

St. Dorothy School



AN EDUCATIONAL JOURNEY
GIVING WITNESS TO CHRIST

Parent - Student Handbook

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Mission Statement

St. Dorothy Roman Catholic School offers students in Pre-Kindergarten through Eighth grades a vibrant, challenging academic curriculum deeply rooted in Catholic faith and values. In cooperation with families, we prepare students to be moral, creative and independently confident citizens equipped for the future.

The St. Dorothy School community of students, faculty, administration, parents and parishioners believe that:

- Catholic schools share in the mission of the Church and are called to develop the whole student by instilling Catholic identity and values with an understanding of the priority of service.
- The success of our efforts derives from collaboration among all the members of our community to educate our students and to develop their faith.
- Parents are the primary educators of their children and are called to be models of the Catholic faith.
- Catholic values must be integrated across the curriculum that inspires a joy for learning and an appreciation of the arts.
- To help them succeed in the 21st century, our students are taught to be life-long learners, to be leaders, and to be problem solvers as they confront change.
- While striving for academic excellence, we must also recognize and respond to individual learning styles and abilities.
- A supportive and challenging environment maintains the dignity of each student in keeping with our Catholic faith.
- We must build and sustain our community and convey to the students, through words and action, their obligation to fulfill their responsibilities as members of this community.

School History

St. Dorothy Parish School, located in a suburb of Philadelphia, was established on September 5, 1949, two years after Reverend Joseph Duross was appointed founding pastor of the new parish to serve the comparatively undeveloped areas of Drexel Hill, Havertown and Springfield.

Mother Marie Kathleen and Sister Charles Miriam, Sisters, Servants of the Immaculate Heart of Mary, commuted daily from Sacred Heart Convent in Manoa to teach the first pupils, using classroom space provided on the third floor of neighboring Saint Bernadette Parish School. On April 23, 1950, the 2 story school building was dedicated by Bishop Hugh Lamb and opened its doors in September to an enrollment of 234 elementary school children. In the summer of 1953 the third floor was added to the school.

In 1996, the Sisters, Servants of the Immaculate Heart of Mary left Saint Dorothy School and, in 1997, a Sister of Mercy became principal for one year. Mrs. Louise Sheehan was named principal of St. Dorothy School in July of 1997. As an Associate of Mercy, Mrs. Sheehan took a pledge to commit our school to the Works of Mercy. The influence of religious in the parish and school continues through the presence of the Sisters of Mercy. Sr. Thomasina still ministers as liturgist. With 19 years of dedicated service to the school, and having successfully sought the Middle States Accreditation of St. Dorothy School, Mrs. Sheehan retired with the class of 2017. St. Dorothy School welcomed Mrs. Karen Tomasetti as the new principal in the 2017-2018 school year.

St. Dorothy School currently operates out of three buildings. The three story brick building houses sixteen classrooms and administrative offices. The Gymnasium, located on the lower level of the main school, has a stage area that allows for the presentation of assemblies and drama productions.

The health room, a room for use by the Speech and Language Therapist, two Kindergarten classes, Art, Music, Library, Science Lab, Computer Lab, Remedial Reading Room, Advanced Math classroom, Religion Education Office and Cafeteria are located in the lower level of the Church. And, most recently, the renovated convent is home to our Pre-K 3 and Pre-K 4 classrooms.



Middle States Accreditation

St. Dorothy School has been accredited by the Middle States Association of Colleges and Schools Commission on Elementary and Secondary Schools (MSA CESS) through December 1, 2020. We also hold a membership with the National Catholic Educational Association.

<https://www.msa-cess.org/default.aspx?RelId=606553>

At its inception, accreditation responded to the public demand for improved quality and greater accountability for schools serving society's needs. The U.S. Department of Education describes approved accrediting organizations such as Middle States as a “reliable authority as to the quality of education.” Accreditation is an external, objective validation of school quality and student achievement that fosters continuous school improvement.

Profile of a Middle States-Accredited Institution:

- Adheres to the Middle States Standards for Accreditation;
- Uses its mission, beliefs and goals as the basis for daily decision-making;
- Operates in the public interest and in accordance with ethical practice;
- Accepts responsibility for the level of performance of its students;
- Remains committed to continuous improvement in student learning and to its capacity to produce the levels of learning desired and expected by its community;
- Operates in a collegial and collaborative way with all of its stakeholders;
- Sustains its focus on implementing recommendations, addressing monitoring issues and correcting stipulations that may be part of its notification of accreditation and
- Fulfills its maintenance requirements to the Commission.

Parental Commitment to a Catholic Faith Life

The decision to enroll children in St. Dorothy School entails several serious responsibilities beyond the significant financial investment families make in support of their children's education. The parents of our school children are expected to embrace the spiritual responsibility of modeling adult Catholic living by their commitment to regular and active participation in the sacramental life of the Church, to integrity and consistency in everyday moral decision-making, to a personal and family prayer life, and to a generous stewardship of time, talent and treasure in service of others, both within and outside our parish community.

Parents foster their children's faith development both by consistently encouraging their children to continue learning about the Catholic faith and by their own personal example of living the faith day to day. These two together form a strong foundation and support to the religious education and faith formation provided to children enrolled in St. Dorothy School. As the blessing of parents at the end of the Rite of Baptism proclaims: "May you, who are the first teachers of your children in the ways of the faith, also be the best of teachers, bearing example to the faith by all you say and do in Christ Jesus, our Lord".

Faculty and Administration

St. Dorothy faculty and staff are devoted, trained educators, several of whom have continued to hone their skills by obtaining graduate degrees and additional certifications. Our Administration and full time staff hold a minimum of a Bachelor degree, twelve Master's degrees and thirty four certifications in educational areas of Reading Specialist, Social Studies, English Opera/Theater and Special Education. This devoted staff recognizes relationship building as the foundation for academic success. They assure an environment that supports a faith filled experience as well as the social/emotional and academic needs of their students.



Admissions

St. Dorothy School exists to educate the students of the St. Dorothy Parish community in their Catholic faith and academics. In its acceptance policy we are open to students from other parishes with the proper permissions and then students outside our parishes thereafter. Students of any race, color, national or ethnic origin are accepted to all of the rights, privileges, programs, and activities generally accorded. The school does not discriminate on the basis of 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.

Admission Age

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

- Pre-School (3) is 3 years
- Pre-Kindergarten (4) is 4 years
 - Pre School Students (3 and 4) **must be independently able to use the restroom** which includes undressing, cleaning, and redressing themselves by the start of school. Teachers and Aids Cannot assist students. St. Dorothy School is not a licensed daycare, therefore not able to assist students in the restroom.
- Kindergarten is 5 years
- First grade is 6 years

Registration

Each current family only needs to complete an intent to return form annually. Dates for reenrollment are published in our Home and School communications. New families who would like to register should contact Claire McLain, our advancement director, at cmclain@stdots.com All information can also be found on our website, under admissions, for your convenience.

Tuition

St. Dorothy uses FACTS Tuition services for all tuition payment plans. The FACTS tuition information is shared at the time of registration. Once your child is accepted you may choose your payment plan according to the options provided and begin your registration. Any questions about FACTS should be handled directly with them.

Handbook Policies acceptance

The policies and procedures of the school are regarded as a contract between school and parents/guardians. The school may change any of its policies and procedures and/or apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the principal.

To attend St. Dorothy School, students and parents must accept and abide by the school's policies and procedures and sign the necessary forms.

Attendance and Schedule

- Grades K-8 School hours are 8:00 AM – 2:45 PM.
- Pre School and Pre-K hours are 8:00 AM -11:30AM or 2:45 PM
- On half days of school all PreK will dismiss at 11:45 AM

Doors open for grades K-8 at 7:45 AM, for their safety no student should arrive before 7:45 AM and be left outside. Any student needing to be dropped before 7:45 AM may enroll in **CARES**. CARES begins at 7:00 AM. Any student entering after 8:00 AM will be marked late and need a parent to walk them to the main door and sign them in. If there is no adult a parent/guardian will be called back to sign the student in. Our paperwork must have signatures. Any child still in the school after 3:00 will be sent to CARES and billed for the time there.

Pre-School doors open at 7:45 AM and any student arriving after 8:00 AM must be signed in late at the main office.

Parents please observe the traffic pattern in order to provide an orderly morning routine:

- Cars dropping off in the car lane, close to the building, may exit left onto Burmont Rd. or turn right to proceed to the back of the lot for the Pre School drop off line.
- Parked cars leaving the lot from the **parked positions must exit right out onto Township Line Rd.** They may not leave Burmont Rd.

Lateness/ Early Dismissal

Irregular attendance and lateness interfere with a student's academic progress. It is important that students are present and punctual each day. Punctuality is of prime importance. Children who are consistently late for school disrupt the class schedule and atmosphere, and often begin their day in a harried, disorganized manner. In addition, they are not learning to act responsibly. Any child not adhering to the PA state law for school attendance may receive a notice from the Principal or Vice Principal

For any child needing to leave early, parents should email the teacher and Mrs. Gordon by 12 noon jgordon@stdots.com . To avoid interfering with the instructional time for all students we will not be calling students to the office over the speaker. Please make sure your child knows they are leaving and they tell a teacher of the class they will be dismissing from if not their homeroom teacher. All early dismissals need to take place before 2:30 PM in order to allow for a calm and routine dismissal and prayers. **No early dismissals will be permitted after 2:30.** Please try to schedule appointments on days off or after school hours.



Absences

If your child is absent, please call the school before 8:30 a.m. Leave a message that includes your child's name, grade, homeroom and reason for absence. If your child is not in school, and we have not heard from you, a call will be made to verify the absence. Upon the child's return to school, an absence note or email, which is required by state law, must be given to the homeroom teacher. The note should include the dates of and reason for the absence. If the child is absent for more than three consecutive days, a doctor's note is required upon the child's return. If we do not receive a note explaining the child's absence, he/she may be considered unexcused or truant and necessary steps could be taken with the school district or Children and Youth services. Any child who is sick may not return to school until he/she is fever and/or vomit free for 24 hours with no medications. This includes if they are sent home from school. Please do not send your child back before this period. They will need to be sent home again.

Family or vacation trips should not be scheduled during the school year. We do our best to schedule days off where you can plan long weekends with your families. We thank you for taking these dates, and making your plans accordingly. When a child is absent for an extended period of time the teacher will not be responsible for having work ready prior to the leave or to re teach upon your child's return to class. The students will be responsible to make up all work and take all assessments immediately upon their return. iReady and Benchmark Performance dates are blackout dates for any planned absences. They will not be made up. Thank you for planning accordingly.

When students are absent or late for class, it is their responsibility to obtain homework and classwork missed. Regulations regarding this will be discussed in each homeroom early in the year. If, in an emergency, you must call the office or email the teachers for homework, please do so before 9:30 AM., so that the teacher has ample time to gather the student's work and books for pick-up after 1:30 PM., but before 2:30 PM. A student has a day to complete any missed assignments upon return after a sick day of school.

School Communication/Snow Day

If school news needs to be communicated for the sake of closing or early dismissal in bad weather, St. Dorothy Families will receive an FACTS alert call, text and email from Mrs. Tomasetti. This decision is based on the expected weather forecast and will be made if possible with time for your planning purposes. Please DO NOT call the school back when you miss a call. Please just wait a moment and listen to the recording, check your email or visit our website: www.saintdorothy.org . We need phone lines open to continue our communication with school districts for busing services and crossing guards. Virtual snow days may also be an option. Once a snow day is taken the decision to move to virtual will be communicated.

Academic Policies

Preparation for Class: Books/Homework/Lunch

Students are 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 result in tally marks and/or detention, and will ultimately affect students' effort grade on the report card. Completion of St. Dorothy curriculum is not an option. In order to remain a St. Dorothy student, students must complete the expected curriculum.

Students are **not permitted to call home** for any forgotten items, including lunch, homework or laptops. Being prepared at night is part of the homework preparation. Please do not deliver items to the school. Natural consequences are usually the best tool to change your child's procedure.

Laptops must be fully charged each night at home. This is a nightly homework assignment. Students are **not permitted** to charge their laptops in the classroom. A day without a laptop is a wasted day. Please create a routine that **fully charges** each night.

No outside lunches are permitted to be brought to school during the school day. We have a hot lunch service for your convenience therefore outside food is not an option. Any child forgetting a lunch will be given a pretzel or crackers for their lunch. Please keep water bottles to 20-24 oz. No exterior metal allowed.

Students are **not permitted back in the school** for any reason after they are dismissed and have left the buildings.

Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, 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 their copybooks as a drawing or scribbling pad. Spiral copybooks are not permitted as they can be dangerous when the spiral unwinds.

Assemblies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

Field Trips

These educational experiences are planned by the teacher to enhance students' academic development. Permission forms for the trip must be signed by the parent; if a child fails to return the signed form to school, he/she will not be permitted to attend. Any student whose behavior has been consistently uncooperative or disruptive may lose the privilege of participating in a field trip. In the event a student is not permitted on the field trip, he/she must come to school and complete work that has been assigned by the classroom teacher.

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. Procedures for graduation are determined by the Administration and 8th grade teachers.

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

Progress Reports

A summary of students' progress is available on line through FACTS, our student information communication system. This program allows parents to monitor their child/children's progress on a regular basis.

Conferences

Arrangements for parent-teacher conferences can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. Parent conferences are not to be conducted before school, after school or during CARES unless requested by the parent or by the teacher in advance. The time before school should be dedicated to teacher preparation. When requesting a conference, please state the nature of the concern, so that the teacher will 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, Vice Principal or the pastor. Due to confidentiality, please make an appointment to discuss your child's progress or any concerns that you may have. Stopping a teacher in the hall, lunch room, and recess yard or when he/she is with a class disrupts supervision.

Report Cards

Report cards are issued three times a year, in December, March, and June. Parents are asked to sign the report card and return it to school the following school day.

Standardized Testing

Our new testing option is i Ready. It will be administered at the beginning of each trimester. The data will show our child's progress throughout the year and allow teachers to adjust a learning outcome should it need reteaching based on the majority. Each year students in grades K-7 will take part. The results are communicated to parents and are utilized by the school and archdiocese for curriculum planning and Neumann scholars.

Class Participation

Students are expected to:

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

Homework Policies

Educational research has shown that homework is an essential ingredient to academic success. Homework is assigned so that concepts and material previously taught will be reinforced. Homework includes both written and study assignments. Students should work independently on homework assignments and projects. While this does not preclude parental help or interest, the assignment should not require undue parental assistance or supervision. Parents should not complete the student's assignment because this action deprives the student of an important educational experience, impresses the idea you believe they are not capable of completing what is expected and it teaches them to be dishonest.

Following are the time allotments for homework:

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

A structured, **scheduled homework** period is strongly recommended, and homework should always take precedence over other activities. The message should be that school is the number one priority. Homework is posted on the board and copied in class each day. Teachers also post homework on the website to support parents and students in planning. Any written homework each day overrides what is planned in advance and posted on the website. This is explained to students and parents in the beginning of the year.

Consistent failure to complete homework assignments will adversely affect the student's effort grade and ultimately assignment grade. Missing assignments will be communicated in our FACTS information system.

When students are **absent**, it is their responsibility to obtain homework and whatever else was missed. Regulations regarding this will be discussed in each homeroom early in the year. If, in an emergency, you must call the office or email the teachers for homework, do so before 9:30 a.m., so that the teacher has ample time to gather the student's work and books for pick-up after 1:30 p.m., but before 2:30 PM. A student has a day to complete any missed assignments upon return after a sick day of school.

The planning of family **vacations** during the academic school year is strongly discouraged. If there are special family circumstances, please contact the principal. Teachers are not expected to provide assignments in advance. All work, however, must be made up after the child returns to school. Students may access the teacher website for homework assignments or ask for the assignments upon their return. The student will have a week from date of return to make up the assignments, unless the trip was planned near the end of a trimester. It is the responsibility of the student to make up any schoolwork that has been missed during vacation. Any work not made up may affect the grade that the student receives in a particular subject area. Teachers cannot re-teach the material missed by vacations.

Conduct and Discipline Policies

The greatest thing one can do for his Heavenly Father is to be kind to some of his other children. (Henry Drummond)

The goal of our Discipline policy is always to redirect misbehavior. Changed behavior is the desired outcome with parent, teacher and student commitment. Classroom discipline is handled by the individual teachers. Sometimes there are consequences for students' failing to follow school policies and procedures. These minor infractions will be noted in FACTS and if accumulated may result in an after school detention or suspension.

As Catholic School educators we choose to share in the mission of the church to raise children up to know and love God and be kind to his earthly children. We recognize our mission in educating the whole child; spiritually, academically, socially and emotionally. We choose this profession to make a difference in the world. We join together with you, our families, in raising your children to be the best version of themselves that God has meant for them to be.

Minor infractions include: violation of dress code, failure to complete homework and/or assignments/projects, lateness, invading the privacy of another's desk, failure to return tests and/or have them signed, excessive talking or calling out, eating in class, or ignoring school rules, foul language or misbehavior in class, lunch/recess. Students who receive (-5) points will receive a detention. (Middle school grades)

Major infractions including, but not limited to disrespect of adults or other students, irreverence in church, foul language, cheating, lying, consistent minor infractions, defacing property, harassing or bullying, fighting including, aggressive or intentional hitting/pushing, stealing, forgery/plagiarism, and misuse of technology/cell phone may result in immediate suspension and referral to the discipline review board, Vice Principal or Principal.

Sometimes our efforts to redirect misbehaviors have not been met with the desired outcomes. Any major infractions or multiple minor infractions may result in a request from the Discipline Review Board or administration for dismissal from school. Students earning a major infraction or multiple minor infractions will result in a 2 or lower grade in Behavior on the report card. They should know this will then result in their inability to earn honors for that current trimester.

Cell phones/ Electronic Devices/ Handheld Electronic Games

The school does not take responsibility for electronic items in the event they are damaged, lost, or stolen. **No Smart watches may be worn to school.**

While we do not encourage carrying cell phones, we do respect the right of each parent to provide one for emergency use only. This is indeed a privilege and any abuse will not be taken lightly. A child who comes to school with a cell phone must keep it in his/her school bag and in the off mode, not silenced. (If necessary there may be personal or classroom plans put into place to support infractions pertaining to cell phone usage). Any phone in view and/or in use for calling, text messaging, photo taking or gaming during the course of the day, will be confiscated. The parent of the child will be required to come to the principal or vice principal's office to retrieve the phone. More than one offense will result in a private plan for that child. All students who wish to carry a phone must have a parent signed permission form to in their file.

Please note: The school reserves the right to search anything brought on school premises.

Suspension

St. Dorothy views educating students as a partnership that relies on support from home and school. It is our hope that together we are able to redirect misbehavior and move forward. If a parent is not supportive of the school's decisions, it may, unfortunately, be in the best interest of the school and student that the parent finds a new educational placement for their child.

Just, appropriate disciplinary policies are essential educational processes and procedures which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school classroom and community. The principal/vice principal will inform the parents/guardians of the seriousness of suspension (whether in school or out of school) and seek their immediate cooperation. Students are expected to in uniform for in or out of school suspension and complete all work that is provided by teachers. The decision for the type of suspension will be made by administration based on seriousness and/or availability of support. * After two (2) suspensions it may be recommended a student be dismissed.

Dismissal

In certain instances there may be student actions or involvement that 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/guardian to be inconsistent with school policy, the good of the school community, Catholic teachings or students on probationary status. Parents/Guardians of the student will be informed in writing of the dismissal as soon as practicable. **Some Grounds for Dismissal**

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

Any threatening, harassing, or violent acts by parent(s)/guardian(s) students would constitute grounds for immediate dismissal of the student from St. Dorothy School. Any student whose behavior, on or off school premises, brings disrepute to St. Dorothy School will face consequences ranging from detention to dismissal.

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.

St. Dorothy Dress Code

In wearing the uniform of St. Dorothy School, each child represents to the public the values of the school. Those who wear the uniform proudly make the statement that here at Saint Dorothy, we dress up for learning. Manner of dress can have a strong influence on classroom environment and we believe that our uniform adds to the positive calm.

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of parent and child. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. (self tattooing- drawing on skin/uniform or ripped uniform) is not allowed or aligned with this image. Final approval/disapproval is at the discretion of the principal. ***A student's appearance, self-respect, and performance tend to complement one another; hence, reasonable care and neatness in regard to dress and appearance are required of all students.***

Fall/Winter Uniform Dress Code:

Pre-K 3 and 4

- Pre K logo uniform is a Sweatshirt/Sweatpant/Mesh short/T-shirt: This uniform is only available to purchase from the school. Order sheets are with registration and shared.

Kindergarten

- The Gym logo uniform must be worn each day. Please follow the spring and winter uniform for the months using shorts/t-shirt or sweatpants and sweatshirt. Black/white/grey socks and NO light up sneakers.

Girls 1-4

- knee length plaid jumper (no shorter than 2 inches above the knee)
- white blouse with Peter Pan collar
- green cardigan sweater (optional)
- green or navy school knee socks, or crew socks (in warm weather),
- tights (green, navy, black)

Girls 5-8

- knee length plaid kilt (no shorter than 2 inches above the knee)
- white oxford blouse with button-down collar
- green V-neck school sweater (Grades 7-8 optional embroidered fleece)
- green or navy knee-hi socks, or crew socks in warm weather
- tights (green, navy, black)

Boys 1-8

- grey school uniform dress pants (no cargo pants)
- white dress shirt
- belt
- green pullover school sweater or ¼ zip sweater, (Grades 7-8 optional embroidered fleece)
- uniform tie
- black, grey or white socks

Shoes: Boys/Girls - Tan or black non-skid sole shoes that lace are required. Tan or black bucks or Sperry's are preferred. No designs or colors are permitted. For the boys, solid brown or black Merrills are permitted. Students must wear the shoes laced properly.

Gym: Regular Sneakers are permitted on gym days only. No light-ups, wheels, etc.

Gym Uniform:

- School sweat suit consisting of long sweatpants, T-shirt, and sweatshirt with the Saint Dorothy School logo, in Fall/winter season
- In Spring/summer season, the pants may be replaced by dark green mesh shorts with the Saint Dorothy School logo. Appropriate length is respectfully 7" and 9". Short shorts are not permitted as uniform, sweatpants is the preference if shorts are not the appropriate length.
- All students are required to wear plain white, grey or black solid colored ankle socks. NO SPORT SOCKS. Gym uniforms can be purchased at C&M Sporting Goods which is located in the Manoa Shopping Center.

Spring/Summer Uniform:

- A spring/summer uniform, consisting of a green golf shirt (optional banded) and plaid uniform shorts is permitted in warm weather for anyone wishing to wear them. September through mid October and May 1 through June are considered spring/summer weather times. Times may vary due to temperatures. Students may ask for permission to remove sweaters if too hot during warm spring days. Once cooled or movement happens they will resume full uniform. Only those with family named labels and proper belts will be given permission. The principal will send communication when the change is happening.

Special Note:

- **No colored tee shirts**, or tee shirts with printing or pictures, are permitted underneath the boys' or girls' shirt or blouse. A plain white tee shirt is permissible. Violation of this will result in the students' being required to remove the tee shirt and the reception of a uniform infraction.
- **Dress Down attire:** appropriately modest for school. No ripped/cut jeans, short shorts, cut off tops, pajama pants, slippers, flip flops, or crocks. If in doubt please go conservative. Anyone dressed inappropriately will call home for their uniform to be brought to school.

Shirts and blouses must be tucked in at all times. Belts must be worn by boys. The waistband should rest on the waist. Violation of this may result in a uniform infraction.

Pierced Earrings: (girls only) – one pair of small post earrings; no dangling or hoop earrings are permitted. Earrings must be placed on the ear lobe, not anywhere else on the ear or body. Boys may not wear earrings.

Make-up/ Self Tanning: no make-up of any kind or tinted moisturizer is permitted. A student wearing it will be sent to the bathroom to remove it. Tanning during the school year is not permitted.

Nail Polish: No colored nail polish is permitted. Students wearing colored nail polish will be sent to the office where they will be required to remove it. No acrylic nails. Multiple offenses will be noted as a violation.

Jewelry: No necklaces or costume jewelry may be worn. Any religious medal around the neck should be inside the uniform and not seen. A watch is the only wrist item allowed. Smart watches may not be worn to school.

Hair: Student hair must be well groomed and neat, **traditional in style** with no dyed, highlighted hair or weaves/extensions, or extreme cuts. Boys' hair must be no longer than top of collar, (No buns) and above the eyebrows. **No** facial hair may be grown. No fads (mohawk, tail etc), extreme styles, shaved, buzzed styles or designs are permitted. Final determination of what is traditional and appropriate is determined by the administration if necessary. Any eighth grade student who comes to graduation with extreme hair styles or color will not be permitted to attend graduation ceremonies or the dance. If in question please ask.

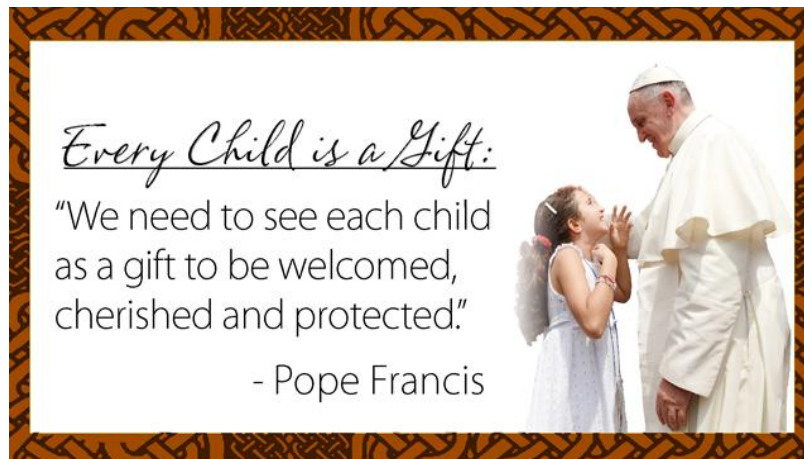
Hair accessories: must be modest size and color. No extravagant bows and beads should be part of the uniform.

Dress Code

We thank you in advance for your adherence in assuring your child/ren are wearing their uniform appropriately. We recognize growth happens and hems of jumpers, skirts and pants need altering during the year. Students are warned of violations and asked to make change. If change does not take place with adherence to our dress code it may result in the student's receiving a uniform infraction. If change does not happen, a personal plan may be put into place with the family's involvement. Inability to adhere to the dress code may result in suspension.

Archdiocesan Discipline Policy: Section 319

Occasionally, parent(s)/guardian(s) disgruntled with the school will direct that the student not be spoken to by the administrator or any other school official regarding conduct unless the parent(s)/guardians are present or given prior notice. The school should advise the parents that the school cannot teach the student under such circumstances and, therefore, the student should be removed if the parent(s)/guardians insist on such conditions.



Living Witnesses to Christ

I know that Jesus is present in each of my classmates and all of my teachers; therefore, all my actions will show my respect for Jesus.

I pledge to be a ***Witness to Christ*** in all I do. In order to become more Christ like I will make a conscious effort to see goodness and show it in my everyday decisions.

Give Witness through Faithfulness and Compassion:

I will:

- Love others as Jesus did:
- Be kind and charitable, putting other's first without expecting anything in return.
- Be an active participant in Mass.
- Include classmates and be open hearted
- Show consideration and share
- Greet others kindly

Give Witness through Respect

I will:

- Cooperate with others
- Accept other's differences; be welcoming
- Use nice tones when speaking
- Take care of my things and school property
- Show good manners, use please and thank you
- Show appreciation
- Trust others, be trustworthy and honest
- Honor the opinions and feelings of my classmates

Give Witness through Responsibility

I will:

- Do my own work and take time to study
- Do all homework and hand it in on time
- Make decisions to ensure safety
- Follow rules and show leadership
- Play safely
- Be on time for school, classes and sports
- Listen to teachers and take direction with grace
- Accept consequences for my actions
- Have courage to stand up for what I know is right

Give Witness through Enthusiasm

I will:

- Embrace and love life
- Believe in myself and make good choices
- Encourage others to do their best
- Be proud of others and myself
- Be happy to offer help to classmates
- Show spirit, help and serve others
- Smile

Classroom teachers will discuss the *Witness to Christ* contract and ways to report bullying at an age appropriate level.



WITNESS TO CHRIST / ANTI BULLYING CONTRACT

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

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

Because I am a Witness to Christ I will not bully or allow it to take place without reporting it. Bullying has been explained to me; I understand what bullying is and the form it takes.

I, _____ will not bully and will be a responsible reporter if I witness it. (Please print student's name)

I have read and discussed this contract. I pledge to be a Witness to Christ in my everyday life.

Student Signature: _____

Graduation Year: _____

We / I _____ have discussed this contract with our child.
(Parents' / Guardian's Signature)

CYO Athletics

To be a member of St. Dorothy's Athletic Program is a privilege and represents a long-standing parish tradition. Students and family members are expected to represent the parish in a Christian manner both on and off the playing field, honor the school code of conduct and comply with CYO and St. Dorothy guidelines.

A student who is suspended from his/her school will be suspended from participating in an Athletic Association activity for the period of time they are suspended from school. In the event the suspension runs from Friday to Monday, the student will be suspended from all weekend activities and service including, but not limited to, games, practices, tryouts and All-Star games.

Students absent from school for reasons other than a funeral may not partake in athletic association practices or games on that day. Once they return to school return to athletic activity may resume.

Students must exhibit good academic standing in order to be a part of the CYO program. Students who are not able to complete homework and keep up with curriculum will not be able to participate. Any student on academic probation will not be able to participate in CYO activity for a two week period until they can get back on track and grades can improve.

A student who is dismissed from St. Dorothy School will not be eligible to participate in St. Dorothy's Athletic Association Sports Program for that school year. The student must apply to the St. Dorothy Athletic Association Board prior to the start of the following school year in order to regain his/her playing status. The Board reserves the right to decline this application.

PROTOCOL FOR HANDLING STUDENTS OR PARENTS/GUARDIANS WHO EXHIBIT VIOLENT AND/OR THREATENING BEHAVIOR WHILE REPRESENTING ST.DOROTHY'S
Violent and/or threatening behavior (verbal and/or physical) will not be tolerated and the following protocol will be followed:

1. Student or parent/guardian will be asked to immediately exit the site where behavior (verbal and/or physical) occurred.
2. Parents will be notified.
3. Police will be contacted.
4. An investigation by school personnel will take place, and students or adults who were present during incident will be questioned.
5. Disciplinary action, ranging from suspension to expulsion from school, will occur depending on severity of incident. If student is suspended, counseling to determine if student is a threat to himself/herself or others will be required before student is re- admitted to school.
6. Parent/Guardians will not be invited to attend any further CYO sponsored events regardless of the site. CYO protocols will be in affect according to bylaws. <https://www.stdotscyo.org/cyo-handbook>
7. If guns, knives, or any type of weapon was involved in the incident, and/or infliction of serious physical harm resulted, police will be contacted and the student will be expelled immediately.
8. Depending on the type of behavior exhibited by the family member a student's ability to remain on CYO may be in question.

Any threatening, harassing, or violent acts by parent(s)/guardian(s) would constitute grounds for immediate dismissal of the child from St. Dorothy School. Parent suspension from attending CYO sponsored events may be applied and result in a minimum of year suspension. Any student whose behavior, on or off school premises, brings disrepute to St. Dorothy School will face consequences ranging from detention to dismissal.

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.

Government Services

Act 89 provides us with a Reading Specialist, Speech/Language Therapist, a Counselor, and a Psychologist who administers Educational and Psychological Testing. These services come to us through the Delaware County Intermediate Unit.

Acts 90/195 provide us with instructional materials - workbooks and textbooks. Religion books must be purchased by the school.

Non public Intervention Support Team (NP-IST)

NP-IST is a team approach to a problem-solving process that allows educators with special training to work together, in a partnership with parents, to help improve the school performance of their children. The IST team is made up of the school's principal, vice principal and four faculty members who have gone through the IST training process, consultants from the Delaware County Intermediate Unit who are assigned to give services to our school (IU staff may include a school psychologist, counselor, remedial reading or math teacher and speech therapist) and the teacher and parents of the child being referred. In this way, the team, with different expertise, can address problems or concerns and come up with strategies for the teachers and parents to put in place. Monitoring of the child's progress is done on an ongoing basis and strategies are adjusted accordingly.

Health/Daily Procedures

Please cooperate during our periodic head checks for lice. It is most helpful if parents check their child's head on a regular basis. If lice are detected, please contact the school immediately so that we can check other children and prevent an outbreak.

Immunizations

All students are required to have the following immunizations prior to entering school:

Diphtheria/Tetanus – 4 required, including one after age 4

Polio – 3 required

Measles/Mumps/Rubella – 2 required, the first must be after age 1

Hepatitis B – 3 required, properly spaced

Varicella – 1 after age 1 required if under 13, 2 doses required if over 13 years old or history of chicken pox disease.

Students who attend Catholic schools in the Archdiocese of Philadelphia are required to receive all vaccines that are identified in the immunization policy.

In addition, all students in grades K and 6 are required to have a physical examination.

Nurse

A school nurse is provided two (2) days per week by the Upper Darby School District to serve students in Kindergarten through grade 8. If a child has a specific medical problem, it should be brought to the attention of the nurse. The school nurse will screen all students in grades K-8 for height, weight, and vision. In addition, grades K- 3 and 6 are screened for hearing and grades 6 and 7 for scoliosis. Any results from these screenings that do not fall within the normal range are reported in writing to parents for a follow- up with a physician. If you receive a report from the nurse regarding a screening, please have your doctor complete it and return it promptly to the nurse via the school office.

Accident/Illness at School

Accidents or unusual illness occurring at school are reported immediately to the nurse, principal or 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. No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury. If the illness or accident appears serious, the school will immediately call 911. Any child getting sick or with a fever, must remain home for at least 24 hours before returning to school. Pre School teachers or office personnel will call home if a PreK student is ill. They will need to be picked up by a parent or an emergency contact person listed.

Emergency cards are kept on file for each student and new ones are sent home each year in order to keep the information current.

A doctor's note is necessary for the student to return to school following: Covid-19 testing, streptococcal infections, including scarlet fever, scarletina, chicken pox, measles, mumps, German measles, and eye and fungal infections. An absence of three or more days also requires a doctor's note for readmission to the school.

Whenever possible, doctor and dental appointments should be scheduled at a time when school is not in session. If it is absolutely necessary for a child to leave for an appointment during school, the student must bring in a written note requesting permission to leave school.

Any child who leaves school for an appointment must be accompanied by an adult. No child may leave school alone.

Dental Screening

Students in grades K, 3, and 7 are screened by the Upper Darby School District Dental Hygienist once a year.

Medication

School District policy, in accordance with PA School Law, requires school personnel, including the school nurse, to give medication ONLY when a doctor's note is on file at the school. The note from the physician must indicate the name of the drug, dosage, how it is to be given, time to be given, along with the student's name and written permission from the parent to give the medication at school. The medication must be in the original container and clearly labeled with the child's name, the name of the drug, and the dosage. This policy includes all medication, even non-prescription items. Medication must be dropped off by a parent or responsible adult.

Allergies: Any nut or severe allergies must be communicated to the teacher by the parent each year.

Lunch Program

St. Dorothy School offers students a hot lunch program daily for grades K-8. These links are shared in weekly communications from Home and School. The orders are placed on a monthly basis, ordered and paid for online only. **Please do not send cash in for your child to buy a hot lunch.** Information will be sent via your weekly email communication from Home & School. Any questions regarding hot lunches should be directed to homeandschool@stdots.com. **No outside hot lunches are permitted.** Friday special lunches are offered throughout the year. Look to the Home and School email for ordering.

Snack Time: All students are given a morning snack time and restroom break. Please pack something easy to eat in the classroom or you may order a pretzel. (except PreK) No drinks may be part of the morning snack, if needed a child may have water. Water bottles are allowed when temperatures are over 75 degrees. Any water bottles should be 20-24 oz. with no exterior metal.

Safety

Parking and Safety:

When visiting the school, please park in the designated areas of the parking lot only, even if you are coming in “just for a minute”. This is for the safety of our students during school hours. We cannot have cars in the entry way of movement between buildings. Trash pickup will not come into the parking lot if a car is seen from the street blocking the dumpster.

Fire drills are required by law and are an important safety precaution. It is essential that when the alarm is sounded everyone (including parent volunteers) obeys promptly and clears the building as quickly as possible by the prescribed route. Absolute silence must be observed during the drill. Fire drills are conducted on a frequent basis.

Lockdown or Lock In Drills

All external doors and classroom doors are locked for protection. Lockdown drills are practiced several times a year. At least one of those times will be an unannounced drill conducted by the Upper Darby Police Department. St. Dorothy works closely with U.D. police to assure all proper procedures are being followed. If ever a lockdown event should occur please do not call the school office. We ask you to trust that we will be in contact through FACTS when communication can be made. Calling the office will inhibit our ability to call out.

Lock Out

During a Lock Out students are locked in their classrooms, but classes may continue. Lock out occurs if there is a release of a chemical substance into the air or an emergency causing disturbance outside. Lock-out practice occurs once during the school year.

Communication

It is important each year to submit your child/ren’s completed paperwork. All emergency paperwork is kept in the main office. Making sure your profile is updated in FACTS for our ability to contact you is also imperative. (Please make sure each parent has a separate email address). Please check this each year that all the correct information is available. All of our communications are posted on the website and the St. Dorothy Face book page. www.saintdorothy.org. Our school calendar is also available here. Please visit at least each month to keep updated on our scheduled events and news.

Illness during school

If your child becomes ill during school you will receive a phone call from the main office or nurse. We have an U.D. nurse 2 days a week. We ask that a parent or a designated adult on your emergency card comes to the main office to sign the sick student out. Please park your car in the school lot. Do not stop for a minute outside the main door. Students are walking in the space often during the day. Safety is our priority.

Any student absent or ill during school does not participate in after school activities during that day. 24 hours from getting sick or with a fever must be given prior to a return to school.

C.A.R.E.S.

CARES, which means Children Are Receiving Extended Services, is available to those children enrolled in St. Dorothy School and is designed to meet the need for children to remain in a loving and caring atmosphere under the supervision of a qualified caregiver. CARES is run by our Vice Principal, Mrs. Jean Callahan. The program operates from 7-7:45 AM and 2:45-6 PM every regular school day. Parents will be notified regarding the time CARES is in operation on early dismissal days.

Registration forms are available on the website.

Legal Custody Issues

Parents are asked to inform school personnel when legal custody of the child/children resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply 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. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The school requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition.

This school abides by the provisions of the Buckley Amendment in respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child/children. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If there is a divorce or child custody litigation, the custodial parent is required to file a court- certified copy of the child custody information with the school.

Stewardship

Development Committee

The committee, which is comprised of the pastor, principal, faculty member, and former and current parents, focuses on relationship building and fundraising to support St. Dorothy School. Their Mission Statement:

The Development Committee focuses on relationship building and fundraising to support Saint Dorothy School. We make recommendations to Fr. Murphy to raise funds and increase school enrollment, to seek ways to strengthen the educational experience of our children at St. Dorothy School, and we work with the parish community to provide leadership and support in implementing these recommendations and programs.

Home & School Association

The Association follows the guidelines of the Archdiocesan Home and School Association via elections and by-laws. They support the school through various fundraisers. They provide professional development for the faculty during the school year by financially supporting workshops, conferences, etc. Often books or digital licenses are purchased for classes by Home and School support. They give monetary gifts to the faculty to make purchases for the classroom at the start of the year or on various occasions. H&S Executive meetings are held once a month via Zoom.

Volunteers

Volunteers are valuable assets of a school program. The assistance of parent volunteers is greatly appreciated and encouraged. A volunteer should enjoy working with children and relate well with people. In respecting the rights of children and their parents, confidentiality is essential on the part of any volunteer. Any disciplinary action involving students will be handled by teachers or the administrators.

Volunteer Requirements

- In the Archdiocese of Philadelphia, all volunteers who function in activities in which children are present are required to have on file in the rectory the following information:
 - (1) PA State Police Criminal Record Check and PA State Child Abuse History Clearance, both of which, are subject to renewal every 3 years
 - (2) Safe Environment Program, Part 1: “Protecting God’s Children” (2 1/2 hr classroom instruction) with signed copy of ‘Standards of Ministerial Behavior and Boundaries’ from above program,
 - (3) Safe Environment Program, Part 2: Mandated Reporter Training 2015 (on-line course) with printed certificate of above on-line course (The Archdiocese does not recognize programs from other institutions).

FBI Clearance is required for volunteers who live or who have lived out of state in the last 10 years. All training and paperwork must be complete and on file at the rectory prior to any interactions with children at St Dorothy. Policies are subject to change as laws evolve.

- All chaperones and adults on a trip **MUST** have all clearances on file with the school. Contact Sue P. if you are unsure at clearances@stdots.com.

Visitors

Parents and Guardians are always welcome in the school to help with many volunteer projects and activities. Parents, however, are not permitted to visit classrooms or walk throughout the school unless for a lunch duty or special event. Anyone volunteering in the classrooms must register in the school office upon arrival and obtain a visitors pass, which is to be returned following the visit.

Class Trips

Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

- All monies collected for the field trip are **non-refundable**.
- **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Dorothy School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
- All chaperones and adults on a trip **MUST** have all clearances on file with the school. Contact Sue P. if you are unsure at clearances@stdots.com.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- All chaperones must be 25 years of age or older.

Dismissal Procedures and Transportation

Any changes in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes cannot be accepted by phone. Any change in dismissal for a day must be made by 12 noon to the teacher and Mrs. Gordon jgordon@stdots.com. Any student not picked up by 3:00 will be sent to CARES and billed for the time. Morning students arriving before 7:45 AM will also be billed by CARES. Students are **not permitted back in the school** for any reason after they are dismissed and have left the buildings.

Busing

Busing is provided by the Public School District for students who live one or more miles from St. Dorothy School. In compliance with Archdiocesan and State laws, students are to remain seated on the bus, speak in moderate tones, keep their hands and other limbs inside the bus, refrain from throwing objects inside or outside the bus, be respectful of bus property, and act in a courteous and respectful manner to the bus driver. If the school receives a report from the bus driver they will be spoken to. If the conduct does not change and another report is received a child may be suspended from riding the bus for the recommended period of time. If such a situation occurs, it is the responsibility of the parent or guardian to find transportation for the child. Proper cell phone use is always in affect.

Walkers

For your safety teachers are assigned to walk your line to the corners or a designated area towards your destination. All walkers are to remain in line and walk according to our safety rules. Crossing may only take place at an area of safety which would include a crossing guard, stop sign and lights. Areas around the school are equipped with guards for your safety while on school grounds. Please stay together and walk home safely heeding crossing and the safety directives you have been given. The use of cell phones may only be used once you are off of school grounds and away from your assigned teacher.

Bicycles

Riding a bicycle to school is strongly discouraged for safety reasons. Any child under the age of 12 who rides a bike to school must wear a helmet. If the child refuses to wear one, and rides the bike to school, a telephone call will be made to the parent who will have to come and get the bike. Children riding their bikes must walk them in and out of the schoolyard. The school assumes responsibility neither for students who are injured while riding a bike nor for the bike's being stolen or damaged.

Car Drop-Off and Pick-Up

Families who drop-off their child/children in the morning are to use the lane which is designated for that purpose. Students in grades K-8 who exit the vehicle on the driver's side may walk directly into the school. Students who exit the vehicle on the passenger side either side must walk directly to the teacher at the end of the lane. No student may walk in front of a vehicle. **Drivers, please be critically alert entering and exiting the schoolyard.** If your child is not of independent ability yet to exit the car without your help please park the car and help your child. The drop off lane is reserved for quick drop off.

Dismissal

Cars are not permitted in the front of the school building for drop-off or pick-up. Students who go home by car at dismissal are to exit the school using Car Line, which dismisses out the main door. Students in Kindergarten will be walked out by teachers to their pick up designee. Grades 1-8 will be dismissed in 3 different groupings to the front of the building. Parents/Guardians should remain behind the cones to pick up their child. Once a child sees their ride they let an adult know and walk to their pick up person. We ask that you please keep your children by your side and in your care. Playing in the schoolyard after school when cars are leaving and coming is dangerous. The continued respect for school property and safety are always an expectation. Thank you in advance for supporting this.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2023

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

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

We are interested in technology because of our faith.

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

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

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

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

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

SCOPE OF USE

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

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

GOALS

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

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

USER RESPONSIBILITIES

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

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

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

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

TECHNOLOGY USE GUIDELINES

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

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

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

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

- Teacher school web page, school-issued email and/or phone number
- Teacher created, educationally focused networking sites

- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

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

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

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

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

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

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

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

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

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)

- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using personal devices for remote instruction.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

Examples of Unacceptable Uses –

Users are not to:

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

user, unless this activity is a part of the users normal job/duty.

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

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

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice. All school personnel are reminded that all computer, network, and Internet use will be monitored and there is no assurance of privacy or warranty of any kind, either expressed or implied.

Personal Use of Social Media

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

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

- **Examples:**

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

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

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

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

Social media postings from school sanctioned accounts should refer to students by using their first name, last initial. Schools should avoid linking posts to students' personal accounts. School sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization. Such accounts should be created with a school issued account. Accounts should be maintained and controlled by a minimum of two school appointed adult moderators.

In regards to student athletes and coaches:

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

Esports/Gaming Clubs

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

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

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

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

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

Some examples of popular esports games include:

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

Game Title	ESRB Rating	School Level
Call of Duty (COD)	Mature (17+)	Secondary
Counter-Strike: Global Offensive (CS:GO)	Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA 2	Teen	Secondary
Fortnite	Teen	Secondary
Hearthstone	Teen	Secondary
League of Legends (LoL)	Teen	Secondary

Just Dance (2023)	Everyone	Elementary/Secondary
Mario Kart	Everyone	Elementary/Secondary
Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary
Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokemon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary
Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary
For ratings of all games, please visit the ESRB Website at esrb.org .		

All school sponsored esports activities should have appropriate parental consent forms in relation to the activity.

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

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

Link to Sample Permission Form ([Secondary](#))

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

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

Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program. Schools must consider security of the devices when they are not in use, the ability of the device to access the school's network and to be mindful of the possibility for potential damage or theft of student's personal gaming devices.

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

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

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

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

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

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

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

Policy Violations

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.
- Removal from the esports club or limited from participating in public esports competitions
- Possible financial obligations for the repair or replacement of damaged school devices.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of

Philadelphia Student Internet Access Student

Contract

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

_____.

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

Student Name/ID _____

Student Signature_____

Date_____/_____/_____

Graduation Year _____

Room Number (if elementary) _____

Grade_____

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of

Philadelphia Student Internet Access - Parent Guardian

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

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

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

(school name).

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

(school name)

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

Parent/Guardian Signature _____

Date _____

RESPONSIBLE USE POLICY FOR TECHNOLOGY

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

Internet Access Contract

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

_____ (school name).

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

Administrator/Teacher's Signature

Date: _____

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

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

Parent/Guardian Acknowledgment Form

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

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

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

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

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

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

Parent/Guardian Acknowledgment Form

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

Student's Name:

Classroom Teacher's Name:

School: _____

Parent/Guardian Signature: _____

Parent/Guardian Name (Please print): _____

Date: _____

Student Signature (if high school): _____

Date: _____

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

Parental Permission General Technology Form

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

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

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

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

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

Your child's safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today.

Parental Permission Form General Technology Use Grades 4-8

Please review the permission form below and complete it so that we are aware of your expectations as a parent of a child(ren) in our school. Thank you.

	Initial
I grant permission for my child to use a school/teacher created class account(s) for classroom projects and assignments.	
I grant permission for my child's work to be published on the school web site, the classroom blog/website, and/or on other student classroom sites as prescribed by the teacher.	
I give permission to the school to permit my child to participate in supervised interviews with the news media concerning events related to the school and its programs.	
Photo Release: I grant permission to the Archdiocese of Philadelphia and St. Dorothy School to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia or St. Dorothy School. This authorization and release cover the use of said school pictures in any published form and any media of advertising publicity including the list below. I also understand that our school and my child may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures. - This photo release includes all the following: - School, Class, or Archdiocesan websites - School newsletters and printed materials including the yearbook - Newspapers - Social Network pages. Students' full names will not be printed on Face book or other Social Media. First initial / last name will be used, if identified.	
I understand that this form will be used during the entire time that my child attends St. Dorothy School for grades 4-8. If I would like to change it, I will submit another form. The form is available on St. Dorothy School's website.	

☐

I have read, understand, and agree to all of the above. I hereby warrant that I am free to give this permission.

☐

I have read, understand, and agree to the ones I have checked. I hereby warrant that I am free to give this permission.

Student's Name:
Parent's Name:
Parent Signature:
Date:

Parental Permission Form General Technology Use Grades K-3

Please review the permission form below and complete it so that we are aware of your expectations as a parent of a child(ren) in our school. Thank you.

	Initial
I grant permission for my child to use a school/teacher created class account(s) for classroom projects and assignments.	
I grant permission for my child's work to be published on the school web site, the classroom blog/website, and/or on other student classroom sites as prescribed by the teacher.	
I give permission to the school to permit my child to participate in supervised interviews with the news media concerning events related to the school and its programs.	
Photo Release: I grant permission to the Archdiocese of Philadelphia and St. Dorothy School to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia or St. Dorothy School. This authorization and release cover the use of said school pictures in any published form and any media of advertising publicity including the list below. I also understand that our school and my child may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures. - This photo release includes all the following: - School, Class, or Archdiocesan websites - School newsletters and printed materials including the yearbook - Newspapers - Social Network pages. Students' full names will not be printed on Face book or other Social Media. First initial / last name will be used, if identified.	
I understand that this form will be used during the entire time that my child attends St. Dorothy School for grades K-3. If I would like to change it, I will submit another form. The form is available on St. Dorothy School's website.	

☐

I have read, understand, and agree to all of the above. I hereby warrant that I am free to give this permission.

☐

I have read, understand, and agree to the ones I have checked. I hereby warrant that I am free to give this permission.

Student's Name:
Parent's Name:
Parent Signature:
Date:



AN EDUCATIONAL JOURNEY
GIVING WITNESS TO CHRIST

Phone Permission

I request permission for my child, _____ ,
Grade _____ to carry a phone to school. My child and I understand that the phone must be turned **OFF**, not silenced, before entering school and may not ever be used during school hours. Students may not take the phone out on their walk home until they are out of a teacher's supervision. If they need to use it they just need to ask permission.

If the phone goes off during school it will be taken from my child and a parent only may claim the phone at the Vice Principal or Principal's office. If a second offense occurs the phone will remain in the office for a minimum of 24 hours. A third offense may result in a personal plan of action. All other Responsible Use policies for technology also pertain to the phone and those consequences are addressed accordingly.

Parent/Guardian: _____

Student: _____ Homeroom: _____ Date: _____



AN EDUCATIONAL JOURNEY
GIVING WITNESS TO CHRIST

St. Dorothy School Standard Plagiarism/Forgery Policy (Grades 5-8)

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

Forgery – to imitate falsely; defraud

St. Dorothy Students maintain integrity by submitting their own writing and work. The same is expected when presenting parent signatures on homework/tests/assignments and documents.

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

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

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

- Work handed in plagiarized or not your own may result in a zero.
- Any plagiarized assignment must be resubmitted, within the time frame given, properly adhering to the rubric protocol and citing.
- Detentions will be automatically served.
- More than one offense of plagiarism may result in suspension.

Parents/Guardians and students: please sign, date and return the bottom portion of this form to your homeroom teacher.

We have read and understand the expectations of St. Dorothy School in reference to plagiarism and research in any subject area as well as forgery. We agree to sustain from submitting plagiarized work, someone else’s work or forgery and understand the consequences.

Parent/Guardian: _____ Date: _____

Student: _____ Homeroom: _____ Date: _____



AN EDUCATIONAL JOURNEY
GIVING WITNESS TO CHRIST

MEMORANDUM OF UNDERSTANDING

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

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

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

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

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



FIELD TRIP PERMISSION FORM

We (I) as parent(s) or legal guardian(s) of: _____ give permission for our child to participate in the _____ class trip to see _____.

When:

Where:

Time:

Cost:

Uniform:

PLEASE RETURN PERMISSION SLIPS AND FEE BY:

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. Dorothy Parish School 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. Please provide the following information, if it is available.

Insurance:

Group #: _____

I.D. #: _____

Phone # where you can be reached in case of an emergency: _____

Student's Signature: _____ Date _____

Parent(s)/Guardian(s) Signature: _____ Date _____

Parent(s)/Guardian(s) Signature: _____ Date _____



AN EDUCATIONAL JOURNEY
GIVING WITNESS TO CHRIST

Parent-Student Handbook Agreement

A necessary component of a child's development is discipline. We recognize our partnership with parents in raising children to be the best versions of themselves. We are aware that, at times, children make a decision that is not in their best judgment. As adults, we take this opportunity to teach, yet hold them responsible.

Teachers will use FACTS to document a child's academic and behavioral progress. Please log in biweekly to keep up to date. If a commendation or behavior notification is logged you will receive an email from FACTS to alert you. If nothing is noted, please know your child is doing what is expected. If adjustments are needed in policy alignment we ask that you, the parents, support us in this conversation with your child. At times a plan of action is taken when progress is not evident.

Any student wearing the St. Dorothy uniform representing our school will be held to these standards. All parents and students must sign this policy form acknowledging their commitment to upholding our standards and expectations when representing our school.

Thank you for reading this handbook carefully with your child/ren and discussing its content for understanding. We thank you in advance for assuring you and your child/ren understand all that is expected of a St. Dorothy student and are in agreement to all policies noted.

Student Name: _____ Graduation year: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____



AN EDUCATIONAL JOURNEY
GIVING WITNESS TO CHRIST

Student Release and Waiver of Liability

For the 2021-22 school year, St. Dorothy 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 Delaware 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 St. Dorothy 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: _____



AN EDUCATIONAL JOURNEY GIVING WITNESS TO CHRIST

Re: Asbestos Hazard Notification

September 1, 2024

To Staff, Parents/Guardians, and Students:

This notice serves to fulfill annual notification requirements in accordance with Section 763.93 of the Asbestos Hazard Emergency Response Act (AH ERA). AH ERA requires that all school buildings be visually inspected by accredited inspectors to identify all asbestos-containing building materials (ACBM) that may be present in the school, and to maintain records of all activities related to inspections, removal and maintenance of ACBM. As required under AHERA, Saint Dorothy School must maintain an Asbestos Management Plan (AMP) and keep the AMP on file at the school, and the School Administrative Unit Office. The AMP is available for review during school hours, Monday through Friday.

For additional information, please contact our Local Educational Agency Designee, George Buechele at 610-789-7788, or george@stdots.org.

Sincerely,

Karen Tomasetti
St. Dorothy School
Principal