

Saint Cecilia School



*A Christ-Centered Community
Committed to Academic Excellence*

St. Cecilia School Family Handbook

2023-2024 School Year

"The Soul of Education is Education of the Soul"

- Pope Pius XI

Saint Cecilia School Family Handbook

Forward

+Dear Parents/Guardians:

The administration, faculty and staff desire to provide the best religious and academic education possible for the students entrusted to our care. We will strive to motivate each student to develop his/her God-given talents to their fullest potential. To accomplish this awesome task, we need your cooperation in supporting the rules and responsibilities that have been compiled in this handbook for your convenience and ready reference. It will keep you informed of our school policies and procedures and enable you to demonstrate to your child(ren) that you know and support these school policies. It is our hope that this handbook combined with the information sent home with your child(ren) will keep you an informed and interested parent.

St. Cecilia School Administration, Faculty and Staff

525 Rhawn St.

Philadelphia, PA 19111

215-725-8588

<https://scsfoxchase.org>

Amending the Handbook

The principal retains the right to amend the handbook for just causes. Parents will be given prompt notification if changes are made.
Updates in policy changes will be communicated through the Weekly Memo.

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Mission Statement

Saint Cecilia Parish School is a Christ-centered community committed to our Catholic identity and academic excellence. Our administrators, faculty, staff, families, and students collaborate in an environment of shared values. Inspired by the spirit of the Sisters, Servants of the Immaculate Heart of Mary, we empower our students to explore and develop their individual God-given talents. Animated by faith, hope, and love, we live Gospel values and respond to the needs of the global society.

Belief Statements

We believe...

A Christ-centered community embodies the ideals inherent in the Gospel.

The integration of Catholic values, ethics and morals defines our mission as Catholic educators.

We instill Christian values by nurturing an environment of mutual respect and understanding.

Each child is a unique individual with God-given talents.

Daily dedication to the prayer of Saint Francis of Assisi strengthens our commitment to being instruments of peace.

All students have a right to a safe, positive and engaging learning environment.

Self-esteem directly relates to positive character development and academic achievement.

The collaboration among administrators, faculty, staff and parents is vital to the faith formation and academic achievement of students.

A rigorous curriculum with relevant standards prepares students to be productive members of our global society.

Ongoing professional development for faculty and staff facilitates best learning practices.

Profile of a Graduate

A Graduate of St. Cecilia Will...

- *Deepen his/her faith in a nurturing religious environment.*
- *Appreciate his/her God-given talents and use them in a respectful manner.*
- *Possess an ability to deal with real-life situations as a person of faith, with character and integrity demonstrating Christ-like love for everyone.*

- *Demonstrate proficiency in the Common Core State Standards for Mathematics and English Language Arts.*
- *Communicate and express ideas using academic vocabulary in all content areas.*
- *Adapt to various situations and various teaching styles.*
- *Continue to develop study skills and work habits that prepare him/her to be a member of the global community.*
- *Demonstrate the effective use of technology in all content areas.*
- *Know his/her intellectual, artistic, and athletic gifts and use them for the good of his/her faith and community.*

A Graduate of Saint Cecilia School Will Demonstrate Christian Values in Everyday Life through...

- *An ongoing commitment to his/her faith through participation in Mass, and the development of a respectful prayer life.*
- *Living the gospel values in his/her interaction with all people.*
- *Active involvement in service-related activities in the community.*

A Graduate of Saint Cecilia School Will Apply His/Her Education to His/Her future as a Student and an Adult by...

- *Having confidence in facing the challenges of the future.*
- *Developing critical thinking and problem solving skills necessary for the 21st century learner.*
- *Using technology in an appropriate manner aligned with Christian ideals to enhance their education.*

A Graduate of Saint Cecilia School Will Demonstrate the Key Qualities of...

- *Respect for self and others, which is the heart of the legacy of Jesus and our Catholic faith.*
- *Assurance in facing the challenges awaiting them in their future lives.*
- *Compassion for all people regardless of creed, gender, race/ethnicity, or socioeconomic status.*
- *A desire to work for peace and justice in their school, community and the world in accordance with Catholic Social Teaching.*
- *Problem-solving skills needed to make informed, ethical, moral, and social decisions.*
- *A positive self-image by remembering who one is and what school one attended in all their future endeavors.*
- *Leadership skills necessary for success in the global society.*
- *Individuality to appreciate his/her God-given gifts.*

Academic Policies

Curriculum

St. Cecilia School follows the curriculum guidelines of the Archdiocese of Philadelphia Office of Elementary Education. More information can be found at:

<https://www.aopcatholicschools.org/elementary>

In addition, St. Cecilia School offers the following to its students:

- Honors Math Program
- Technology Program
- Science Lab
- Fine Arts Program
- World Language Program
- Library Resource Center
- Physical Education/Health

Homework

Homework is an extension of the learning which takes place in school. It is usually assigned each evening with the exception of the weekend. Parents/guardians can help their children by arranging a quiet, comfortable place for them to work and by seeing that assignments are checked for neatness, completeness, and accuracy.

Teachers have a class website where they will include information and homework. Parents are encouraged to check this page at least once a week. Teachers will send information on how to access the page. Many teachers also use Google Classroom or other sharing spaces where students and parents can check on assignments.

Parents are highly encouraged to frequently check the student information system, currently *FACTS*, to track student grades, to find files from the office, and other important information.

The following is the approximate length of time for homework including written and studied assignments:

Grade 1-2 30 minutes

Grade 3-4 1 hour

Grade 5-6 1 1/2 hours

Grade 7-8 2 hours

Report Cards and Conferences

Report cards are distributed three (3) times each year—December, March and June for Grades K - 8. Report cards are distributed for Pre-K twice a year. Report card grades are determined by test grades, class work, homework, student participation and projects.

Grades 1 - 3 receive a letter grade that is not comparable to a number grade. Grades 4 through 8 receive a numerical grade for academic subjects. Progress reports are issued, usually electronically, at the midpoint of each trimester. A parent may review a child's grades online at any time.

Parent/Teacher conferences are held toward the end of the first trimester. If a parent desires a conference at any other time, he or she is asked to send a note or an e-mail to the teachers requesting a conference. The teacher will schedule an appointment with the parent. Conferences for Pre-K parents are scheduled twice a year, usually in late Fall and late Winter.

Promotion and Retention

Promotion and retention are based on an evaluation of a student's academic, social and emotional growth. A student may be recommended for retention due to academic failure or immaturity. Retention is considered a more positive alternative in the primary grades. After consultation with the parents and teacher regarding the retention of a student, the final decision rests with the administration.

Students in the middle or upper grades that have one or more failing grades at the end of the school year must attend summer school or structured tutoring for the subject(s) failed. Proof of summer work must be presented to the school administration before the beginning of the next school year. If a child has a final failing average for three or more subjects and a final grade average below 70, the child will not be permitted to remain at Saint Cecilia School. He/she would be required *to attend* another school.

School Records

The permanent record of each student is available to the parent/guardian. If a parent/guardian would like to view the records of their child, he/she should send a written request to the school office for an appointment.

In the case of non-custodial parents, the school, if requested, will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. A court order to the contrary is to be provided by the custodial parent.

Transfers

When transferring to another school, it is necessary to inform the school office. A transfer form will be given to the parent to complete and return to the school office. On the child's last day of school, *the parent must go to the main office to pick up* his/her Immunization Record, a transfer slip, *and other pertinent information*. Provided tuition is paid in full, all other educational records will be forwarded to the new school upon request.

Field Trips

Educational field trips are planned to enhance the curriculum. Field trips are privileges offered to students. Students may be denied participation if they fail to meet academic or behavioral requirements. A parent/guardian also has the right to refuse permission for a child to participate in a field trip. Students not participating in a field trip must report to school that day or she/he will be marked absent. An assignment will be provided.

Permission forms are sent home to the parent/guardian before the trip. This form must be signed by the custodial parents/guardians. If a student fails to have the form signed and returned to school, the student may not participate in the field trip. Telephone calls or letters stating that the student may go on the trip are **not** acceptable.

There may be times when a culturally and academically enriching program is presented to the students at school. This program can replace a field trip.

Library

Students attend *weekly* library classes. The students receive a ten to fifteen minute lesson in using the library and then are given time to choose a book. Pre-kindergarten students do not check out materials. They are read to by the librarian and/or staff.

The library curriculum covers several topics including:

- library behavior and safety
- parts of a book
- library call numbers
- literary genres
- story elements
- research techniques
- independent use of the library
- cross-curricular connections

For grades 4 to 8 the library curriculum covers study skills using Simple Solutions.

Fines are charged for overdue materials. Overdue notices with fines attached are sent out on a regular basis. Students with an overdue item are not permitted to check out additional books until the book is returned and the fine paid. If a student is absent on the day his/her class has library class, the student must return the book on the day he/she returns to school. If a book is lost, the student will receive a bill for replacing the lost item.

It is a privilege to visit the library. We wish to instill a love for reading and a sense of responsibility for caring for the books so that many students may enjoy them.

School Technology

Students are provided the opportunity to utilize technology provided by the school during the school day. All devices are expected to be treated with respect and the classroom teacher's instructions are expected to be followed. The school has purchased a subscription to the monitoring services of GoGuardian. This program will allow the school administration, faculty, and staff to monitor what students are doing on the devices. Should a student be found not following directions, the appropriate action will be taken to correct the behavior. When necessary, students may be locked out of their devices, receive restricted access, or a device may be removed completely depending on the severity of the circumstances.

Admission Policies

Admission

St. Cecilia School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, in its admission policies, scholarships, athletic and/or school-administered programs. The school does not discriminate against otherwise qualified students with disabilities, if with reasonable accommodations, he/she can meet program requirements.

St. Cecilia School first accommodates the members of St. Cecilia and Saint William Parishes due to their affiliation and financial support. All other students are admitted if there are openings and if the parents agree to allow their children to participate in religious classes and/or activities at St. Cecilia School.

Memorandum of Understanding

All parents/guardians desiring to enroll their child in St. Cecilia School are asked to sign the Memorandum of Understanding below indicating their acceptance of the Catholic identity and mission of the school.

Memorandum of Understanding

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

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

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievements, its fundamental priority is fidelity to Catholic teaching and identity.

4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.

5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

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

Parent Signature: _____ Date: _____

Registration

Children admitted to Pre-kindergarten must be **four** years of age by September 1. Children admitted to kindergarten must be **five** years of age by September 1 of the year of admission. All children entering first grade must be **six** years of age by September 1 of the year of admission.

The following required items must be presented at the time of registration:

- Baptismal Certificate (if baptized)
- Birth Certificate (not hospital certificate)
- Medical record of all immunizations
- Registration fee
- Report Card or Progress Report

Financial Policy

All tuition payments must be made via FACTS, an online tuition payment process. Families may enroll in FACTS at Online.FACTSmgt.com or through our school website at <https://scsfoxchase.org> where you can click on FACTS. Please enter your St. Cecilia Tuition Account Number as your Customer ID#.

May 15	Registration fee, lunch fee, technology fee (if not already paid)
July 15	First tuition payment (full payment, half payment, first-month payment)
Aug 15-April 15	Monthly tuition payments
Nov 15	Second half tuition payment

The St. Cecilia Scholarship was initiated for the 2023-2024 school year. For families who were enrolled in the 2022-2023 school year, a parish scholarship was awarded with

- the completion of the FACTS Grant and Aid application
- Families regularly attend mass
- Financially contribute to the parish
- Actively participate in the parish
- Discounted tuition rates for additional children

Starting with the 2023-2024 School Year, tuition will be one rate for all students who are newly registered. In addition, there will no longer be a discount for a second or third child for new families that register.

A discounted tuition rate scholarship is given to families who are members of St. William Parish and demonstrate that they are “fully participating parishioners.” Families must apply to St. William Parish for this scholarship each year.

Tuition assistance is available through numerous grants. Information regarding applications is distributed through the tuition office. Any special concerns or problems regarding tuition should be addressed and/or discussed with the tuition coordinator and/or the pastor of St. Cecilia Parish.

In addition, parents/guardians are asked to support the Home and School Association and any fundraisers dedicated to the support of the school.

Attendance

Absences

When a student is absent, the parent/guardian must call the school office by 9 AM on the first day of the absence. (A message may be left on the answering machine.) If a child is absent for several days in succession only one call is necessary. Requests for books and assignments should be done at that time. During the call, please advise the office whether you will be picking up these assignments at 3 PM or if you wish them to be sent to the homeroom of a sibling or friend.

A student who has been absent from school is *recommended* to bring a written excuse upon returning to class. It must be signed by the parents/guardians stating the reason for the absence and the date(s). *A note from the attending physician is requested whenever possible after an absence of three or more days due to illness.* All absence notes are kept on file by the homeroom teacher for the entire school year.

Lateness

The school day begins at 8:00 AM. Children are to be in school by 8:00 AM and no earlier than 7:15 AM. Tardiness and irregular school attendance interfere greatly with a student's academic progress and interrupt class instruction. A student who arrives after the scheduled beginning

time for the morning session will be counted late. If a child arrives after 8:00 AM, the child must report directly to the office for a *late* slip.

Early Departures

Once the school day has begun, no student may leave the school grounds without written permission of the parent/guardian and the principal. When an emergency requires a student to leave school early, the parent/guardian must send a written request stating the reason. This note is first presented to the homeroom teacher and then forwarded to the principal/school office. The parent must report to the school office to pick up the student and sign the "EARLY DEPARTURE BOOK" in the office.

We discourage medical or dental appointments during school hours unless it is a true emergency.

Inclement Weather

In the event of inclement weather, parents/guardians should listen to KYW 1060 for an announcement that the Philadelphia Archdiocesan Schools are closed or on a 2 hour delay (10:00 AM arrival). In addition, a FACTS telephone message will be sent out to the families. Please do not call the rectory, convent or school.

Students living in the Abington area also must listen for the emergency snow number 301. This means there is no bus transportation provided by the Abington School District. St. Cecilia School may still be open.

Emergency School Dismissal

In case of an unforeseen emergency which results in an early dismissal, every student should be carefully instructed by his/her parent with a predetermined plan as to what to do and where to go. A form must be completed at the beginning of the school year with the above information and then filed in the principal's office. The teacher will retain a copy of the original in the classroom. Parents will be notified about an emergency dismissal via our **FACTS** telephone system.

Vacations

Vacations during the school year are discouraged. If parents/guardians make a decision to take a student out of class for this reason, the teacher should be notified in writing in advance. Students are required to make up work **after** they have returned. Assignments prior to the vacation will **not** be provided.

Communication

St. Cecilia School faculty and staff value and encourage communication between parents/guardians and teachers. To contact a teacher, the parent/guardian should write a note or send an e-mail to the teacher requesting a conference or telephone call. Parents/guardians may also call the school office and leave a message for a teacher. Teachers will contact the parent/guardian after classroom hours. Parents/guardians are asked not to call teachers at home or go to classrooms unless previously arranged. Meetings should be scheduled at a mutually convenient time.

If questions or concerns arise about a child, parents/guardians should first contact the teacher of the student. If the matter is not resolved with the teacher, the parent/guardian may request a meeting with the principal/vice principal.

Parents are strongly encouraged to regularly check the teacher's website, at least weekly, to learn the latest classroom news and assignments. In many grades, teachers also actively use Google Classroom. Parents should be familiar with and often check *FACTS* for grades, school files, and attendance.

"Back to School" nights are held during September. These evenings are designed for the parents/guardians to meet with their child's teacher and become acquainted with the curriculum of the grade, as well as the classroom rules and procedures. We expect at least one parent/guardian to be present at this important meeting.

It is important that parents/guardians regularly check their emails (at times a text reminder will be sent out as well) to view important information.

Saint Cecilia Home and School Board holds meetings during the school year. Information concerning these meetings and all the Home and School activities will be communicated to the parents/guardians through *FACTS* and the school website.

Discipline

Mutual respect and cooperation characterize all interactions in a Catholic school. A positive atmosphere of discipline and orderliness in the school and the classroom creates a safe and supportive learning environment that fosters personal and social growth for all students.

Students are encouraged to develop self-discipline and personal responsibility for their attitudes and behaviors. As a result, character is strengthened, and the ability to make good choices that reflect Gospel values is fostered. Students are guided to seek the common good at all times. As a general rule, the classroom teacher manages the discipline issues of the class and enlists the help of the administrators in cases involving serious or repeated misbehavior.

At St. Cecilia School, students are:

- **Respectful**, therefore:
 - We believe that all students have a right to a safe, positive and engaging learning environment.
 - I will create and build a respectful and peaceful learning environment.
 - We believe that we instill Christian values by nurturing an environment of mutual respect and understanding of all people.
 - I will respect my peers, as well as the teachers, and staff members at Saint Cecilia School.
 - I will respect the cultures and traditions of those around me.
 - I will also respect the facilities and equipment provided by the school and parish community.
 - We believe that the integration of Catholic values, ethics, and morals define our mission as Catholic educators.
 - I will help build up and not break down others as they strive to live out their Catholic or religious beliefs.
 - I understand and respect that I am choosing a Catholic school and environment and I will participate to my best abilities in all Catholic prayers, services, and practices.
- **Empowered**, therefore:
 - We believe that daily dedication to the prayer of Saint Francis of Assisi strengthens our commitment to being instruments of peace.
 - I affirm my commitment to Catholic education by understanding and living out the words of our daily prayer.
 - We believe that the family is the foundation for faith and reason.
 - I value my family relationship as a building block for my academic and spiritual development.
 - We believe that the collaboration among administrators, faculty, staff and families is vital to the faith formation and academic achievement of students.
 - I will work together with all members of Saint Cecilia School to encourage both spiritual and academic growth.
- **Evangelizers**, therefore:
 - We believe that we are a Christ-centered community that embodies the ideals inherent in the Gospel.
 - I will gauge all of my thoughts, motivations, and actions by my Christ-centered relationship.
 - We believe that each child is a unique individual with God-given talents.
 - I honor and celebrate my fellow student's gifts and abilities.
 - We believe that daily dedication to the prayer of Saint Francis of Assisi strengthens our commitment to being instruments of peace.
 - I work intentionally to build a school, parish, and community of peace.
 - We believe that the integration of Catholic values, ethics and morals defines our mission as Catholic educators.

- I make all decisions through the lens of Catholic values, ethics and morals.
- **Learners**, therefore:
 - We believe that self-esteem fosters positive character development, academic achievement and leadership qualities.
 - I will put forth my best effort academically and encourage others to do so. I believe that I have the power to learn and will approach challenges as opportunities for growth.
 - We believe that ongoing professional development for faculty and staff facilitates best learning practices.
 - I will be supportive of new teaching practices that the faculty and staff are implementing for the betterment of my education.
 - We believe that a rigorous and relevant curriculum integrated with technology prepares students to be a productive member of our global society.
 - I will use technology in the means that it was intended and directed by our teachers and policies at St. Cecilia School.

Procedures

The learning management system (FACTS) will be used at Saint Cecilia School to communicate and enforce the policies listed in our school handbook. This system will consist of points, both positive and negative, that the student has acquired. All behaviors will have a point value given that delineates the importance of each behavior.

Negative points can be accumulated for poor choices in behavior. Each teacher reserves the right to delineate the number of points given based on the severity of the action. If the negative behavior is repeated continuously, the points may be increased. As always, if there is a question regarding the violation issued in the learning management system, reach out to the teacher who assigned the violation first. Some negative behaviors for which a student can earn points include but are not limited to:

Assignment Not Turned in On Time	Destruction/Misuse of School Property	Homework Not Completed	Talking Back
Calling Out	Disorganized	Inappropriate Language or Behavior	Technology Violation
Cell phone Violation	Disrespect	Inattentive/Not Focused	Uncooperative
Cheating	Dress Code Violation*	Lack of Self-Discipline	Vandalism
Chewing Gum	Failure to Accept Consequences for Actions	Lying	Missed Detention
Class Disruption	Failure to Follow Directions/Rules	Stealing	Other

*Please note that only the homeroom teacher will issue points for a dress code violation.

Positive points can also be earned by students. However, positive points do not eliminate negative points. Instead, they recognize a student going above and beyond the expected behavior while at school.

If a student accumulates five negative points within the system, the homeroom teacher will issue a paper demerit card to the student. This demerit card is expected to be signed by a parent or legal guardian and returned to school the next day. Failure to do so will result in another demerit. Three demerits will result in detention. Please note that if a student receives a demerit, they are automatically unable to earn the "Student of the Month" award for that month.

Detentions will be held on Tuesdays and Thursdays before school (7am-7:45am) and after school (3pm-3:45pm) for students in 4th through 8th grade on alternating weeks. Families will be notified by the homeroom teacher if the student has met the three demerits and is expected to be present for detention. The student is expected to be present on this date unless extenuating circumstances prevent the student from being there. The homeroom teacher must be notified and agree to these circumstances prior to the original detention date. Detentions will last for 45 minutes. The student will not be permitted to talk, read, work on homework, or complete any other assignments during this time.

Students in kindergarten through third grade will receive a recess detention if they earn three demerits.

The 2023-2024 school year will serve as an implementation year for this new discipline policy. All policies & point values are subject to change. Families and students will be notified when changes are made.

Bullying

Bullying is an act of **repeated aggressive behavior** in order to intentionally hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to gain power over another person. Behaviors may include name calling, verbal or written abuse, cyberbullying, exclusion from activities, exclusion from social situations, physical abuse or coercion.

The procedure for dealing with incidents of bullying behavior at Saint Cecilia School will be as follows:

First Time Offense

1. Incident report is submitted by the teacher/staff
2. "Think-About-It" Form is completed and signed by the student, teacher, parent, and administrator
3. Teacher/parent/student conference is held
4. Student writes a letter of apology to the victim

Second Time Offense

1. Incident report is submitted by the teacher/staff

2. "Think-About-It" Form is completed and signed by the student, teacher, parent, and administrator
3. Administrator/teacher/parent/student conference is held
4. Student writes a letter of apology to the victim
5. One half-hour detention is served after school

Third Time Offense

1. Incident report is submitted by the teacher/staff
2. "Think-About-It" Form is completed and signed by the student, teacher, parent, and administrator
3. Administrator/teacher/parent/student conference is held
4. Student writes a letter of apology to the victim
5. Suspension

Immediate suspension or expulsion may be due to extraordinary serious circumstances. In these situations the pastor and the principal will make the final determination of a student's status.

Suspension

Suspension is a serious disciplinary action taken when a student's behavior is repeatedly in conflict with the school's code of Christian behavior. A conference with the parent/guardian, student, teacher and administration is required. If a change in the student's behavior does not result, further disciplinary action may be taken which may result in expulsion.

A conversation that may result in immediate suspension may take place for a variety of reasons. Possible reasons a student is liable for the conversation of immediate suspension to be brought forward includes, but is not limited to:

- Absenting oneself from classrooms, school yard or cafeteria without permission
- Altering report cards or other official documents
- Blatant disrespect for authority
- Deliberate verbal, emotional and/or physical harassment of others
- Bullying or cyberbullying
- Vandalism or marking school property
- Fighting in school or on the premises
- Possession or use of cigarettes or vape products
- Stealing
- Truancy
- Threat to school or student

Expulsion

Three suspensions make a student liable to enter into a conversation that may or may not result in expulsion. Expulsion from school becomes formalized after an interim period of time has elapsed to allow for discussion, investigation and evaluation by the principal and pastor who make the final determination of a student's status.

A conversation that may result in immediate expulsion, due to extraordinary serious circumstances, can result from the following types of infractions, but are not limited to:

- Threat to school or students
- Presence or usage of alcohol or drugs
- Immorality
- Bullying or cyberbullying
- Major theft
- Possession of guns or knives
- Possession of any instrument that could be used as a weapon and cause harm to another
- Serious vandalism
- Violent abusive behavior toward teacher or another student

The school reserves the right to search anything brought on school property. This includes cell phones, tablets, computers, backpacks, and purses.

In all disciplinary situations the pastor/principal is the final recourse and may waive any disciplinary rule for just cause at his/her discretion.

Cell Phone Policy

As a school community we recognize that students will have cell phones for emergency use as they travel to and from school. In response, we identify the need to clarify and define the responsible use of cell phones by students within the academic environment.

- The cell phone is to be turned off and not to be used from 7:30 a.m. until 3:00 p.m.
- The cell phone is to remain in the student's school bag during the entire school day and while the student is in the school building. Some teachers collect the student cell phones and keep them in a secure location during the school day.
- As a Smart Watch (Apple Watch) can serve as a phone or computer, the wearing of one is greatly discouraged. Teachers may collect the watch during the school day in line with the cell phone policy.
- The need for phone (landline) use during the school day will follow the policy in this Handbook.
- The school takes no responsibility for damaged, lost or stolen cell phones.

- Any misuse of cell phones according to this policy will result in a conduct referral. Parents will be required to pick up the cell phone the following day during school hours (8 a.m. to 3:30 p.m.).



Dress Code

A student's appearance, self-respect and performance tend to complement each other; hence, reasonable care and neatness in regard to dress are required of all students.

Students are not permitted to wear hooded sweatshirts during the school day.

Winter Uniform

School Uniform for Boys (Grades 1—8)

Shirts: White or blue; long or short sleeve dress shirts should be tucked in with the belt visible. When undershirts are worn, they must be white or flesh-tone. No colors or designs are permitted.

Ties: Plaid school tie; Eighth grade boys may wear an **appropriate** tie of their choice.

Sweater: Navy blue v-neck sweater vest or navy blue long sleeve v-neck sweater **with school logo**. For 5th to 8th grade students only, the navy embroidered quarter zip jacket with the St. Cecilia logo may be worn in place of the school sweater.

Slacks: Navy blue dress trousers with black belt. Belt must be visible. Jeans, Levis, painter pants or baggy pants may **not** be worn.

Shoes: Sturdy black tie shoes. This does not include sneakers, vans, boat shoes, or slides. Shoes must be worn correctly.

Socks: Navy or black crew socks

Hair: Reasonable style, above the eyes, ears and collar. Fad hair styles (shaved in designs, different lengths, long bangs, or pushed out hair) and coloring of hair are not acceptable.

Facial hair is not acceptable.

Jewelry: (optional) wrist watch (not a Smart Watch), religious medal. No other jewelry of any kind may be worn.

No tattoos or body piercings

*** If a parent/student is not certain of what is appropriate or reasonable, please contact a teacher or administrator first.*

School Uniform for Girls: (Grades 1—8)

Blouses: White; long or short sleeve
Grades 1 to 4 – Peter Pan collar
Grades 5 to 8 – Oxford button down

When undershirts are worn, they must be white or flesh-tone. No colors or designs are permitted.

Uniform: Grades 1 to 4 – Plaid jumper
Grades 5 to 8 – Navy blue kilt

No shorter than one inch above the knee.

Tie: Red tie must be worn with the plaid jumper; Tie is optional for Sept./Oct. and May/June

Sweater: Grades 1 to 4 – navy blue cardigan **with school logo**

Grades 5 to 8 must wear a navy blue v-neck sweater vest or navy blue long-sleeved v-neck sweater **with school logo** from Nov. through April.

For 5th to 8th grade students only, the navy embroidered quarter zip jacket with the St. Cecilia logo may be worn in place of the school sweater.

Socks: Navy blue knee socks. Optional opaque blue tights may be worn. Ankle socks **may not** be worn.

Shoes: Solid blue or black and white saddle shoes. This does not include sneakers, vans, boat shoes, or slides. Shoes must be worn correctly.

Hair: Reasonable style; Fad hair styles (shaved) and color treated hair are not acceptable. Simple hair bows, hair ties, or headbands in green, yellow, or white are acceptable.

Jewelry: Only the following may be worn: a wrist watch (not a Smart Watch, a single ring and **one pair** of post earrings (one in each lobe.)

Make-up, fake nails and colored nail polish are not permitted.

No tattoos or body piercings

Spring/Fall Uniform (Optional) (Grades 1—8)

May be worn Sept./Oct. and May/June

Shirts: White or blue golf shirts with school logo. Shirts must be tucked in. Only white or flesh-tone undershirts are permitted. No colors or designs are permitted.

Shorts: Navy blue uniform shorts/black belt

Socks: White, navy, or black ankle socks

*Girls in grades 5 through 8 must wear a white or blue golf shirt with school logo with the navy blue kilt.

*Boys must wear a shirt and tie, if not wearing the golf shirt.

Gym Uniform (Grades 1—8)

Sweatsuit: Hunter green with St. Cecilia insignia.

Tee shirt: Gray with St. Cecilia insignia or a Walk-a-thon t-shirt may be worn under the sweatshirt

Shorts: Green-mesh with St. Cecilia insignia

Sneakers: no platform sneakers

Socks: Solid white or black athletic socks; ankle “no show” socks are not permitted.

In September/October and May/June, the shorts and tee-shirt may be worn. In November through April the hunter green sweatsuit is the appropriate attire.

Uniform for Kindergarten:

Warm Weather: Gray t-shirt with St. Cecilia insignia

Hunter green mesh shorts with SCS insignia

White, navy, or black socks

Cold Weather: Hunter green sweatshirt with SCS insignia Hunter green sweatpants

Dress Down Day Dress Code

The principal reserves the right to allow students to have dress down days during the school year. Students are permitted to wear clothes other than the school uniform within certain guidelines. Students may opt out of dress down days and wear the regular uniform.

- Clothing should be appropriate for school including the length of skirts, shorts, dresses, etc.
- Shirts and pants should not have any printed sayings that would be offensive to the students or teachers.
- No baggy pants or shirts.
- Clothing should fit, be modest, and the student's stomach must be covered (appropriate length).
- Halters, tank tops, or shirts with thin straps are not permitted. Shirts should have sleeves.
- No clothes worn inside out.
- No rolled pants or pajama bottoms.
- Tied sneakers are appropriate. No flip-flops, slippers, or open-backed shoes.



Health

Parents/guardians are asked to notify the administration, homeroom teacher and nurse if a child has a chronic or serious illness that calls for vigilance and concern during the school hours. Examples would be epilepsy, seizures of any kind, allergy to bee stings, food allergies, diabetes and asthma.

Parents/guardians are to complete all health forms annually sent home by the school nurse. The State Department of Health requires that all children must have complete physicals, immunizations and dental exams on file. Failure to comply with these regulations will prevent your child from attending school or limit your child from participating in certain school activities.

Forms are available from the school nurse, but for your convenience, they are found online *on the school website*.

Health Services

Students are seen for non-emergencies throughout the school day.

Care given to students in the school is limited to first aid until the parents/guardians can be contacted and take the child home, to the doctor, or to the hospital. Emergency cards for each child are kept on file at the school containing the necessary information in case contact needs to be made with the parent/guardian or otherwise identified emergency contact. Parents/guardians are to note on the emergency card the name and phone number of who is to be contacted in case a parent/guardian is not available. This important information must be kept up-to-date with the school nurse.

School nurses are prohibited by law from diagnosing injuries or illnesses. Please do not send your child to the nurse for a diagnosis. The nurse can only observe the condition and refer your child for medical advice.

Decisions regarding the need for medical care rest solely with the parents/guardians. Parents/guardians are contacted to take the child home or to the doctor as the need arises.

Please do not send your child to school with symptoms of an illness (a temperature elevation, questionable injury sustained at home, or when he/she has not fully recovered from an illness). School nurses are not able to treat injury/symptoms that occur outside of school.

State law requires kindergarten, first grade and sixth grade students to have a physical examination by their private physician. Dental exams are required in Kindergarten, third and seventh grade. The report is to be sent to the school nurse by the end of the first week of school in September. Consequences may result in delinquent submission of state required forms.

During the school year, every student is weighed and measured for BMI and has his/her vision tested. Students in grades 6 and 7 are screened for scoliosis. Reports are sent home when medical follow-up is required.

Hearing is tested in kindergarten, grades one, two, three and six. A report is sent home only if any test is failed. These reports must be returned to the school nurse stating that your child has received the proper care.

Medications

Medications should be given at home, if at all possible. In the event that medicine must be taken at school the following rules must be adhered to:

- Children must never carry medications to school; a parent should present the medication and paperwork to the nurse.
- No student is to have medicine in the classroom. Medications will be kept in the health room.

- For medication, prescription or over-the-counter, to be dispensed – Form MED – 1 must be completed by a qualified health care provider.
- Medication must be brought to school in the original prescription bottle labeled with the child's name, medication name and instruction for dispensing, date must be current.
- A signature from the parent/guardian must be on the MED-1 Form.
- Medication brought to school in an envelope or any temporary container will not be given by the school nurse, even if it is accompanied by a note.
- All students are responsible for reporting to the nurse for medication. They will not be reminded to take their medication by the teacher or school nurse.
- A parent/guardian may come to school to administer medication to their child.
- All of the Nurse's Forms can be found *on the school website*.

School Lunch Services

Saint Cecilia School participates in the National Child Nutrition Program sponsored by the Nutritional Development Services of the Archdiocese of Philadelphia. This program enables all children in our school to receive free lunch and breakfast each day, if they choose. Breakfast is served from *the arrival of the first bus* to 8:00 AM in the school cafeteria. Lunch is served at the regularly scheduled lunch period for each grade. A menu is provided monthly on the school website. This program is optional for students in grades Pre-K to 8. While every student is eligible to receive the free lunch, please consult the monthly menu to be sure your child will eat the meal.

Concussions

In the event that your student has a concussion, please contact the school as soon as possible with the recommendation of actions provided by the diagnosing physician. The school will provide accommodations as best as possible for the student for the length of time recommended by the doctor. Students may be asked by their teacher to complete assignments after they are cleared from their concussion that they were unable to complete while recovering.

Covid-19

In the event that your child tests positive for Covid-19, the guidelines given by the Office of Catholic Education and Health Department must be followed. Please contact the school administration and your child's homeroom teacher as soon as you are made aware of your child having the virus. The school administration will let you know the appropriate course of action that must be followed. Thank you for your understanding and cooperation.

Homeroom Treats/Snacks

We understand that at times you may wish to send in a special treat or snack with your child to celebrate a special event with their homeroom. Due to allergies that students in your child's homeroom may have, the desire to send something in and what you would like to send in must

be communicated with the homeroom teacher ahead of time. It remains at the discretion of the homeroom teacher as to whether or not something may be sent in. If something is sent in unexpectedly and the homeroom teacher determines that it can't be passed out, it will be sent home at the end of the school day. We apologize for any inconvenience this may cause and appreciate your understanding.

Safety

CARES Program

An extended day program, CARES, (Children Are Receiving Extended Service) is available for students in Grades Pre-K to grade 5 from after school until 6:00 PM. This is a teacher-directed program which provides students an opportunity to snack, play, and do homework while waiting for their parents to pick them up. Since CARES is an extension of the school day, the rules of CARES are the same as the rules for school. Tuition for CARES is set according to Early Pickup (3:00—4:30 PM) or Late Pickup (4:30—6:00 PM).

Currently our CARES program is a licensed program which requires a strict ratio of teachers to students, complete emergency information on file, and the CARES Handbook available for all parents to review. The CARES Handbook is available in the cafeteria area for CARES announcements. Registration for CARES takes place the first week of school.

Field Trips

For safety or medical reasons a parent may be required to accompany a student on scheduled field trips. Students who pose a safety concern because of uncooperative behavior, may be asked to not attend the field trip. This is at the discretion of the teacher in collaboration with the administration.

Court Orders

Please send a copy of court orders involving your children to the school office and any updates that might take place during the year. It will be shared on a need-to-know basis.

Crisis Plan

A Crisis Plan is developed for St. Cecilia School which includes procedures for emergencies including fire, lock-down, shelter-in-place and evacuation. This plan is reviewed annually by the administration, faculty and staff. A copy of the plan is distributed to law enforcement to be kept on file. The plan is practiced on a regular basis and posted in a prominent area of each classroom.

Emergency School Dismissals

In the event of an emergency dismissal, students will be asked to follow the plan determined by parents/guardians for inclement weather or emergency situations. (Example – Children will go to

the neighbor's house or a grandparent will pick them up at school.) This plan will be completed at the beginning of the school year and kept on file throughout the year should it be needed. If your personal information changes during the course of the year, parents/guardians are asked to please notify the school office so that we can update our records. Information regarding school closings will be broadcasted on media outlets, including KYW Radio. In addition, an electronic message from the principal will go out to all families by phone, text, and/or email. Students will not be permitted to make individual phone calls during an emergency.

Mandated Reporters

Please know that all of the staff, faculty, and administration within our school are mandated reporters for the State of Pennsylvania. There are certain incidents that they are required to report as dictated by the Pennsylvania Mandatory Reporter Law, Archdiocesan Policies and Procedures for Protecting God's Children and Young People, and the Office of Catholic Education. This is nonoptional and the individual who reports will remain confidential.

Change in Dismissal

We understand that at times your child may need to leave school via a different dismissal route than they normally take. To ensure the safety of your child, please complete the form located in the Appendix indicating when and how the dismissal of your child is changing. This should be completed and given to your child's homeroom teacher by the day of the change. Please let the teacher know if it is a permanent change. In the event that you have to change your child's dismissal once they have already arrived at school, please email your child's homeroom teacher or call the school office to notify the school of the change. Your child will be notified as well.

Extracurricular Activities

As a part of the Middle States Re-Accreditation, St. Cecilia School hopes to increase student engagement through improved extracurricular activities. Surveys were sent to parents, students, and teachers to determine interest. Teacher volunteers will be determined and activities will be planned. The activities will be divided for Grades PreK to 3 and Grades 4 to 8.

As extracurricular activities are identified, this section will be expanded.

Volunteer/Visitor Policy

We enjoy having visitors to our school campus! However, due to safety concerns, all visitors must check in at the main office and follow the directions of all school administration, faculty, and staff. Additionally, all volunteers are required to have updated clearances on file. The status of your clearances or to find out what is required to be completed by a volunteer can be found out by calling the school office and asking for Mrs. Patti Grabowski, the Safe-Environment Coordinator for the school and parish communities.

Appendix

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2023

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

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

We are interested in technology because of our faith.

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

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

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

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

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

SCOPE OF USE

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

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

GOALS

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

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

USER RESPONSIBILITIES

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

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

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

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

TECHNOLOGY USE GUIDELINES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examples of Unacceptable Uses –

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
- The following activities are strictly prohibited, with no exceptions:
 - Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
 - Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the users normal job/duty.
 - Circumventing user authentication or security of any host, network or account.
 - Any virus or phishing protection software installed on school or school issued devices must not be disabled or bypassed .
- Deliberately visit a site known for unacceptable material or any material that is not

in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Any attempt to alter data, the configuration of a school issued device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

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

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

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

Personal Use of Social Media

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

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

- **Examples:**

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

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

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

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

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

School sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization. Such accounts should be

created with a school issued account. Accounts should be maintained and controlled by a minimum of two school appointed adult moderators.

In regards to student athletes and coaches:

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

Esports/Gaming Clubs

Please note: St. Cecilia School DOES NOT have any esports or gaming Clubs.

Esports — “electronic sports” — refers to the world of organized, competitive video gaming. Unlike traditional sports, esports are virtual events. 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.

Student Internet Access

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

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 St. Cecilia School.

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

Student Name/ID _____

Student Signature _____

Date _____/_____/_____

Graduation Year _____

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

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

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

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

Parent/Guardian Signature_____

Date_____

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia Administrators, Faculty and Staff

Internet Access Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for education, professional and authorized purposes only in adherence to AoP policies. When I am using the Internet or any other computer/telecommunications devices, I must adhere to all rules of courtesy, etiquette, privacy and laws regarding the use of information and data as prescribed by either Federal, State, Local laws, the Archdiocese of Philadelphia and St. Cecilia School.

My signature below indicates that I agree to follow the guidelines of this Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Administrator/Teacher's Signature

Date:_____

N.B. This is available for school use
as deemed necessary.

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

Parent/Guardian Acknowledgment Form

In order to provide continuity of instruction during flexible instructional days, the Catholic schools in the Archdiocese of Philadelphia will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

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

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

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

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

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

Parent/Guardian Acknowledgment Form

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

Student's Name:

Classroom Teacher's Name:

School: _____

Parent/Guardian Signature:_____

Parent/Guardian Name (Please print):_____

Date: _____

Student Signature (if high school): _____

Date: _____

****Please return this acknowledgement form to -----***

Change of Dismissal Form

<u>Change of Dismissal</u>		
Student Name: _____		
Date of Change in Dismissal: _____		
Student will leave via:		
_____ Bus Line - Please list bus number: _____		
_____ Stanwood Line		
_____ Rhawn Street Church Line		
_____ Rhawn Street Library Line		
Student may go to the Fox Chase Library to wait on parent? (circle)		YES NO
If applicable:		
Who is picking up your child? _____		
Relationship to student? _____		
Parent Signature: _____ Today's Date: _____		