

St. Maximilian Kolbe School

300 Daly Drive

West Chester, PA 19382



2023-2024

Student-Parent Handbook

This handbook contains policies and procedures of the school. It is designed for the use of our parents and students. The school may change any of its policies and procedures and apply them as circumstances dictate. Please read the contents carefully and keep the book in a safe place. If you have a question about a particular policy or procedure, please contact the principal.

August 8, 2023

ADMINISTRATION

Father Christopher Papa
Pastor

Ms. Erin Shope
Principal

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Nurse: 610-399-1422

Chester County Intermediate Unit Specialists at School: 610-399-3684

Mission Statement

St. Maximilian Kolbe Parish School is a Christ-centered Catholic community called to model Jesus' Law of Love. The school endeavors to educate the whole child: spiritually, intellectually, socially, emotionally and physically. Challenging academics blend cutting edge technologies with proven traditional teaching strategies to promote high achievement. Community service and worship provide children with a solid foundation for building strong relationships with one another and with God. Through the guidance of the Holy Spirit and with parental support, the administration and faculty strive to nurture students to grow in grace and to make a positive impact on society.

Belief Statements

The Community of St. Maximilian Kolbe School believes:

- A Christ-centered environment is the cornerstone of the school.
- Students model Jesus' Law of Love through service.
- The entire school teaches the dignity of each individual and benefits from the unique nature of each student's gifts.
- Students have a right to be safe and to learn in a nurturing environment.
- The school fosters the development of healthy self-esteem.
- The academic program provides the necessary framework for success throughout the students' educational and professional lives.
- Through responsible digital citizenship, students are encouraged to make ethical and moral decisions while becoming proficient with the use of technology.
- The parents are the first teachers. The cooperation of the parents and the school community supports the students in achieving their maximum potential.

ACADEMIC POLICIES

1. Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's academic and effort grade on the report card.

The teacher assesses daily performance of students. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

2. Class Participation - Students are expected to:

- Give attention and respect to the teacher and/or staff at all times.
- Show respect and concern for other students by a willingness to share and to take turns.
- Actively participate in class by responding orally, or in writing, as circumstances dictate.

3. Homework

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

The school realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time. In the event of absence or suspension, all homework and missed assignments are to be made up.

If a student is absent, classwork and homework are available through the learning platforms, as well as the teachers website. If you need books to complete the assigned work, please communicate with the teacher to arrange a pick up after the 3:00 dismissal.

Parents may monitor student progress by utilizing FACTS. Please give the classroom teacher ample time to post test grades and assessment results. You will need a password to access FACTS. Please contact Mrs. Lorraine DeYoung at ldeyoung@stmax.org if you have forgotten or misplaced your password.

Learning not only cultivates intellectual skills, but also responsibility for one's actions; teachers will inform you of concerns they have about your child/ren. Some concerns may be:

- Neglect of written/study homework
- Student not working to ability
- Failure to listen to and follow directions
- Lack of responsibility in handing work in on time, or failure to return a test paper signed by parent/guardian
- Absence work not made up after a reasonable amount of time
- Carelessly completed class work after explicit directions have been given by the teacher
- Carelessly written or incomplete homework assignments
- Doing homework in class

4. Honors Math Program

Students who excel in mathematics, are quick with mental math, and demonstrate consistent high scores will be considered for the Honors Math program. The program is designed to challenge the top three percent of each grade. At St. Maximilian Kolbe School, students are identified at middle school level. The following criteria are used to determine admission into the program:

- Cognitive Skill Index (CSI) falling in the range of 125 in the Terra Nova test.

- Consistent scores of 90 or above in Math Composite Score for Standardized Testing (Terra Nova)-National Percentiles are used.
- Consistent scores of 85% or above in the Reading Comprehension test of the Standardized Testing (Terra Nova) National Percentiles are used.
- Evidence of above average performance on mathematics Level Mastery Test, a grade of 85 or above on Diocesan Level Testing.
- Consistent grades of 90 or above in Mathematics on the report card.
- The fourth grade teacher, the Honors Math teacher, and the principal determine the students who meet the criteria. The names of eligible students are submitted to the Archdiocesan Mathematics Curriculum Committee in June. Over the summer, the members of the committee determine the admission status for the students.
- Parents receive an official letter in August along with an agreement form. We ask parents to read, sign and return the agreement form to the Honors Math teacher.

5. Promotion or Retention

Student progress is monitored throughout the school year. At each conference, the parent(s)/guardian(s) is informed of the student's academic, social and emotional progress. If a student continues to experience difficulty, the teacher will be in contact with the parents to discuss future learning options. If retention is indicated, the parent(s)/guardians(s) will receive an official notification which must be signed and returned to the school administration. Promotion or retention is at the recommendation of the administration in consultation with the teacher and parents.

6. Report Cards

Students receive report cards three times during the year in grades K through 8. Students in Pre-Kindergarten receive a Progress Report in January and again in June.

7. Standardized Testing

The Terra Nova Test is administered each year to students in grades 3, 4, 5, 6 and 7. The Office of Catholic Education schedules the dates for these standardized tests. The results are communicated to parent(s)/guardian(s) and are utilized by the school for curriculum planning, individual goals and objectives. In order to maintain the integrity of the standardized test, we ask that you make every effort to avoid scheduling a family vacation during the time the Terra Nova Tests are administered.

8. Test Grades

In order for parent(s)/guardian(s) to be aware of the academic progress their child is making, tests and other forms of assessments that are sent home are to be signed by parent(s)/guardian(s) and returned promptly.

9. Graduation

Eighth grade students, who have completed the prescribed course of study and maintained a suitable discipline record, are eligible for graduation if all financial obligations have been met. All procedures for graduation are determined by the administration and the eighth grade teachers.

10. Closing Exercises

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises, if, in the view of the school, the student's conduct, or academic or disciplinary record, indicates that the privilege should not be extended.

CONDUCT

Philosophy of Discipline

Discipline is a necessary reflection of the philosophy of a Catholic school. Effective discipline has, as its end, the development of students who respect themselves, other persons and those in authority.

Policies and Procedures Handbook
Archdiocese of Philadelphia, P. 1

Our discipline code aims at helping students to recognize that each person is a significant part of a greater whole, and as such, has a responsibility to that community to act and respond respectfully, responsibly, and with consideration for all members of the community. The goal of this program is to develop within each child, an internal locus of control, which enables him/her to make choices which contribute to a productive and harmonious atmosphere within the school.

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

Disciplinary Procedures for Students in Grades 4 – 8

Code of Conduct

As defined by Thorndike/Barnhart Dictionary, the word discipline means “the training, especially of the mind or character,” (p. 249). It is the goal of the St. Maximilian Kolbe School Community, in partnership with the parent(s)/guardian(s) to shape and direct the children’s ability to make good choices, respecting all of God’s creations and the greater good. The faculty and staff will guide the students to recognize their individual responsibilities and obligations, and discharge them in accordance with school regulations.

School Regulations

Students cooperate with the rules that govern the management of the classroom and the school at large.

Infractions that warrant a demerit include but are not limited to:

- Chewing gum
- Violation of the uniform code
- Violation of lunch room procedures
- Unprepared for class
- Technology infractions

Infractions that warrant a demerit or possible detention, depending upon the gravity of the occurrence, include but are not limited to:

- Defacing or destroying school property
- Improper behavior, including but not limited to, irreverence in Church, disturbance in the classrooms, hallways or assemblies
- Inappropriate language
- Failure to return signed demerit forms
- Out of bounds – any student who is in the wrong place at the wrong time
- Violation of the electronic device policy

Infractions that incur an automatic detention but are not limited to:

- Disrespectful behavior, including any improper attitude, displayed toward any administrator, teacher or staff member, volunteer or fellow student
- Profane or obscene language or gestures, engaging in immoral conduct
- Cheating
- Forgery
- Plagiarism
- Violation of bus safety policy as reported by the bus personnel

The following infractions are considered serious offenses and may result in suspension and/or dismissal. Examples of serious infractions include but are not limited to:

- Violent behavior (fighting) or threats of physical or emotional harm or character assault
- Blatant disregard or disrespect for authority
- Possession and/or use of a weapon or use of an object as a weapon causing physical harm
- Possession and/or use of drugs, narcotics, tobacco, vaping products, or alcohol
- Vandalism of school, church or personal property
- Unauthorized leaving of school grounds or school-sponsored events
- Theft
- Truancy
- Immorality

Demerits

Students will receive a demerit slip when an infraction occurs. It is the responsibility of the student to have the demerit slip signed and returned to the issuing teacher the following day. A parent('s)/guardian('s) signature indicates that the parent/guardian has seen the demerit. It does not indicate the parent('s)/guardian('s) permission for the student to receive the demerit. The teacher issuing the demerit has already made that decision. Once a student accumulates five (5) demerits, that student will be assigned a detention time. If there are more than two (2) detentions assigned due to accumulated demerits, the homeroom teacher will request a parent/teacher conference. Demerits, and the accumulation thereof, will have a direct effect upon the Personal and Social Growth component of the report card.

Detentions

Detentions will be held through the arrangement of the individual teacher. The detention slip will be clearly marked as to the date of detention. It is the responsibility of the parent(s)/guardian(s) to assure prompt arrival at the detention. If a student is given an automatic detention, this will be considered a serious matter. Detentions will have a direct effect upon the individual student's Personal and Social Growth component of the report card.

Suspensions and Dismissals

Suspensions or dismissals of a student, from St. Maximilian Kolbe School, will be determined by following the guidelines set forth from the Archdiocese of Philadelphia, in coordination with the principal and pastor. Formal suspension or dismissal is a serious disciplinary action, taken by the school administration, against a student whose actions constitute a major disciplinary infraction, as evidenced with three detentions, and are contrary to the good order of the school community.

Suspensions

- Procedures
 - Infractions of a serious nature, as determined by the school
 - Parent(s)/guardian(s) of the student will be informed in writing of the suspension as soon as practical.
 - Suspensions will be implemented (in school or out of school), at the discretion of the principal.
 - Following suspension, parent(s)/guardian(s) will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted, and all other conditions for re-admittance have been satisfied.
 - Parents and students are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
 - Where possible, a student will be referred to a counselor or a teacher for counseling.
 - Agreement, signed by parent(s)/guardian(s), and a written report of the suspension, will be filed in the student's record.
 - Suspension records are a part of the student's permanent and cumulative record.

Dismissals

- After two (2) formal suspensions, a student may be dismissed.
- Students who are dismissed may apply for re-admission after one full year. The school will determine whether re-admittance is appropriate.
- In certain instances, the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student, at any time, where the school considers the conduct of the student or parent(s)/guardian(s) to be inconsistent with school policy, the good of the school community or Catholic teachings.
- Parent(s)/guardian(s) of the student will be informed in writing of the dismissal as soon as practical.

Disciplinary Procedures for Students – Pre K through Grade 3

Teachers in these grades will address situations as they arise. Some situations will necessitate a note home, a phone call or a parent conference. When a teacher notices that inappropriate behavior has become a pattern, she will notify parent(s)/guardian(s) and ask to schedule a conference.

Harassment

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian, who is determined to have violated this policy, will be subject to appropriate disciplinary action, up to and including, dismissal of the student. A complete copy of the policy is maintained by the principal and is available upon request.

Violent/Threatening/Harassing and Inappropriate Conduct

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

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

This policy applies both in and out of the classroom, in the school community, generally, and outside the school community (school bus, field trips) where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

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

Bullying Statement

Bullying is a unique form of aggression. It is distinct from isolated incidents of students lashing out in anger circumstantially or conflicts that occur between two students. Bullying occurs when a student or group of students targets an individual persistently, using physical, psychological, emotional or relational aggression to dominate the victim.

Teachers address bullying issues according to the developmental age of the student. If you believe your child is a victim of bullying, please make an appointment with your child's teacher. The teacher will help to create a plan to address the issue at hand and a plan to support and enable your child to respond if future situations occur. She will employ the assistance of the guidance counselor and other professionals to eradicate the bullying.

Bullying Prevention Plan and Social/Emotional Learning

Pennsylvania law defines **bullying** as an intentional electronic, written, verbal, or physical act directed at another student in a school setting that is severe, persistent or pervasive, and has the effect of substantially interfering with education, creating a threatening environment or disrupting the orderly operation of the school. School setting for the purposes of the law is defined broadly to include not just the school grounds, but school buses, designated bus stops, and any school-sponsored and supervised activity.

Physical Bullying: Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, unwanted touch of a sexual nature, etc.

Emotional/Verbal Bullying: Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening words or actions

Social/Relational Bullying: Isolation of an individual from his or her peer group, spreading rumors, actions that are socially aggressive or demeaning, threatening, or intimidating

Cyberbullying: Use of the internet, cell phones or other technology to send mean/insulting text, email, or instant messages; posting pictures or messages about others in blogs or web sites; or using someone else's username to spread rumors or lies

Rumor Policy: The fastest means of miscommunication is by false information, soiled reputations, mistrust, or confusion. These can all be considered a form of bullying or harassment. No one likes to be the victim of rumors, yet our human nature is prone to speed the path of its progress. At St. Maximilian Kolbe School, rumors impede the mission of the school. Relationships that exist between staff and parents need to be focused on what is in the best interest of the students. We are asked as a community, therefore, to guard against rumors:

1. Do not begin rumors.
2. Do not circulate rumors.
3. Communicate truthfully.

School Procedures for bullying incidents:

1. Incident reports
 - a. completed by teacher
 - b. signed by parent and returned to teacher
 - c. maintained in the classroom
 - d. forwarded to the principal after 3 reports are written

2 Consequences of bullying

Step #1

- Student writes a letter of apology
- Parent is notified, via the incident report

Step #2

- Letter of apology
- Parent is notified via the incident report
- Conference is scheduled with teacher/parent/student

Step #3

- Letter of apology
- Parent is notified via the incident report
- Principal/teacher/parent conference and IST referral

PREVENTION PRACTICES

- Activities that develop empathy
- Team building activities
- Practice with assertive dialogue
- Ways to handle conflicts
- Social skills practice

Incident Report: The following incident report will be used at St. Maximilian Kolbe School if it is necessary.



St. Maximilian Kolbe School Incident Report

Student's name: _____ Grade: _____

Date: _____ Time: _____ Place: _____

Reporting Teacher: _____

Incident Type

- ☐ Physical (pushing, kicking, destroying property, gesturing...) _____
- ☐ Verbal (name calling, insulting, imitating, teasing, threatening...) _____
- ☐ Social (isolation or exclusion, rumors, social aggression or intimidation...) _____
- ☐ Cyber-bullying (use of any forms of technology to send or post messages or pictures that are insulting or mean, rumors or lies...) _____

Actions Taken

- ☐ Student conference
- ☐ Letter of Apology
- ☐ Modified recess
- ☐ Demerit/Detention/Suspension
- ☐ Parent conference
- ☐ Guidance referral
- ☐ IST referral
- ☐ Principal conference
- ☐ Other _____

Teacher's Comments:

Student's signature _____

Parent's signature _____

(Copy sent home to parent; returned copy filed in classroom.)

Incident Report-Student's Story

Name_____Date_____Teacher_____

My side of the story:

What happened because you made this choice?

What is your plan to solve this problem? What will you do?

How will you know that you have solved your problem?

What should be the consequences if you choose to make this kind of choice again?

ADMISSIONS

Our school admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission, or impose reasonable conditions of attendance, where indicated under the circumstances.

The school follows the local public school district's age requirements for admission. In the case of children coming from different public school districts, the school administration determines the admission date. For example: a student who is six years old by September 1 is eligible for first grade. The age for admission to kindergarten should be one year less than that of the first grade. Pre K 3 and Pre K 4 must be the required age by September 1 of the current year. Children must be fully and independently toilet-trained. The necessary forms and certificates for admission are:

1. Birth certificate
2. Baptismal certificate
3. A certificate of immunization that must be updated and available for confirmation. (See, "Health" p. 47-51).

Registration Guidelines

Children are accepted into the school in the following preferential order:

1. Parish families with currently enrolled siblings in our school
2. Families new to our school
 - a.) Students transferring from other Catholic schools
 - b.) Families new to our school residing in our parish
3. Other families (non-parishioner) with siblings currently registered in our school
4. Families residing out of our parish

- a. Catholic students coming from a parish without a school
- b. Catholic students coming from a parish that has closed its school enrollment
- c. Catholic students coming from another parish school for other reasons
- d. Non-Catholic students

Registration

Families who are new to our school, or returning to our school, need to begin the registration process by completing the online Registration Application. Secondly, the families must register through BlackBaud to arrange for tuition payment. This web site is posted on the school web page. Tuition fees are usually published on the school web page by March. All financial obligations must be current before re-registration can be processed. Families new to the school will be sent a Welcome Packet with forms that need to be completed in order to finalize the registration process. Registration will be complete when the first tuition installment is received. All tuition bills are sent from BlackBaud, and payments can be made there as well.

ADMISSION OF NON-CATHOLICS

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of Faith. Our school offers a complete Catholic religious education program, and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

1. The permission of the Pastor is obtained.
2. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
3. The parent(s)/guardian(s) agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program.

4. The parent(s)/guardian(s) commit themselves, in writing, to accept and to promote the philosophy, goals, objectives and regulations of our school.
5. The parent(s)/guardian(s) agree in writing to assume responsibility for all financial obligations.



ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

- a.) **Absences** – the policies regarding this area are as follows:
- i. If your child is going to be absent or arrive late, you are required to call the school. Please leave a message on voice mail. Please **DO NOT** send an email. The number to call to report absences or lateness is (610) 399-8400. **Please call by 8:15 AM.**
 - ii. If your child's name appears on an attendance report from the homeroom teacher, and you have not phoned in to let us know, please expect a call from the school to verify the absence, or check on your child's whereabouts. Please help us in this endeavor by calling the school. Your child's safety and welfare are of great importance to us.
 - iii. A student who has been absent from school, even for one day, is required to present a written note to his/her homeroom teacher.
 - iv. Please present a doctor's certificate if absence is sickness related and is **three** days or longer.
 - v. Any child who stays home without his/her parent's/guardian's knowledge is subject to suspension. Any child who leaves school without permission is liable to suspension.
 - vi. In the case of illness, during a school day, a school official will contact the parents or adult, whose name has been submitted to the office with an emergency phone number.
 - vii. St. Maximilian Kolbe School will follow the recommendations set forth by the Chester County Health Department/West Chester Area School District regarding all decisions related to COVID19 illnesses.

b.) Lateness

A student who arrives late for school must:

- Report to the school office and sign in at the front desk.
- Present the admission slip to the teacher in the class.

Consistent unexcused lateness will be considered parental neglect, which will be reported to the local school district for further investigation. Lateness impacts on a perfect attendance record and constitutes a serious infraction. **Students who are consistently late for school lose valuable classroom time. They begin the day at a disadvantage because of the late arrival.**

c.) General Supervision of School Grounds

The school grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parent(s)/guardian(s) are responsible for ensuring that they, and their children, are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

d.) Arrivals

Students should arrive between 7:45AM and 7:55AM. Please do not bring children before 7:45AM unless arranged with a teacher. Students will enter the building through designated doors where they will be met by a teacher. Carline is open from 7:45-8:00 AM.

Early Dismissal – Individual Students

We discourage early dismissals for trips, activities, and other appointments. However, there are times when you need your child to have an early dismissal. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. **Parents must report to the school office first to sign out the child.**

e.) Emergency Closings (including inclement weather)

If we need to close school, the My Students Progress Automated Broadcast System will contact you regarding the nature of the emergency and closing information. We also communicate this information via our school app as soon as possible.

If school is on a two-hour delay, there will be no Kindergarten or Pre-School half-day classes.

Parent/Guardian Information on FACTS Parent Alert System

It is the responsibility of the parent or guardian of each student to verify and maintain the personal and contact information on FACTS Parent Alert System. It is important that this information is accurate and kept updated by the parent(s)/guardian(s) so that the school can contact the parent(s)/guardian(s) in the event of an emergency. If your address, email, home, cell or work phone number would change during the year, please update the information on FACTS.

h.) Verbal Messages

Please do not call school with a message for dismissal changes, unless there is a family emergency. Please make all plans for after school activities at home, so that children know where to go before they leave home in the morning. **If the plans are not the usual routine, please send in a note with your child, to be handed to the homeroom teacher, to indicate the changes. Without this communication, the student will be dismissed as per usual.**

i.) Vacation Policy

The planning of family vacations is strongly discouraged during the school year. Please inform the classroom teacher, in writing, of the dates your child/ren will be out of school. If the family chooses to schedule vacation time during school, students are required to make up all work when they return to school. Students who vacation during the annual standardized Terra Nova testing will not be able to make up the tests. This could impact high school placement and eligibility for the Honors Math Program. The dates for the Terra Nova testing are: **March 1-8, 2024**

BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean, and free from inappropriate material. Books, copybooks, and materials should be properly identified with a child's name, school, address and room number.

All lost or damaged books must be paid for in full by the student and parent(s)/guardian(s). A charge will be made at the rate at which the books were purchased by the school.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. **Please write your child's name on school sweaters, jackets, gym clothing and school bags.** Permanent markers, such as *Sharpies*, work well to identify items. Parents are welcome to visit the Lost and Found located in the Multi-Purpose Room.

CELLULAR TELEPHONES/ HANDHELD ELECTRONIC GAMES

Cell phones and Smartphones are not to be used at *any time during the school day*. Any student who is texting, videoing, photographing any persons, items, or activities and events using a personal phone or school device will be subject to disciplinary actions. In an effort to avoid problems with personal phones, St. Maximilian Kolbe School has devised a procedure for students to follow. Each morning, when students pick up their Chromebooks they must store their **turned off** phone to their individual slot in the technology cart. Due to technology differences in individual phones, we will not be charging phones in the cart. The cart will be locked. At the end of the day, the students will return their Chromebooks and retrieve their phone from their individual slot.

COMMUNICATIONS/STUDENT RECORDS/RELEASE

A.) Legal Custody Issues

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel make effective decisions when the need arises. Custodial parents are likewise asked to provide the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student.

B.) Conferences

We schedule Parent-teacher conferences midway through the first trimester for grades Kindergarten through eight.

Students in grades five through eight are required to attend the conference. We ask each teacher, student and parent to meet for this conference. Arrangements for parent-teacher conferences, at other times, can be made in writing to suit the convenience of both parties, whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority – the teacher, the principal, or the pastor. Parents with concerns should always conference with the teacher before conferencing with the principal. We schedule two conferences a year for the Pre-Kindergarten children.

Teachers may not be interrupted during the school day: lunches, messages, forgotten books, sports uniforms, projects, etc, should be left at the office with the child's name and room number. The teacher/student will pick up the item/message at lunch time.

C.) Family Communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include but are not limited to: this handbook, the school website, emails to parents, notifications on the St. Max App, St. Max social media, parent-teacher conferences, Home and School meetings, FACTS and report cards.

Parents are asked to check book bags, FACTS and App for communications. Any communications, forms, money, etc., that are brought to school should be in a clearly marked envelope with the student name, homeroom and the purpose/contents of the envelope. The envelopes will be forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

D.) Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

E.) Release of a Child

A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school, should provide the school with a current copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file.

DRESS CODE

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

Any student not in compliance with the dress code will receive a demerit.

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

At St. Maximilian Kolbe School, there are two uniforms for students K – 8, the formal uniform and the informal uniform. The formal uniform is mandatory. The informal uniform is optional. The pieces of the uniforms are interchangeable; (ie. you may wear the golf shirt with the jumper, kilt or pants. However, you may only wear the gym uniform shorts, shirt, or pants on your assigned gym day. The gym sweatshirt **can** be worn over golf shirts, or uniform blouses.

a.) Hair Styles

Student's hair is to be neat and clean, and groomed conservatively with no extreme or fad styles. Students are expected to come to school in a state of cleanliness.

b.) Jewelry

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

c.) Out of Uniform

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

d.) Nails/Grooming

Students may not wear make-up or nail polish to school. Those students who need to use medicated powder for facial care, should inform the teacher via a note. Make-up includes foundation, eye shadow, eye liner, mascara, lipstick, lip gloss. During winter months, please use clear lip balm.

e.) **Socks**

Students are to wear socks appropriately. Do not send students to school with low cut ankle, sports socks. These sports socks are not part of the school uniform.

Girls Winter Uniform:

Grades K to 5	Grades 6 to 8
School plaid jumper worn no shorter than 2 inches above the top of the knee	School plaid skort with front and back panel worn no shorter than 2 inches above the top of the knee
Peter Pan collar on white blouse (long or short sleeves)	White oxford shirt or navy golf shirt with school name
Red cardigan with school name or blue gym sweatshirt with school name as weather permits	Red crew neck sweater with school name or blue gym sweatshirt with school name
Navy knee highs, tights or crew socks worn properly (no ankle or low cut sports socks)	Navy knee highs, tights or crew socks worn properly (no ankle or low cut sports socks)
Tan Bucks or Tan Leather Sperry type Deck Shoes	Tan Bucks or Tan Leather Sperry type Deck Shoes

Boys Winter Uniform:

Grades K to 8
Khaki dress pants worn with a belt
White oxford shirt with power stripe school tie OR navy golf shirt with school name
Navy crew neck sweater with school name OR gym sweatshirt with school name
Navy crew socks worn properly (no ankle or low cut sports socks)
Tan Bucks or Tan Leather Sperry type Deck Shoes

Girls Summer Uniform:

Grades K to 5	Grades 6 to 8
Khaki Bermuda length shorts with cuff, with a belt OR Khaki skort	Khaki skort with panel in front and back worn at Bermuda short length

Peter Pan collar on white blouse (long or short sleeves) OR navy golf shirt with school name	Navy golf shirt with school name
Navy knee highs, tights or crew socks worn properly (no ankle or low cut sports socks)	Navy knee highs, tights or crew socks worn properly (no ankle or low cut sports socks)
Tan Bucks or Tan Leather Sperry type Deck Shoes	Tan Bucks or Tan Leather Sperry type Deck Shoes

Boys Summer Uniform:

Grades K to 8
Khaki dress pants worn with a belt OR Khaki Bermuda length shorts worn with a belt
Navy golf shirt with school name
Navy crew socks worn properly (no ankle or low cut sports socks)
Tan Bucks or Tan Leather Sperry type Deck Shoes

***No tennis shoes or running shoes. Tennis shoes and running shoes are ONLY to be worn on the day the student has their scheduled gym class.**

If you choose to purchase pants from a store other than Flynn and O'Hara, they must look exactly like the chosen uniform. They may not be worn low on the hip, baggy, or bunched at the ankle.

Gym Uniform

The gym uniform, worn by students in grades K – 8, consists of navy shorts and a navy tee shirt with school name and navy sweats with the school name. This regulation uniform should be purchased from Flynn and O'Hara Uniform Store. **** Optional Track Gym suit may be purchased through Flynn and O'Hara. This is not mandatory for the 2023-24 school year.**** White socks or black athletic socks and sneakers are worn with the gym uniform. Please be sure that all gym shorts are the correct size. Gym shorts may **not** be rolled at the waist in order to make them shorter in length.

Students in Pre-Kindergarten wear comfortable play clothes or the school gym uniform.

FIELD TRIPS/CLASS TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that the school deems to be high risk. Each student's parent(s)/guardian(s) must provide written permission for each trip for the student to participate. A field trip parent consent form must be signed by the parent(s)/guardian(s) and the student, on the form provided below.

FIELD TRIP PERMISSION FORM

(I)/(We) as parent(s) or legal guardian(s) of _____
(Student's name)

give permission for (my)/(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 (my)/(our) child's participation, (I)/(we) and (my)/(our) child agree and understand that we assume the risks inherent in the field trip, and with full knowledge of the risks, we agree to release and hold harmless **ST. MAXIMILIAN KOLBE SCHOOL, ST. MAXIMILIAN KOLBE PARISH, AND THE ARCHDIOCESE OF PHILADELPHIA AND THEIR EMPLOYEES AND REPRESENTATIVES**, from claims arising or related to (my)/(our) child's participation.

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

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

Insurance _____

Group # _____

I.D.# _____

Student's Signature

Date

Parent(s)/Guardian(s) Signature

Date

N.B. Each student **MUST** return the signed permission form before being permitted to participate on the field trip.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate. If a parent/guardian does not wish a child to attend the trip for any reason, he/she should notify the school. The child must attend school on the day of the trip or be marked absent.

CLASS TRIP POLICY

If a student has a serious medical condition or requires medication, a parent, or someone designated by the parent, **must** accompany the student on a class trip. The parent, or person designated, will assume responsibility for the care of that student. **No medication will be administered by a teacher.** If these arrangements cannot be met the student may not attend the field trip but should report to school and will be assigned to another classroom for that day.

Any parent who wishes to be a chaperone on a class field trip must be in compliance with the Safe Environment Clearances. Referring to the Safe Environment page on our web site, at minimum Numbers 1, 2 and 3 must be complete and current in order to attend a field trip as a chaperone. If you have any questions about your clearances, please call the office at 610-399-8400 and speak to Mrs. Suzanne Truitt.

GYM

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another, or which reflects poor sportsmanship, will be dealt with in a manner considered appropriate by the instructor and/or the principal.

For information regarding the gym uniform, please see **Gym Uniforms**, under **“Dress Code” p. 31.**

HEALTH

1. Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering St. Maximilian Kolbe School present documented proof of required immunizations. Please see the website school.stmax.org under “Registration” then chose the Health Forms tab for the required immunizations.

2. Nurse

A nurse is provided by the public school district according to the school’s enrollment, on days selected by the public school district.

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid, in accidents or illness, until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the state-mandated program. New physical and dental examination and vaccine guidelines have been issued by the Pennsylvania Department of Health for all students effective August 2017. Please check the WCASD or the St. Max website for more specific information related to these new guidelines. **All immunizations must be completed within 5 days from entry into school.** Please check with your health care provider to submit the below mandated information. We always suggest that you keep a copy for your own records as well.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student and are confidential. Please be sure that we have an up-to-date emergency number, including cell phones, on file in case of an emergency during the school day involving your child.

3. Accident/Illness at School

Accidents or unusual illness occurring at school are reported immediately to the principal and main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

4. Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician’s directions. In those rare instances where the medication **must**

be given during the school day, it should be taken by the student in the presence of the school nurse or her delegate. Medication must be in the original container, from the drug store, accompanied by a written prescription from the doctor, along with a note from the parent/guardian. No student, at any time, may have medication, of any kind, in his or her possession, as all medications should be kept in the Nurse's office.

Parent(s)/guardian(s) are required to sign the following medication authorization form, which is available from the school, if the student must take medication at the school.

Policy No.: S 328.1

P/P **Sample Medication Form**
Authorization for Medication

Page No.: 1 of 1

Date: September, 2000

Name of Student _____ Date of Birth _____ Grade _____

School _____ Fax # _____ Ph. # _____

Medication Treatment Plan
To be completed by Physician

Diagnosis: _____ Medication, Dosage,
Specific Times and Direction for Administration:

(Please write each medication, dosage, frequency and time separately)

NOTE: Medication must be supplied in the original prescription container. Ask pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.

Side Effects/Special Instructions: _____

Note to Physicians: Please complete the treatment plan on the back of this form for students who require any special procedures during school hours; i.e., inhalers, nebulizer treatments, catheterization, suctioning, tube feedings, glucose testing, etc.

(Printed Name or Stamp of Physician)

(Physician's Signature)

(Date)

(Physician's Phone Number)

Physician's Fax Number

Parental Permission
To be completed by Parent(s)/Guardian(s)

I grant the administrator or his/her designee the permission to assist in the administration of each prescribed medication/procedure to be provided during the school day.

(Signature of Parent(s)/Guardian(s))

(Date)

(Home Phone Number)

(Work Phone Number)

Prescription, and non-prescription, over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

Students requiring medical attention must report to the nurse. No medications should be placed in lunch boxes or school bags for students to self-administer.

ST. MAXIMILIAN KOLBE SCHOOL FOLLOWS THE WEST CHESTER AREA SCHOOL DISTRICT'S PROCEDURE FOR EXCLUSION/RE-ADMISSION OF STUDENTS WITH LICE INFESTATION

The REGULATIONS OF COMMUNICABLE AND NONCOMMUNICABLE DISEASES issued by the Pennsylvania Dept. of Health states, "A student may return to school after he/she is judged **noninfectious** by the school nurse or the student's Health Care Provider."

Because there is no criteria in the above statement that defines the term noninfectious, the following guidelines have been developed:

EXCLUSION FROM SCHOOL

1. When nits are seen on the hair initially and there is no history of treatment, the student shall be excluded as soon as possible.
2. The parents/guardians shall be instructed to call the Health Care Provider and/or purchase a nonprescription medication for the treatment of lice. The student shall be treated with the medication according to directions before being readmitted to the school setting. A second treatment shall be administered 7-10 days from the initial treatment according to medication directions.
3. A Parent/Guardian Letter About Lice (M-34) shall accompany the student home, explaining the treatment procedure to the parents/guardians and the readmission requirements following treatment.

RE-ADMISSION

1. The student shall be readmitted to school the morning after the first treatment and removal of **all** nits. The parent/guardian shall provide proof of treatment (shampoo bottle, label of product used, etc.) and/or a Health Care Provider's note stating that satisfactory treatment has been performed.
2. The school nurse will check the head(s) of each returning student(s). Returning students **must** be nit free.

RECHECK

1. The school nurse will recheck the head(s) of each affected student(s) 7-10 days after initial treatment.

C-22

REV. 7/95, 12/96

CHECKING OTHER STUDENTS

- a. Siblings of infected students attending St. Maximilian Kolbe School will be checked. It is the parents' responsibility to contact family/friends who may have been in contact with the child.

INFORMING OTHER PARENTS – The nursing staff will abide by all HIPPA regulations

1. When two cases of lice/nits have been found in a class within a few days time, an M-34A letter will be sent home to all students in that class.
2. If lice or nits continue to be present,
 - a- The M-34A letter will then be sent home to other classes in that grade.
 - b- The M-34B letter can be sent home to initial class, at that time.

We request that the parents of a child with lice infestation communicate that information to the school nurse. Privacy and confidentiality for the family will be held in the highest regard. It is unfortunate if other parents or students expose a lice infestation situation. Confidentiality in the Health Office is a priority and the nurse will communicate with families on a right-to-know basis.

LIBRARY

The school library is staffed by a librarian, and is available to the students during the school day. Books may be taken out once a week. Damage, or loss of books, will result in the parent(s)/guardian(s) being responsible for the replacement cost of the book. Appropriate conduct is expected at all time in the library.

LUNCH AND SNACKS

Students will have time for morning snack in the classroom at their teacher's discretion. Please pack appropriate, healthy snacks for your children.

For the 2022-2023 academic year, lunch will be delivered via Yay Lunch! on Mondays, Wednesdays, Thursdays and Fridays. Menus and ordering information and instructions can be found at www.yaylunch.com. All orders must be placed no later than noon on Sunday for the following week. Please contact Yay Lunch! directly with concerns regarding orders and menu selections.

Pizza will be available for lunch on most Tuesdays. Please check your email weekly for ordering instructions.

Please include napkins/paper towels and any utensils the students may need for their lunch and/or snack. There may not be access to a supply of those should the students not have them.

PHOTO POLICY

Your child's image and or work 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 communications
- Local newspaper, school brochures or printed materials
- Your child may participate in **supervised interviews** with the news media concerning events related to our school and its programs.

Your child's safety and security are our number one priority. The Responsible Use Policy for Technology is outlined on pages 27-34 and is posted on our website: school.stmax.org. **All parents and students are required to sign the Responsible Use Policy and a copy is kept on file. If you do not want your child's name, image or work used on any of the list above, please notify the Miss Shope in writing via email no later than Friday, September 22nd 2023.**

Thank you.

SAFETY

1.) Fire Drills

Fire drills are conducted on a regular basis. The students are instructed to leave the building quickly and in silence when the alarm rings, according to directions posted in each area. Failure to cooperate is considered a serious matter.

i. Regulations

The following regulations have been established to ensure the safety of our students and must be adhered to by all.

- ❖ Running is not permitted at any time within the school building, or in moving from one place to another on the school premises.
- ❖ Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- ❖ No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors.
- ❖ All visitors, and volunteers, must report to the school office.

ST. MAXIMILIAN KOLBE CLEARANCE PROCEDURES

Required Background Checks for All School/Parish Volunteers:

1. **PA Department of Public Welfare Child Abuse Clearance:** Can be obtained online at <https://www.compass.state.pa.us/CWIS>. Individuals should go to the website and create an account. Once an account is created and an application is made online, applicants will have immediate access to the results or the status of their results if they could be processed immediately. Applicants must be sure to complete the application fully – past addresses and past household members including parents and siblings since 1975. Applicants will be able to save and forward results via email. Effective July 25, 2015 there will be no fee for volunteers working with children. **Renewal is required every 5 years.**
2. **PA State Police Criminal Record Check:** Can be obtained by the office online with results available within a few minutes. Personal Information can be given to the office to obtain this clearance. Effective July 25, 2015 there will be no fee for volunteers working with children. **Renewal is required every 5 years.**
3. **Federal Criminal Background Check (FBI Fingerprint):** A Federal Background Check is required for all volunteers who do not live in PA or have lived outside of PA **during the past 10 years.** Information is available online at <https://uenroll.identogo.com/>. When you register on that site, there is a “Locations Services” drop down to find the vendor that is most convenient for your use. **Use code 1KG6Y3 for volunteers.** For those living in PA for 10 continuous years, a **Disclosure Form** must be signed and kept in our files. **Renewal (of FBI check or Disclosure Form) is required every 5 years.**

****Numbers 1, 2, 3, MUST BE COMPLETE before you can begin to volunteer.****

4. **Safe Environment Training – “Protecting God’s Children”:** Attendance of this class must be completed within 90 days of the start of service. To view a list of dates and locations **and to register for a training class,** please go to <http://www.virtus.org>. After completion, please submit to the office the 5”x8” copy of your “Standards for Ministerial Behavior” and “Technology Addendum” form received at the training site. This is a one-time training session. If you had completed the Virtus Safe Environment Training, “Protecting God’s Children”, prior to July 1, 2011, you must complete the online training session regarding the use of Technology.

The Technology Addendum can be accessed online at <http://childyouthprotection.org/index.php/staff-volunteers/required-training>

5. **Mandated Reporter Training:** Please go to <https://learning.childyouthprotection.org/login/index.php> to register and complete this online training. The training is presented in three modules, which in total will take approximately one hour. Please download a copy of your certificate of completion and forward to struitt@stmax.org for school volunteers and saintmax@comcast.net for parish volunteers. This is a one-time training session. In addition, a Mandated Reporter Acknowledgement Form (since 12-2014) **MUST** be signed and on file for all volunteers.

6. **Coaches Orientation Session:** All Coaches of CYO sanctioned sports must also attend a Coaches Orientation Session which is hosted at various times during the year. Visit the parish website at www.stmax.org click on Ministries/CYO and click on the links for detailed information. A copy of the certificate from the Orientation Session must be turned into the Rectory Office. CYO Coaches, heads and assistants, must do this during their first year of coaching. This is a one-time training session.

Important: If an employee/volunteer is arrested or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, he/she must provide St. Maximilian Kolbe Parish written notice no later than 72 hours after the arrest, conviction or notification. Failure to disclose this information is a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

Please note: If you have any of these clearances from an Archdiocesan entity and the clearances are less than three years old, please bring the original to the office and we will make copies for our records. Additional information is available at www.childyouthprotection.org by clicking on the link – Victims Assistance and Safe Environment. Please be in touch with the School Office (610-399-8400) or Parish Office (610-399-6936) if you have any questions regarding any of these training sessions. Thank you in advance for your cooperation and support of St. Maximilian Kolbe Parish.

Updated August 29, 2021

SMOKING

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

SPECIAL SCHOOL DAYS

These are dress-down days sponsored periodically by the Student Council or Home and School Association. A donation is often requested. The money collected is used for charity, good works, or another school activity.

STATIONERY

Stationery lists are given at the end of the school year for the following fall. Parents may purchase the items at any local store. Additional stationery items are purchased by the school and distributed to the children on the first day of school. A stationery bill is sent home for those items.

TELEPHONE – SCHOOL OFFICE

The telephone, in the school office, is for business only. A student may use the phone only in the case of an emergency, with the permission of the principal. **Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.** Please do not request that a child phone home for any reason.

If a child is detained at school for any reason, without prior notification, permission will be granted to use the phone. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher. Such messages should be in the case of an emergency.

TRANSFER OF STUDENTS

If a student is transferring to another school, parent(s)/guardian(s) are requested to communicate to the school principal in writing. Parents will need to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish. School records will be forwarded to the child's new school upon request from that school.

TRANSPORTATION

Local school districts provide transportation to our school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes will not be made over the phone.

A.) Bus

Local public school districts provide bus transportation for students who reside at a distance greater than one mile from the school.

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Students, who cannot behave appropriately on a bus, will receive a Conduct Referral Form from the bus driver. Parent(s)/guardian(s), and the school principal, are required to sign and return the form to the school district. Bus drivers are responsible to transport students to and from school safely. Children must ride the bus assigned to them by the school district. Please do not request permission, written or verbal, from the principal for a student to go home with a friend on another bus. The school is not in a position to grant such a request.

B.) Car Pick-Up

Parents who pick up students come in to school using E. Pleasant Grove Road. Line up in the back of the school building. Teachers are assigned to oversee the safe dismissal for car riders.

TUITION

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parent(s)/guardian(s) of the children enrolled here.

The Parish Finance Council, business manager, and the pastor of the parish determine tuition for each school year. The school also may impose fees for other items, such as extracurricular activities, field trips, and books. This information is communicated to the parent(s)/guardian(s) through the Weekly Wire.

Saint Maximilian Kolbe School has an obligation to meet our fiscal responsibilities. To that end it is critical that all tuition commitments be paid.

Tuition must be up to date to participate in extracurricular activities and field trips. Access to FACTS, the online grade book system, as well as printed report cards, transcripts, and letters of recommendation will be withheld until all tuition commitments are met.

It is not the responsibility of the faculty or principal to discuss private financial matters with children. To avoid a potentially confusing and embarrassing situation, please have this sensitive conversation with your child in the privacy of your home.

In all cases, if you have tuition payment issues, contact Blackbaud and Susan Barbella, the Parish Business Manager (610-399-6936) to discuss payment plans with her.

VISITORS

All visitors must immediately report to the school office after entering the building. First time visitors over the age of 18 must present state issued photo identification that will be scanned by the office staff, and check in for their visit. All visitors are required to check out at the office before leaving the building.

VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. All volunteers must have their clearances on file in the office, and must check in at the office upon arrival at school. Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. All volunteers must follow the clearance procedures listed on p. 58-59 "Safe Environment".

AUXILIARY SERVICES

State Funded Programs

Act 89

Chester County Intermediate Unit Non-Public School Services Division

The Intermediate Unit coordinates our largest state-funded program, Act 89, which provides remedial reading, remedial math, guidance and counseling services, speech, and psychological services to non-public schools. These services are provided to all students who have a need in any of these areas.

CCIU STAFF

Math Specialist:	Ms. Helene Catrambone
Reading Specialist:	Ms. Patti Tulski
Speech/Language Specialist:	Miss Erika Keller
Counselor:	Mrs. Amy Musumici

Act 195/90

These two acts offer funding for textbooks, workbooks and instructional materials. Act 195 is for the purchase of textbooks, while Act 90 is for the purchase of instructional materials. Each school receives an allotment depending on enrollment from grades K through 8.

HOME AND SCHOOL ASSOCIATION

The Home and School Association has set as its objective the advancement of Catholic education, and the welfare of all of the school's children. It strives to enhance the parents'/guardians' and teachers' role in education by increasing their mutual understanding of the children, and by providing opportunities for parents/guardians and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted HSA@stmax.org. The Home and School Association has always, and continues to play, an important role in raising funds to support school programs, equipment, renovations, and educational materials.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2022

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.

RESPONSIBILITIES OF USER

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

In the Archdiocese of Philadelphia (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.

Electronic and Mobile Devices, Cell phone/Wearable technology: Users must adhere to local school policy that may further define uses of mobile devices. Cell phones and Smartphones are not to be used at *any time during the school day*. Any student who is texting, videoing, photographing any persons, items, or activities and events using a personal phone or school device will be subject to disciplinary actions. In an effort to avoid problems with personal phones, St. Maximilian Kolbe School has devised a procedure for students to follow. Each morning, when students pick up their Chromebooks they must store their **turned off** phone to their individual slot in the technology cart. Due to technology differences in individual phones, we will not be charging phones in the cart. The cart will be locked. At the end of the day, the students will return their Chromebooks and retrieve their phone from their individual slot. 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, 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. St. Maximilian Kolbe School uses GoGuardian to monitor student activity. 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, and TikTok.

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

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

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.

Policy Violations

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

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Possible financial obligations for the repair or replacement of damaged school devices.

- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of

Philadelphia Student Internet Access Student

Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for educational, professional and authorized purposes only in adherence to AoP policies. When I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and St. Maximilian Kolbe 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 _____

Student Signature _____

Date _____

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. Maximilian Kolbe School 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. Maximilian Kolbe School

I hereby give my permission for my child to use the Internet and will not hold St. Maximilian Kolbe 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_____

Archdiocese of Philadelphia Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

In order to provide continuity of instruction during flexible instruction 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 Mrs. DeYoung at ldeyoung@stmax.org.

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:

****Please return this acknowledgement form to St. Maximilian Kolbe School***



Student Release and Waiver of Liability

Student Release and Waiver of Liability for the 2023-24 school year, St. Maximilian Kolbe School (“School”) has established rules and precautions to reduce the spread of COVID-19 and its variants (collectively, “COVID-19”) at School. Even with implementation of these rules and precautions, the School cannot guarantee that your child or anyone else, including family members, will not be exposed to or become infected with COVID-19. I acknowledge the contagious nature of COVID-19, and the inherent risks of exposure to those who may be infected with COVID-19 and that COVID-19 infections have been confirmed throughout the United States, including cases in the City of Philadelphia/County of _____, as well throughout the Commonwealth of Pennsylvania. I voluntarily assume the risk that I/my child/my household members may be exposed to or infected by COVID-19 as a result of or in connection with my child’s attendance at school and that such exposure or infection may result in personal injury, illness, permanent disability, and/or even death. I acknowledge that the CDC and state and local public health authorities continue to recommend social distancing, cloth face coverings, and other protective measures to prevent the spread of COVID-19, which may be updated at any time. I understand that the School has therefore put in place rules and precautions in order to mitigate the spread of COVID-19, which may be updated at any time. While acknowledging that these rules and precautions may or may not be effective in mitigating the spread of COVID-19, I/my child/my household members agree to comply with such rules and precautions which may include, but are not limited to, wearing a face covering, hand washing, hand sanitizing, and social distancing. I understand and acknowledge that the risk of I/my child/a household member becoming exposed to or infected by COVID-19 as a result of or in connection with my child’s attendance at school may result from the actions, omissions, or negligence of myself and others, including, but not limited to, clergy; school staff; volunteers; students; and other parish, school, or archdiocesan workers, including their families. I recognize that the School cannot limit all potential sources of COVID-19 infection and due to the nature of the infection, cannot guarantee that I/my child/a household member will not become infected with COVID-19. I understand that a school environment with young children could create challenges with social distancing such that social distancing among students and staff in a school setting may not always be possible. I acknowledge the foregoing risks notwithstanding the vaccination status of me/my child/household members. I acknowledge that, by sending my child to school, I am/my child/a household member is increasing risk of exposure to COVID-19. I voluntarily assume full responsibility for any and all risks of illness or injury associated with my/my child’s/my household members exposure to COVID-19. In consideration for providing my child the opportunity to attend school, both my child and I voluntarily agree to release and agree to hold School (and its associated parishes), the Archbishop of Philadelphia, and the Archdiocese of Philadelphia, and their respective clergy, employees and volunteers (collectively, the “Released Parties”) harmless from, and waive on behalf of myself/my child, my heirs, and any personal representatives, any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself/my child that may be caused by any act,

or failure to act of the Released Parties, or that may otherwise arise in any way, whether a COVID-19 infection occurs before, during, or after attendance at School or participation in School activities, to the fullest extent allowed by law. I understand that this release discharges the Released Parties from any liability or claim that I/my child, my heirs, or any personal representatives may have against Released Parties with respect to any bodily injury, illness, death, or medical treatment that may arise from, or in connection to, my child's attendance at school, whether a COVID-19 infection occurs before, during, or after attendance at School or participation in School activities. I certify and represent that I have the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of myself and the student named below. By acknowledgement and acceptance of the School's handbook (including any addenda thereto), I acknowledge that I have read this Student Release and Waiver of Liability and fully understand its terms.

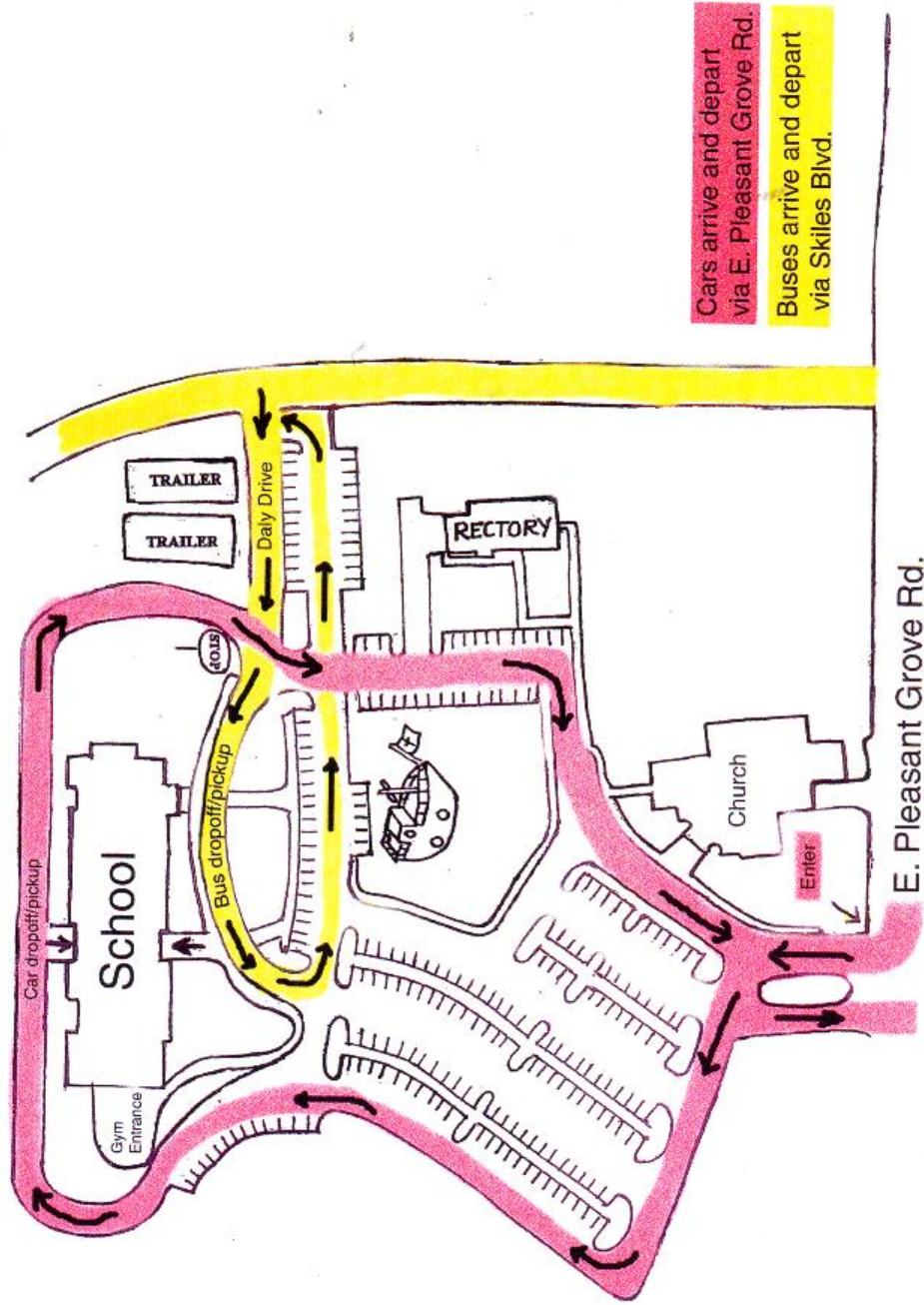
STUDENT NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

St Maximilian Kolbe School

Arrival and Dismissal Plan





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 and 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 achievement, 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/Guardian Signature

Date

Parent/Guardian Signature

Date



School Year 2023-2024

Please complete and submit this form no later than September 29, 2023. By submitting this form, you agree to all policies and procedures of St. Maximilian Kolbe School as outlined in this book. Failure to check an acknowledgement does not imply objection to the policy.

_____ **I have read and acknowledge the Student-Parent Handbook for 2023-24.**

_____ **I acknowledge and accept the Cell Phone policy of St. Maximilian Kolbe School.**

_____ **I acknowledge and accept the Responsible Use of Technology Policy as written by the Archdiocese of Philadelphia.**

_____ **I have read and acknowledge the Virtual Classroom Parent/Guardian Acknowledgement Form as outlined by the Archdiocese of Philadelphia.**

_____ **I acknowledge and accept the Philadelphia Archdiocesan Catholic School Student Pledge for iPad Use.**

_____ **I have acknowledge and accept the Field Trip/Class Trip Policy of St. Maximilian Kolbe School.**

_____ **I have read and acknowledge the Photo Policy of St. Maximilian Kolbe School.**

_____ **I have read and acknowledge the Student Release, Waiver of Liability, and Indemnity set forth by the Archdiocese of Philadelphia.**

_____ **I have read and acknowledge the Memorandum of Understanding.**

Family Name _____

Please Print

Parent Signature

Date