**iPAD AND CHROMEBOOK USE POLICY ACKNOWLEDGEMENT FORM**

**STUDENT SECTION:**

Student Name (print) \_\_\_\_\_ Grade \_\_\_\_\_

I have read the *Holy Trinity School iPad and Chromebook Use Policy* and I agree to follow the rules contained in it. If I violate the rules, I will lose my access privilege to the school's iPad/Chromebook and may face disciplinary action.

Student signature: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**PARENT SECTION:**

I have read the *Holy Trinity School iPad and Chromebook Use Policy* and I understand that, if my child violates the rules outlined in the policy, his/her access privilege to the school's iPad/Chromebook may be revoked and he/she may be subject to disciplinary action. Holy Trinity School has my permission to issue my child an iPad/Chromebook and its accessories, and I understand that my child will maintain this privilege as long as the rules and procedures described in the policy are followed. I understand that if my child opts to bring the device home to use, I am responsible to pay for insurance at \$30.00 per school year and have included payment with this form.

Parent name (print) \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



Home address\_\_\_\_\_

Phone\_\_\_\_\_

\$30 insurance fee enclosed \_\_\_\_\_ Check number\_\_\_\_\_ Cash\_\_\_\_\_



Funded in full or in part with a grant by the  
Pennsylvania Department of Education

## 9.2 – 21<sup>ST</sup> CENTURY CCLC PROGRAM POLICIES HOLY TRINITY SCHOOL

### **21<sup>st</sup> Century CCLC Holy Trinity Homework Zone Policy**

Attendance at Holy Trinity's 21<sup>st</sup> Century CCLC Homework Zone is a PRIVILEGE not a RIGHT. We expect all our students to comply with school directives and school policies during school hours, and Homework Zone as well. On our own part, we endeavor to listen to their problems and attempt to arrive at workable solutions with firmness and kindness. Students must be respectful, courteous, and attentive to teachers and school personnel at all times. The pupils must always show consideration and respect for their classmates, school property, and all of 21<sup>st</sup> CCCL property.

These rules are for Homework Zone and all 21<sup>st</sup> CCLC programming. They guarantee that "fun" and "learning" take place in each program without the need to spend precious time addressing discipline concerns for a few at the expense of the majority. Should there be a discipline/behavior incident, the following will occur:

1. A verbal warning is given for the first offense.
2. For a second offense, a written warning is issued and a phone call or a parent conference is held.
3. If a third offense is committed, the student will be removed from Homework Zone/programming for a time agreed upon by Homework Zone administration.

A serious breach of Homework Zone rules or a repeated breach of the disciplinary regulations of the Homework Zone will result in suspension of the student from Homework Zone and all 21<sup>st</sup> CCLC programming. It is ultimately the principal / vice-principal and 21<sup>st</sup> CCLC staff who, together, reach the decision of whether or not to suspend a student.

I understand and support the policies of the 21<sup>st</sup> CCLC Homework Zone and I have reviewed them with my child.

Parent Signature\_\_\_\_\_

Student Signature\_\_\_\_\_

Date\_\_\_\_\_

### 8.3– GENERAL TECHNOLOGY USE PARENTAL PERMISSION HOLY TRINITY SCHOOL



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

During your children's formative years at the elementary and secondary levels, an understanding of technology including Internet/web tools will be used that will assist them in their learning over the course of their school experience. New tools arise every day. Some common tools that your children may encounter and use are, but are not limited to:

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

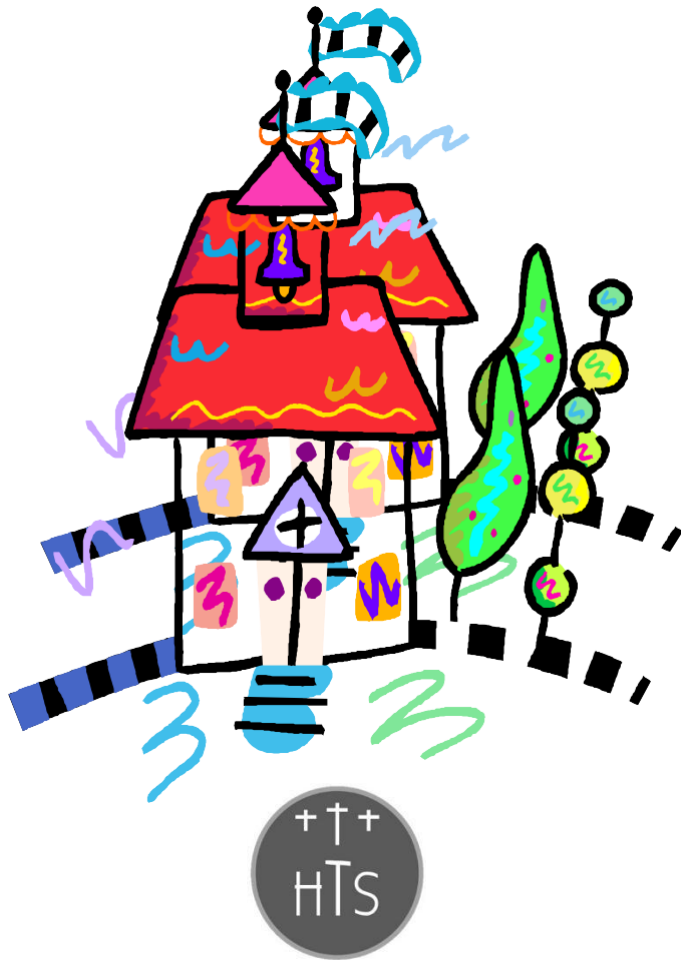
Also your child's image may be used in a photo or video posted on:

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

Your child's safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today. Please review the permission form below and complete it so that we are aware of your expectations as a parent of a child(ren) in our school. Thank you.







**HOLY TRINITY PRE-K A & B  
CHILDREN'S COTTAGE  
PARENT HANDBOOK**

Website: <https://holytrinitypa.com/>

Stockham & Osborne Avenues  
215-295-6900

Mr. Jeffrey McCusker, Principal - [mccusker@holytrinitypa.com](mailto:mccusker@holytrinitypa.com)  
Mrs. Rosanna Pirraglia, Vice Principal - [pirraglia@holytrinitypa.com](mailto:pirraglia@holytrinitypa.com)  
Mrs. Nancy Pipitone, Pre-K A Teacher - [pipitone@holytrinitypa.com](mailto:pipitone@holytrinitypa.com)  
Mrs. Maryann Bohl, Pre-K A Aide - [bohl@holytrinitypa.com](mailto:bohl@holytrinitypa.com)  
Mrs. Janet Horn, Pre-K B Teacher - [horn@holytrinitypa.com](mailto:horn@holytrinitypa.com)  
Miss Sarah Johnston, Pre-K B Aide - [johnston@holytrinitypa.com](mailto:johnston@holytrinitypa.com)

Dear Parents,

**We hope that you will find this guide helpful in answering most of your questions about our Preschool Program at Holy Trinity. Our goal is to provide your sons and daughters with a loving and nurturing school environment and instill in them a love of learning.**

Sincerely,

Mr. Jeffrey McCusker  
Mrs. Rosanna Pirraglia  
Mrs. Nancy Pipitone  
Mrs. Maryann Bohl  
Mrs. Janet Horn  
Miss Sarah Johnston

### **PHILOSOPHY:**

**In keeping with the guidelines developed by the Office of Catholic Education, Archdiocese of Philadelphia, the Pre-K Program at Holy Trinity is designed to be developmentally appropriate. It provides experiences that stimulate and unify a child's spiritual, physical, social, emotional, and intellectual growth. In this preschool environment, children will be given the opportunities to learn about God and each other, to challenge their individual abilities and to achieve success in early learning activities. It is important for parents to understand this is a Pre-K school environment, as opposed to a daycare situation. Thus, the administration has the authority to determine if a child is ready for the structure of this setting. It is also the responsibility of the school to insure that all students have the opportunity to a safe, productive, peaceful setting.**

### **HOLY TRINITY SCHOOL PRE-K CURRICULUM:**

***Our quality Catholic Preschool Program provides experiences that stimulate and unify a child's spiritual, physical, social, emotional, and intellectual growth.***

***Religion is an integral part of our Preschool Program. Our goal is to develop a positive relationship with God/Jesus. We nurture and enrich the faith and spiritual lives of children with lessons that connect to the child's everyday life. Children will listen to bible stories, learn prayers and engage in activities with prayer partners.***

***Personal/Social Development - We focus on cooperative play, sharing, following directions, initiating conversations and play situations with peers, entering into group activities, developing positive relationships and caring about others. We also help facilitate self-control, expected behaviors and acceptable activities.***

***Gross and fine motor skills - We will use games to help develop hand-eye coordination and use rhythm and movement in our daily routines to fine tune gross motor skills. Our coloring, cutting and pasting projects, our center times with play dough, and our other daily projects help the children to practice fine motor skills. Language Development: We focus on listening, speaking, thinking and encouraging your child in the process of transferring their thoughts into words.***

***ELA with guidance and support, our ELA program offers Pre-K students the opportunity and experiences to build skills in the following areas:***

- ***Exposure to alphabet: recognize upper case & lower-case letters and their sounds***
- ***Recognize, spell, and write first name***
- ***Hold a pencil, marker, crayon correctly***
- ***Retell and act out familiar stories***
- ***Draw pictures***
- ***Answer questions about stories***
- ***Repeat simple nursery rhymes and finger plays***

- *Recognize rhyming words*
- *Respond with movement or clapping to a regular beat in song or poem*
- *Concepts of print: left to right direction, holding a book right-side-up*
- *Build new vocabulary*
- *Build listening skills*
- *Strengthen visual discrimination*
- *Develop fine motor skills: play dough, scissors, writing utensils, Lego's, etc.*

*Math: In coordination with the Common Core Standards, PA Standards, and Archdiocese of Philadelphia Guidelines:*

- *Counting and recognizing numbers to 20*
- *Recognizing colors & shapes (two- & three-dimensional)*
- *One-to-one correspondence of objects*
- *Sorting by various attributes: color, shape, size*
- *Patterns: AB, AABB, ABC*
- *Same and different*
- *Addition and subtraction stories with numbers*

*Creative Arts:*

- *Participate in weekly Specials - STEM, Technology, and Library*
- *Use a variety of art materials: crayons, tempera paint, watercolor paint, colored pencils, markers, play dough*
- *Explore a variety of art processes: painting, drawing, collage, etc. in classroom*
- *Sing traditional songs*
- *Participate in movement songs and dances*
- *Participate in dramatic play*
- *Dramatize familiar stories*
- *Act out the movements and sounds of animals*

## **SCHOOL DAY SCHEDULE:**

*Our Pre-K day begins at 8:20am and lasts until 2:40pm.*

- *Students should arrive no earlier than 8:05am for the start of school.*
- *Bring your child to the Children's Cottage (formerly the CARES building) in the morning and wait with them until the doors open at 8:05am. Children may arrive from 8:05am to 8:20am. You may also use the driveway between the school and the Children's Cottage for drop off. An aide will assist your child up the steps to the Cottage.*
- *Please meet your son/daughter at the Children's Cottage door for dismissal. Please do not ring the bell, as they will be dismissed as a group.*
- *End of the day dismissal will be at 2:40pm for the safety of the children. Please be prompt.*
- *Please note: Several times a year, the entire school will dismiss at 12:00. On these occasions, our day will dismiss promptly at 11:45am.*
- *Also, if a child is sick, parents should have another alternative for that time and keep the child out of school for the well-being of all.*

## **ARRIVING AND DISMISSING FROM SCHOOL:**

In order to ensure safety for the children and accessibility for all, we ask that you use one of these options to drop off your child in the morning.



- *If you are in walking distance, walk to the door of the Children's Cottage (formerly the CARES building) and your child will gain entrance.*
- *Use on-street parking and walk your child to the door of the Children's Cottage for drop off.*
- *Parents may also drive your car through the driveway and stop at the steps. A pre-k aide will then be positioned to help your child from the car to direct them up the steps where another aide will assist the child into the Children's Cottage. Please do not park in restricted spots or leave your running vehicle unattended. For your child's safety, children should not be let out of their car until they reach the steps to avoid walking between parked cars in the drop off line.*

**\*\*Because we will be accommodating fifty children, we ask your patience and respect with one another and with us. You should expect it could take 10 to 15 minutes to drop-off.**

**End of the Day Dismissal for Pre-K is 2:40pm**

- *Parents may walk or use on-street parking and wait for your child in the courtyard. Please do not ring the bell, as they will be dismissed as a group at the Children's Cottage door.*
- *Please be prompt when picking up your child. Thank you very much.*
- *Please send in a note if your child will be dismissed differently at the end of the day (ex. Going to CARES, having someone different pick them up etc...)*
- *Any child not picked up by 2:50pm will be sent to CARES and financial responsibility rests with the parent.*

#### ATTENDANCE:

*We encourage regular attendance and punctuality for all students.*

#### IMPORTANT CHANGES:

*Please notify Holy Trinity School immediately regarding changes in address or telephone number.*

#### SCHOOL SUPPLIES:

*Your son or daughter will need a school bag and a lunch box to hold snack, a drink, and a lunch. Please be sure that the book bag is large enough to hold the communication folder, which we will supply, as well as the lunch box and our projects. Please clearly label everything that comes to school – books, bags, lunch boxes, coats, sweaters, hats, etc. Please use clear contact to cover your child's folder.*

#### CLASSROOM SUPPLIES:

*We are asking that each family support our classroom by providing one of each of the following items: box of tissues, baby wipes, paper plates (we prefer a big pack of plates as we use them every day), paper towels and disinfecting wipes. We will list the names of family assignments on our monthly newsletter. Thanks in advance for your support!*

#### FREE BREAKFAST AND LUNCH PROGRAM:

*Holy Trinity School offers a free breakfast and lunch program to our students. Menu calendars are sent home each month with your child. You may choose these items everyday or pick and choose. Please talk to your child about their likes and dislikes before sending the calendar back to school. More information is available upon request. For all breakfast and lunch questions, feel free to contact Mrs. Mary Dilliplane at [CafeteriaManager@holvtrinitypa.com](mailto:CafeteriaManager@holvtrinitypa.com) and copy the classroom teacher.*

#### BREAKFAST TIME:

*Breakfast takes place about 8:30am each morning to accommodate the students who order from the breakfast menu. A light snack or breakfast item is an important part of our preschool session. Students will need a “snack” if they did not order the “breakfast item” from our free program. Some suggestions for “snack” might include: dry cereal, granola or snack bars, pop tarts, yogurt, two cookies, crackers, a tiny box of raisins, a few mini pretzels, and a small juice box or water bottle.*

#### LUNCH TIME:

*Pre-K students will need a full lunch and drink each day if they did not order from our free hot lunch program. Please talk to your child about their likes and dislikes. We suggest sandwiches, yogurts, cheese, etc. Please inform us immediately of any food allergies. Proper nutrition is important for full student engagement in school.*

#### DRESS CODE:

*Please dress your child in Holy Trinity’s gym uniform each day for school. Sneakers are required for both boys as well as girls. We also encourage raincoats vs. umbrellas on rainy days for all of the same reasons. Both hands should be clear to hold the stair railings at dismissal time. On colder days, please be sure to have child in possession of hat and gloves since on clear days we do try to get outdoor time.*

#### POTTY TRAINING POLICY:

*Please note that all children attending our Prekindergarten program (both PreK3 & PreK4) must be completely potty-trained and able to use the bathroom independently - communicate their need to go to the bathroom in advance of having an accident, wipe themselves and wash their hands.*

#### EXTRA CLOTHES:

*Please send in an extra change of clothes to have on hand in case of accidents. You do not need to send in the official “gym uniform.” Plain shorts and t-shirts or sweatpants and a sweatshirt will be fine. If a child has an accident and spare clothes are used, please be sure to provide another change of clothes ASAP.*

#### BIRTHDAYS:

*We look forward to celebrating your child’s birthday in school. Please let your child’s teacher know ahead of time if you intend to send in a birthday treat. Some helpful suggestions: mini cupcakes, cookies, Rice Krispie treats, munchkins, fruit, or something inedible like stickers. If you are sending in invitations to be distributed to the students, we ask that you invite the entire class to avoid hurt feelings. We understand that parties can be costly. If you are unable to invite the entire class, we ask that you distribute the invitations privately. Thanks for your understanding with this matter.*

#### CALENDAR:

*You will receive a general monthly calendar from Holy Trinity School, as well as a classroom calendar and monthly newsletter from your child’s teacher.*

#### CONFERENCES:

*The preschool teacher will meet each parent in October. These conferences will provide an opportunity to discuss your son/daughter’s progress in acclimating to the daily classroom routine as well as an opportunity to discuss Kindergarten readiness expectations. In the meantime, parent input is always welcome. For additional situations, please send a note or call our school to schedule a meeting with your child’s teacher if you have any concerns. Please remember that communication flows both ways – sicknesses, family disruptions, etc. can affect a child’s classroom behavior – we need to keep in touch for the benefit of your son/daughter. Report cards will go home at the end of the first trimester in December and on the last day of school for preschool students.*

PARENT VOLUNTEERS:

*You will receive a Parent Participation Form from the Home & School Association describing ways in which you can assist with classroom or school needs. We have homeroom parents to assist in communication.*

HEALTH:

*If your child shows symptoms of sickness, please do not bring him/her to preschool. At this age, children are very susceptible to each other's illnesses. If your child becomes sick while at school, you will be notified and will be asked to pick him/her up at the Children's Cottage or the front desk of the main school. Children who are suspected of having contagious conditions, such as head or body lice, pink eye, ringworm, or impetigo, etc. may not return to school without a physician's note and proper treatment. Please be sure the school nurse is aware of any medical conditions or medications. The school nurse can be reached by calling 215-295-6900.*

DISCIPLINE:

*The school has a non negotiable policy regarding any physical contact on the part of the student towards a teacher or an adult in charge. It is clear that we cannot have this type of behavior in a school setting. Students who exhibit this behavior will be removed from class at the discretion of the school. Students who are disruptive to the learning environment of other students, or in any way is dangerous or abusive in behaviors, the principal has the final decision in whether or not a parent is called to remove their child. If behaviors persist, intervention may be required to establish a workable situation for all.*

INCLEMENT WEATHER:

*If our preschool is to be closed due to inclement weather, the announcement will be made on WBCB, NBC TV 10, ABC TV 6, FOX TV 29, or KYW 1060. If we have a one- or two-hour delay, Pre-K full-day students will report to school at the delayed time. We also utilize our Option C communication system, which allows you to receive automated messages concerning events and inclement weather via phone, email, and/or text (please make sure the School Office has your correct contact information on file).*

8.6 – PARENT/STUDENT HANDBOOK  
HOLY TRINITY SCHOOL



**SAMPLE SHEET – DO NOT REMOVE FROM THIS HANDBOOK**

Please sign and return by the third Monday of September.

Holy Trinity School’s complete handbook is available online through our school website at [www.holytrinitypa.com](http://www.holytrinitypa.com).

“Along with my child/children, we have reviewed the *Parent/Student Handbook of Holy Trinity School* and understand and support the policies and procedures that have been included for the benefit of the majority involved in the Holy Trinity School Community.”

You will be notified of any changes. It is the parents’ responsibility to review.

Signature of Parents

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Signature of Student(s)

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Date\_\_\_\_\_

Holy Trinity School reserves the right at any time to amend or add to the policies, rules, and regulations contained in this Handbook, and to make such changes applicable to current and new students when the situation dictates. It is the Pastor and Principal/Vice Principal who have the position, experience, and expertise to make all final decisions.

PARENT STUDENT  
HANDBOOK HOLY  
TRINITY SCHOOL



Please sign and return by the third Monday of September.

Holy Trinity School's complete handbook is available online through our school website at [www.holytrinitypa.com](http://www.holytrinitypa.com).

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You will be notified of any changes. It is the parents’

responsibility to review. Signature of Parents

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Signature of Student(s)

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Date\_\_\_\_\_

**Holy Trinity School reserves the right at any time to amend or add to the policies, rules, and regulations contained in this Handbook, and to make such changes applicable to current and new students when the situation dictates. It is the Pastor and Principal/Vice Principal who have the position, experience, and expertise to make all final decisions.**

# RESPONSIBLE USE POLICY FOR TECHNOLOGY

## **Catholic Schools of the Archdiocese of Philadelphia**

***Revised August 2025***

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

### SCOPE OF USE

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

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

### GOALS

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

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

# USER RESPONSIBILITIES

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

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

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

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



## TECHNOLOGY USE GUIDELINES

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

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

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

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

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator, or staff member may choose to contact parents or guardians using

their home phone or a personal cell phone. However, they should not distribute or publish a home phone number or a personal cell phone number. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator shall immediately report this to the administrator or appropriate authorities.

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

**Digital Security:** Digital security must be at the forefront of every user's mindset. All users should always enable the highest level of account security offered.

Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication on both school and personal internet accounts.

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

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

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

**Note** - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI

programs for student use. The AoPTech Team is available to assist in the evaluation of any AI tools or programs.

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

**Smart Speakers:** Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

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

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

- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

## **SPAM/PHISHING EMAIL REPORTING POLICY FOR AOP HIGH SCHOOLS**

- All users should forward any suspect phishing or malware emails to: techsupport@[yourschooldomain]
- Do NOT click on any embedded links contained within a suspect email.
- Do NOT download or open any attachments included with any suspect email.
- Please alert the local school tech if any links were inadvertently clicked on or if any attached files were downloaded or opened.

## **AUDIO / VIDEO RECORDING**

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

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

### **Prohibited Activities:**

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

### **Exceptions**

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

### **Consequences of Violation**

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

## **EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES**

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

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude or threatening language.
- Users must not knowingly or recklessly post or disseminate personal and/or false information about any person, student, staff, teacher, administrator or any other member of the school community or school connected organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee, volunteer, school image or logo without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with the express permission from both that specific individual as well as from the school administrator.
- Attempt to circumvent system security, blocked sites or to bypass software protections - this includes the use of personal or cell phone-based hotspots.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the user's normal

job/duty.

- Circumventing user authentication or security of any host, network or account.
- Any virus or phishing protection software installed on school utilized devices must not be disabled or bypassed.
- The use of any other login credentials other than those assigned to that specific user.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of all school community members.
  - At all times, all users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, phone numbers, email addresses, parent/guardian contact info and any other personal information for any student, family or staff member.
- Harm the goodwill and reputation of the school or school system. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school

utilized device without proper permission and direction.

- Any attempt to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to make repairs to school issued devices without proper permission and direction.

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

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

All users are reminded that all computers, network traffic, and internet usage will be monitored. There is no assurance of privacy nor warranty of any kind, expressed or implied.

## **Usage of Social Media**

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

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

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

### ● **Examples:**

- Posting teacher's personal information - such as their personal email address, personal phone number or address.
- Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner.
- Resharing, liking, or otherwise endorsing or promoting posts that violate this policy is considered itself a violation of this policy.

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

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

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

Social media postings from school-sanctioned accounts should refer to students by their first name and last initial. Schools should NOT link or tag posts to students’ personal accounts.

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

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.
- A student’s personal social media account should not be tagged or linked to 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 first 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.

## **Esports/Gaming Clubs**

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



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

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

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

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

Some examples of popular esports games include:

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

<b>Game Title</b>	<b>ESRB Rating</b>	<b>School Level</b>
Call of Duty (COD)	Mature (17+)	Secondary
Counter-Strike: Global Offensive (CS:GO)	Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA 2	Teen	Secondary
Fortnite	Teen	Secondary
Hearthstone	Teen	Secondary
League of Legends (LoL)	Teen	Secondary
Just Dance (2023, 2024)	Everyone	Elementary/Secondary

Mario Kart	Everyone	Elementary/Secondary
Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary
Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokemon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary
Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary
For ratings of all games, please visit the ESRB Website at <a href="https://www.esrb.org">esrb.org</a> .		

All school-sponsored esports activities must have the appropriate signed parental consent forms.

The following permission forms are offered as templates that schools may use, and may be customized for their specific needs.

[Link to Sample Permission Form \(Elementary\)](#) [Link to Sample](#)

[Permission Form \(Secondary\)](#)

[Link to Sample Permission Form for specific games \(K-12\)](#)

Parent permission must be granted for titles outside of the recommended ratings, and for any game with a Mature rating. Permission for specific game titles is in addition to obtaining parent permission for overall esports club participation.

Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program.

Schools must consider security of the devices when they are not in use, the ability of the device to access the school's network and to be mindful of the possibility for potential damage or theft of student's personal gaming devices.

Schools should be aware that many of these games are hosted on platforms such as Discord or Twitch that are not designed for schools and often contain areas, boards, and / or posts that are not school appropriate. School coordinators should make every effort to limit access to their esports space so that only school members may access the site and that school sites are not accessible by general members of the public.

Club advisors should configure game settings, whenever possible, to reduce or disable violence, gore or language settings.

Network security, web filtering, and firewall configuration must be reviewed by the AoPTech Senior tech

team prior to the start of any esports program. The setup and network configuration process take both considerable time and planning to ensure the safety of all participants. Each new game added will require additional network / firewall setup and configuration. **Please allow a minimum of three weeks for the AoPTech senior techs to configure and test the school's firewall and network settings prior to deploying the game to the students.**

Schools are encouraged to adopt a Code of Conduct for the esports Teams/Clubs based on the Code of Conduct for the Network of Academic and Scholastic Esports Federations (NASEF). To review the NASEF Code of Conduct, please refer to the following links:

- [NASEF Code of Conduct \(PDF Download\)](#)
- [Code of Conduct NASEF \(Webpage\)](#)

Within their esports code of conduct, schools need to include the following topics:

- In-game chat, game message boards, screen names and player avatars must be school appropriate, may not contain language or images that are harmful, defamatory or otherwise offensive.
- The mis-use of school logos is a violation of the RUP, and students and advisors should exercise caution when developing their avatars or team logos.

### **Policy Violations**

Violation of the Responsible Use Policy 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.
- Removal from the esports club or limited from participating in public esports competitions
- 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 (school name)

\_\_\_\_\_.

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

Student Name/ID \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Graduation Year \_\_\_\_\_

Room Number (if elementary) \_\_\_\_\_

Grade \_\_\_\_\_

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

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

**Parent Guardian**

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

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

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

\_\_\_\_\_  
(school name).

I hereby give my permission for my child to use the Internet and will not hold

\_\_\_\_\_  
(school name)

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

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_