

SAINT CORNELIUS CATHOLIC SCHOOL



2019-2020 PARENT-STUDENT HANDBOOK

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**Rev. Msgr. David Diamond, Pastor
Robert Touey, Principal**

www.scornelius.org

Saint Cornelius School Student Handbook

FAMILY NAME (PLEASE PRINT)

Student(s) Name (please print)

Student(s) Grade(s)

Students, parents, teachers, counselors, administrators, and office staff all have important roles to play in our school. With so many people working together, problems may occur from time to time. Rules have been made to deal with these problems. Like laws, rules apply to everyone, and they work only when everyone knows what they are.

This booklet lists the policies/rules for students in St. Cornelius Catholic School. Please read them. You need to know what they are and so do all the people who work in our school. The school must have proof that every student and every parent or guardian has had a chance to read them or hear them read aloud.

Since parent(s)/guardian(s)* can be held responsible for the actions of their children, they should become involved in the education of their children. Parents have the responsibility to provide the school with updated emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) which may affect their child's ability to learn, to attend school regularly, or to take part in school activities. In addition, parent(s) should take special notice of the attendance and tardy sections of this book as well as the Discipline Policy of St. Cornelius School.

Please print this page, sign it, and send it back to school. A signed form must be part of every student's record. Your signature means only that you have received this booklet and have had a chance to know what the rules are. **It does not mean that you agree or disagree with them.**

Parent/Guardian **Printed Name**

Date

Parent/Guardian **Signature**

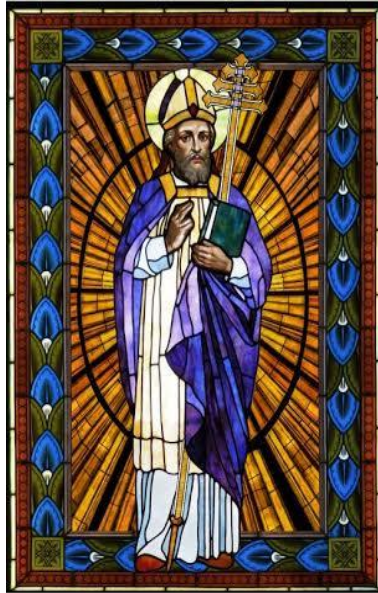
Date

Student Signature (Grades 4-8)

Date

Parent signatures in PK-3 cover the students because of their age. *Throughout this Handbook, wherever the word "parent(s)" appear, it shall also refer to guardian(s).

Mission Statement



Living and learning the mission of Jesus, Saint Cornelius School is an essential part of our parish ministry, empowering our students to develop spiritually, academically, physically, and morally as responsible stewards of God's creation.

Saint Cornelius School Philosophy

Saint Cornelius Elementary School exists to provide students with a Catholic education, which integrates academic excellence with Catholic Christian values. In partnership with our Pastor, administration, faculty, staff, parents and parish community, we strive to present the Gospel of Jesus Christ as a model for our children. In this Christian atmosphere, students grow through knowledge, work, example, and service to the Catholic Church, learning how to make their faith living, conscious and active.

Saint Cornelius Elementary School develops, offers, integrates, and evaluates educational programs to provide for the optimal growth of all students. The fundamental educational requirements of the Commonwealth of Pennsylvania, combined with the Philadelphia Archdiocesan Guidelines, form the basis of the curriculum taught to all students from Pre-K to Grade eight. A professionally competent and dedicated faculty and staff are committed to the spiritual, intellectual, moral, physical and social development of each child.

Administrative decision-making originates at the Archdiocesan level. Under the direction of the Pastor and Principal, the Policies and Procedures manual, in conjunction with the Archdiocesan Curriculum Guidelines, determine the management and education policies of Saint Cornelius School. Implementation of school policies and curriculum guidelines is the co-responsibility of administration and faculty.

As educators, we strive to access available resources to evaluate and assist the individual needs of each student. The Delaware County Intermediate Unit offers support services in the areas of Remediation, Speech, Counseling and Evaluation.

Students receive report cards on a trimester basis. Current methods of evaluation include formal tests, projects, and cooperative learning lessons, class participation, and homework as well as performance-based portfolio assessments. Standardized Testing is administered in grades one through seven.

The Pastor and Principal evaluate and select educationally qualified applicants who commit themselves totally to the religious nature of the school. The goal of the school community is to provide an environment that is not only safe and peaceful, but also just and respectful toward all. Additionally, we strive to instill a strong moral code through self-discipline that will lead each child to develop a positive and healthy self-image.

ACCREDITATION

St. Cornelius School has been accredited through the Middle States Association of Colleges and Schools, a recognized accrediting agency by the State of Pennsylvania, and maintains membership in the National Catholic Educational Association.

ADMISSIONS

St. Cornelius School admits students of any sex, race, nationality and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of race, color, nationality and/or ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs or in hiring personnel. **All new students are admitted on probation through the first trimester.**

For new students, notice of date of registration and all pertinent information is published on the school's website beginning in early January. Birth, Baptismal certificates & any other documentation regarding reception of any sacrament must be presented at the time of registration. All registration information will be posted to the school's website, www.scornelius.org. Status as a parishioner is based upon actual parish registration and consistent and faithful attendance at Mass and financial support of the parish.

Students entering Kindergarten must have attained the age of five years old by August 31. Students entering first grade must have attained the age of six by August 31.

Students entering Pre-Kindergarten, Kindergarten and all new students Grades 1 - 8 must have a physical examination and present an up to date record of immunization (both forms must be originals). Examinations must be completed and the record returned to the school office **before the first day of school**. Failure to have this record on file may result in a delay in your child's enrollment. This policy is a requirement of the Unionville-Chadds Ford School District which provides and monitors our health services for the state of PA. It is strongly recommended that eye and ear examinations are included in the physical examination.

ACADEMIC SCHOOL DAY GRADES PRE-K - 8

DAILY SCHEDULE MONDAY THROUGH FRIDAY

8:00	First Bell
8:05	Prayers in Walker Hall
2:55	Warning Bell & Dismissal PK & K
3:00	Dismissal for Grades 1-8

ARRIVAL AND DISMISSAL PROCEDURES

Doors open at 7:45 A.M. For the safety of our children, they should not arrive on the school grounds before 7:45 A.M. as there is no supervision before that time. Announcements begin at 8:05 a.m. followed by School Pledge, prayers and flag salute.

A student is considered to be tardy at 8:05 A.M. They must come to the school office for an admittance slip.

No child may remain unattended or be allowed to go home with another child or parent without written permission of their respective parent or guardian. Students may not ride buses with other students without **prior permission of the principal and of the bus driver**. Most of our school districts **do not allow students from other districts to ride their buses** so you cannot assume that the driver will allow another student to ride the bus. You need to check with your school district before making arrangements.

Parents are reminded to be on time in picking up your children. Unexpected emergencies can happen but consistent lateness in pick-up is strongly discouraged.

The School Office will be open from 8:00 A.M. until 3:30 P.M. on all days that school is in session.

CAR MORNING DROP OFF PROCEDURES (5MPH)

All cars need to enter grounds using the first right turn and follow road around to second lot.

Parents drop students off in second parking lot (students should exit cars on right side) and come directly into school using the marked pedestrian walkway. Parents are asked to remain in their cars so as not to slow down the flow of traffic. When parents consistently get out of cars it really slows down traffic. There is always someone outside to assist your child. If you wish to walk your child to the door, park your car and walk your child up to the sidewalk (nearest the church) and down to school. Please do not walk between cars in the drop off lane

CAR AFTERNOON PICK-UP TRAFFIC PROCEDURES (5 MPH)

All cars need to enter grounds using the first right turn and follow road around to second or third parking lots.

Parents will park in the second or third parking lots, get out their cars and walk to the area near the walkway in the first parking lot. Students will be led out of school by the teachers and brought directly to you. You are asked not to have your children running around unsupervised due to the number of cars and buses coming through the property. Please drive at posted speed when entering and leaving school grounds due to the number of children in the lots.

ON RAINY DAYS car riders are called last so parents are asked to remain in their cars instead of standing in the rain until you see the front doors of school propped open. Parents will then enter the building, proceed to the right, and follow the hallway around picking up your child as you go. You will exit through the left doors.

BUSES:

Bus schedules are determined by individual school districts. It is expected that our students who ride the buses behave in a manner that reflects favorably on themselves, their families and St. Cornelius School. Failure to do so may result in the suspension of the bus riding privilege. Most school districts do not allow students from other districts to ride their buses because of insurance concerns.

BEFORE/AFTER SCHOOL CARE PROGRAM

St. Cornelius offers a **before/after school CARES program** for all students in grades PK-8. Before Care begins at 7:00 a.m. and ends at 7:45 when children are dismissed to their homerooms. A light breakfast will be served. Parents must register for this program. There is a registration form on the school's website under the PARENT section. If you will be using Before Care, you must contact the Before Care Coordinator the night before you will need it.

After Care runs until 5:30 p.m. on the days that school is in session. Parents are billed one month in advance and late fees may be accumulated unless payment is received on time. Students must be pre-registered in order to attend CARES but the program can accommodate students for a one-time "emergency".

CARES BILLS WILL BE COLLECTED THROUGH THE FACTS MANAGEMENT SYSTEM

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are essential to a student's progress and to the formation of good habits. **A student is considered tardy after 8:05 a.m.**

Students who are absent/or late in excess of 20 school days may be retained or required to make up work in summer school. Parents will be responsible for enrollment and for providing documentation of completion.

If a student leaves before 12:00 p.m. (PK-4) or before 1:00 p.m. (5-8) a student is considered one half day absent.

Parents are requested to call the school office before 8:15 a.m. if a student will be absent that day. Homework will be available upon request for students in grades 4-8 only. Homework can always be had through the teacher's website.

After three consecutive days a doctor's note must be presented to the teacher.

Unexcused absences are those absences whereby a student is absent; truant, on a family vacation or on a non-school trip taken outside of regularly scheduled school holidays, for which the school did **not** receive a note.

Excused absences are absences when children are ill, there is a death in the family, school sponsored activity, etc. During excused absences, class work is made up upon the child's return to school sponsored events; therefore, if you choose to have your child participate in those days, your child will be marked absent.

Upon returning to school the student must present an absence note signed by the parent/guardian explaining the reason for absence. If no note is presented, the child will be marked as an unexcused absence. These notes are kept on file for one year. **Three or more day's absence requires a doctor's note for re-admission to school. In cases of communicable diseases a physician's note is also required.** If your child does contract a communicable disease such as, strep, measles, lice, please call and report to the office so that we may issue a health alert to all parents. All such reports remain confidential.

Parents are asked to limit special appointments during school hours. If necessary, a note must be sent to the principal before 8:15 a.m. the morning of the appointment. Students will be released from class only through the school office to a parent or designated guardian. ID will be asked for in cases such as these and a phone call will be made to the parent to verify permission. Students coming from a doctor or dentist appointment must bring a note from either one of the above when returning to school.

When students are absent they must make arrangements with their respective teachers regarding making up of missed work. **This work needs to be made up within two days (Grades 4-8) of the absence unless it is an extended absence. In this case special arrangements will be made with the teachers.**

Any student not well enough to attend classes during the day may not participate in any co-curricular, extra-curricular, or CYO sports activity that day.

BEHAVIOR

As a member of the Body of Christ and part of the St. Cornelius School community each person has a right to be treated with respect and dignity. No student has the right to treat another student in any way that will cause physical or emotional pain.

Bullying may involve but is not limited to: threats, written or verbal, teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, writing/drawing unkind notes or pictures, social isolation, gestures, cyber-bullying or other verbal or written conduct.

Cyber-bullying includes the following misuses of digital technology: written threats, teasing, intimidating, or making false accusations about another student or teacher by way of any technological tool, such as sending or posting inappropriate emails, instant

messages, text messages, digital images or website postings (including blogs and any social networking sites)

Scope: This policy prohibits bullying in any form or by any media that occurs either:

1. On school premises, before, during or after school hours
2. On any bus or vehicle as part of any school activity or on the way to and from school
3. During any school function, extracurricular activity or other school sponsored event or activity
4. Any outside school events involving students of St. Cornelius

Reporting Complaints: Each student and parent has a duty to report any **legitimate incident** of bullying/cyber-bullying to the school. **The school cannot act on hearsay or rumors** however; if a student experiences (or a parent witnesses or learns of) of any incident involving the above, it should be reported to the school principal. Parents are encouraged to share the documents with the Administration of any in-appropriate emails, “tweets” or any other social media posting. Parents should regularly check their child’s account and make sure that what they are posting is appropriate as well. The school cannot be expected to be aware of what students are doing on their home computers or phones.

Appropriate disciplinary measures will be taken for violations of this policy. This may include suspension or dismissal from school **depending on the circumstance & the age of the child**. Parents must realize that everything is not always what it seems; they may be extenuating circumstances or information that you do not have.

The school administration will investigate all actions, examine all sides and handle as deemed appropriate. **At no time, will we discuss consequences of another student’s actions due to privacy concerns.** Threats of physical harm should be reported to the local authorities.

CAFETERIA SCHEDULE

	<u>Inside</u>	<u>Outside</u>
PK & Kdg.	11:30-12:00	12:00-1:00
Grs. 1-4	12:00-12:30	12:30-12:55
Grs. 5-8	12:45 -1:05	1:05 - 1:20

Volunteers are needed and welcome (with clearances) to assist in cafeteria and playground.

LUNCH

If your child has a food allergy, parents are asked to present a doctor’s letter/form which states the child has a food allergy & needs access to an EpiPen.

All students are expected to obey the person in charge of the lunch hour. Since it is a public eating area, proper manners and a low tone of speaking are the only acceptable behavior. Disrespect shown to any parent or lunchroom employee will be treated as a serious infraction.

Following the eating of lunch, students will go outside for a recess period. They will be expected to respect the regulations set down by the playground supervisor. No student is permitted to leave the school grounds during the school day.

The Pound School Store is open on select Fridays at each lunch period. Schedules will be posted.

CARE OF TECHNOLOGY, BOOKS AND PERSONAL EFFECTS

It is each student's responsibility to have all books covered; the stretchable book covers seem to work best. Books must also be carried to and from school in a book bag and kept in their proper place during the school day. Wheeled luggage carriers/backpacks are not permitted. Highlighting of textbooks is not permitted. Books, which are defaced or not returned, will be charged to the parent at the end of the year. Reports and final grades will not be issued until bill is paid. Cost will be determined by the age & condition of the book.

Grades PK-4

IPADS will be used in Grades PK-4 and will be assigned to individual students. iPads are not taken home and must be used with care.

Grades 5-8

All Chromebooks must be carried in a padded case, no exceptions. Continued disregard for this policy may result in the tablet being taken away from the student. Also, if any student willingly goes into inappropriate sites on their device, the device will be taken from the student for a period of time as determined by the principal.

TABLET INSURANCE

All parents must purchase the yearly insurance provided by the school which will cover necessary repairs due to neglect or system malfunction. If insurance is not purchased, no device will be issued to the student. This insurance payment of \$25.00 per family will be collected by the end of September via your FACTS account.

***Please mark personal items:** School Jackets, sweatshirts, lunch boxes, gym clothes etc. with name tapes /sharpie or another form of identification and help your children learn to exercise responsible concern for all their possessions and those of the school.*

CHEWING GUM/CANDY

Students are not permitted to chew gum and candy in the classroom or on the school premises in order to maintain cleanliness and hygienic conditions. Teachers may on occasion, give the students a treat for which no permission is needed.

CUSTODY ISSUES

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. The non-custodial parent must provide a current address in order to obtain information.

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 dealing with the education/visitation of the child. It is also the parent's responsibility to inform the school of the addresses where the student's records should be sent.

*Divorced/ separated parents must provide the school with a court certified copy of the custody section of the divorce/separation/agreement/ degree. If no such copy is on file, school officials will assume that both parents have custodial rights.

School officials will make all reasonable efforts to ensure that children are released only to the *appropriate parent at the time/days according to the court custody arrangements*. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

DESKS/LOCKERS

The school is the co-tenant of all storage areas and desks and reserves the right to search them at any time without notice. Defacing desks, chairs, books, lockers or school property is strictly forbidden. Students/parents will be financially liable for any cleaning and/or replacement.

DISCIPLINE POLICY

In its broadest meaning, discipline connotes the development of the physical, mental and moral capacities of the child through exercise and instruction. The discipline, which characterizes St. Cornelius School, should contain two essential elements:

1. Conduct that exemplifies **respect for each person** and will be conducive to learning and growth.
2. Conduct that will **enrich the life of the pupil spiritually, mentally, morally and physically**; thus developing a responsible, caring person.

In guiding the child's growth in Christian attitudes and in habits of virtue, it is the school's policy to emphasize the positive rather than the negative. Students are young, developing

people who possess strengths, hopes and expectations. These young people depend on the adults in their lives to model Christian values and conduct.

Knowing their limits and school rules will help them in making choices. St. Cornelius School is committed to fairness in dealing with any discipline problem, so, in most cases, the administration or disciplinarian will make every effort to tell the students what he/she did that was wrong. The students and teacher will both be given an opportunity to be heard. The principal and/or pastor are the final recourse in all-disciplinary situations and may waive all regulations for just cause at his or her discretion.

Grades PreK-3

Early Childhood and primary teachers work with the children at various developmental stages that require individualized methods of discipline. At this level, any serious difficulties would be brought to the attention of the administration and parents in conference.

Grades 4-8

The classroom teacher/special teachers will handle most disciplinary measures. **Individual teachers will issue specific guidelines for their classes and grade units.** If the situation or behavior continues, then the parents will be notified. All students need to be aware of the following rules and discipline procedures.

1. Respect for all authority is expected
2. Students are expected to respect and accept fellow classmates.
3. Students will be in complete uniform, & wear it properly each day as specified in the section on school uniforms.
4. Being on time for school and reporting to individual classes on time is expected.
5. Students are expected to play fairly.
6. Fighting is not a solution to a problem and is not permitted, under any circumstances.
7. The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the students is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from the school, even for a first offense.
8. Any student, who, for any reason, is found to have a weapon or any object deemed inappropriate by the principal/pastor may be subject to immediate dismissal. Police will also be notified.
9. Any student, who threatens/bullies another student, teacher physically, verbally or by written expression, will be subject to suspension, which may result in dismissal. (See Un-Christian Policy)

10. Cheating is a form of stealing, therefore; copying homework, using notes during a test, receiving answers from another student, or copying verbatim from the Internet or elsewhere is not allowed.
11. Any student who displays inappropriate behavior or conduct unbecoming a Christian student and contrary to the good order of the entire school will be subject to disciplinary action.
12. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. (Bullying & cyber-bullying apply)
13. Any student who would leave school grounds or a school-sponsored event without permission would be subject to disciplinary action.
14. Destruction of school property, including any graffiti.
15. Students may not demonstrate inappropriate signs of affection.
16. Inappropriate use of electronic media (see section on Electronic Media)

Final decisions regarding any discipline issue resides with the Pastor and the school administration.

SUSPENSIONS

Only the pastor and/or principal have the right to suspend a student. The infraction must be major; the length of the suspension is from one to three days based on the seriousness of the infraction. Parents will be notified in writing and in person of the school's decision.

Reinstatement will only take place after the principal interviews the parents. Parents will be asked to sign an agreement in which they state that they understand the problem and agree to the recommendations for improvement.

Only the Pastor has the authority to dismiss a student after a thorough investigation. In certain incidents, the seriousness of the offense may warrant immediate dismissal. Tuition and fees **will not be refunded** if a student is dismissed.

At the beginning of the school year, classroom rules and school policies will be discussed with the students. Appropriate behavior will be expected for all students and consequences of choices made will be fairly treated. At the Back to School Meeting, teachers will discuss with the parents school/classroom policies. Parents are expected

to support these policies since they are for the overall good order of the school. **Teachers will not discuss discipline consequences involving other students with parents other than that child.**

ELECTRONIC MEDIA

Electronic effects, such as iPods, headphones, video games, toys or other electronic/mechanical items are NOT permitted in school. **Cell Phones must be in the off position upon the student's arrival and placed inside their locker** or on the teacher's

desk **until the end of the day. If a cell phone rings during the school day, it will be confiscated by the teacher and held until the end of the day.** Consistent disregard for this policy may lead to a conference with the principal and parents.

Cell phones, cameras, tablets, iPods may NOT be used to take pictures, copy tests, record a teacher/student or to text another student during the school day. **A student who does not follow this procedure may forfeit their privilege of bringing the phone to school, risk losing the use of their device and will risk having it confiscated.** The school understands that some parents wish students to have a phone as a matter of safety, however; students must follow the above procedure or risk losing the privilege

A student who would use a cell phone or computer to “sext”, “text”, blog or cause harm to another student or teacher may be subject to dismissal. The use of any social networking sites are discouraged for our students and use of them to harm another student or teacher’s reputation may lead to dismissal. At no time may a student use the name of St. Cornelius School on any website or social network site.

If a parent needs to get in touch with their child you are asked to call the school office and we will deliver your message.

EMERGENCY DISMISSAL

In case of an emergency closure during school hours, parents are notified via **Option C** (an automated call system). This system will send automated messages via your home, work or cell phones with an email or text message. It is imperative therefore that all contact numbers be updated. If any of these numbers should change over the course of the school year it is the parent’s responsibility to notify school. If, in cases of separation or divorce, both parents want a call, it is the parents’ responsibility to make contact numbers available. Of course, we will still utilize Channel 6, Channel 10 & Channel 3 radio and TV announcements.

PLEASE DO NOT CALL THE SCHOOL ASKING ABOUT DISMISSAL SINCE THESE CALLS CAUSE EXCESSIVE TIE-UPS OF THE PHONE THAT MAY BE NEEDED FOR EMERGENCIES.

EXTRACURRICULAR ACTIVITIES

Students have the opportunity to participate in various extra activities if they meet the academic and behavioral criteria. Some of these activities are:

Service Club Robotics Choir Scouts Band CYO Sports Altar Servers
Science Explorers Drama Dance Craft Club Homework Club

Registration information will be sent home via Friday Folders.

FIELD TRIPS

Field trips planned with an educational objective may be engaged, provided they are safely conducted, adequately supervised, and do not represent an unreasonable financial burden on the school or individual families. Educational trips are considered to be an extension of the classroom learning experience and appropriate follow-up will take place in the classroom. Information about the trip and a permission slip will be sent home for your signature and must be returned to the child's teacher. A blank copy is included in this handbook in case you misplace the original. (See back of Handbook)

Phone permission is never a substitute for written permission.

If a student needs medication it is the teacher & parent's responsibility to make sure that the medicine is on hand before leaving.

Because field trips are considered part of the educational process, students who elect not to participate *must attend school*.

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

Parents have the right to refuse to allow their child's participation in a field trip. In that instance, the student is expected to be present for the regular school day. Every student who participates in a field trip is expected to obey all discipline codes as previously stated.

Field trips must be within the normal school day except for 7th & 8th grades. (Not always applicable) Younger siblings are not allowed to accompany parent chaperones while on a field trip since parents need to be present to the children assigned to them. Parents wishing to chaperone must have all clearances into school prior to the scheduled trip.

FIRE & SAFETY DRILLS

Fire Drills are held monthly depending on the weather conditions e.g. winter cold & snow. All students, staff, parents, and volunteers are expected to exit the building immediately. Silence is required during any fire drill or other emergency.

In addition, procedures for a "lock down", in cases where an intruder enters the building, will also be practiced during the school year. I will make every attempt to let parents know through OptionC as to when lock down drills are held so as not to cause undue worry if your child mentions they had lock down.

HOME AND SCHOOL ASSOCIATION

We encourage each family to have membership in the Home and School Association. This association gives parents many opportunities for involvement in the education of their children. In addition to representing parents, the association conducts many activities for our students and provides many school improvements, as well as social events to help generate a supportive environment for all our families.

HOMEWORK

Homework will be assigned daily at the discretion of the individual teacher in Grades 1 to 8. It is a valuable practice in the development of responsibility and the exercise of initiative.

The parent's role is primarily that of providing a suitable place for study and helping your child decide the best time for study. Parents should supervise homework but not actually do the work. If you are noticing frustration due to difficulty in a homework assignment, please write a note to the teacher about your observation. Having children sit for hours accomplishes nothing and by writing a note, a teacher may look for solutions to specific problems regarding homework. If a student fails on a continual basis to complete homework assignments, the teacher will determine the consequences of this action.

Total homework may be either written or a study assignment.

Grades 1 and 2	10, 15 or 20 minutes
Grades 3, 4 and 5	30 – 40 minutes
Grades 6, 7 and 8	50 – 60 minutes

These times serve as guidelines for each evening. Projects are normally assigned at least one to two weeks before they are due, so no project will be given with just 1 or 2 days' notice.

If your child says he/she has no homework, please check the Family Portal on OptionC or the teacher's website as homework is usually given each school night except for Friday.

Students may not call home when they forget homework or come back into school to retrieve forgotten books.

They can make up the work the following day or retrieve assignments from the teacher's website.

If a student is absent, homework may be requested by a phone call to the school office, no later than 8:30 A.M. and may be picked up following school dismissal until 3:15 P.M. or unless you request that it goes home with another child. **Homework for K – 2 should not be requested unless the student is absent for three or more days.**

ENRICHMENT MATH

In order for a student to participate & remain in the Enrichments Math Program, he/she must have a 3 or above in conduct and effort. All qualifications must be met for initial entry into the program.

Criteria for admission as stated by the Archdiocesan Mathematics Curriculum Committee are:

1. Consistent scores of 90 or above in the Math Composite Score for Standardized Testing
2. Consistent scores of 80 or above in the Reading Comprehension test of the Standardized Testing
3. A score of 85 or above on the Mathematics End of Level Mastery Tests
4. Consistent grades of 90 or above in Mathematics on the report card
5. Cognitive Skills Index falling in the range of 125+ in the Terra Nova Tests

Students test **scores are reviewed each year** so that every child has the opportunity to participate in this program if qualified. **All students are placed in the program on probation** and may be moved back into the regular math class **at any time** at the discretion of the Principal and Math Enrichment teacher. Parents will be contacted earlier if the student is struggling.

LITURGY

The students will participate in liturgies throughout the school year, either during First Friday Mass or on Holy Days of Obligation. Parents are invited to join in celebrating the liturgy with the school if you are able. The entire school will celebrate special feasts and liturgical seasons. ***Catholic parents and children are expected to attend Mass every Sunday.***

The Sacrament of Penance is available at scheduled times for the students. Children participate in the, reception of ashes, Stations of the Cross & May Procession at the appropriate seasons of the liturgical year.

Children not of the Catholic faith are expected to show reverence and respect at all services. All students must complete religion homework since it is a major academic subject and is graded regardless of an individual's faith.

LOST AND FOUND

All articles belonging to a student should be properly identified. Many lost and found articles are brought to the office daily, but they are infrequently sought after or claimed. Please remind your children to look for their lost objects immediately. These are located in the Main Office. Unmarked clothing turned into the school office & not claimed will be given to the poor

MEDICATION PROCEDURES

The administering of medicine to a child outside the doctor's office or health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it possible to prescribe medication so that it can be administered at home. Only when absolutely necessary is the school willing to accept responsibility for administering medications, and then under the following guidelines:

- The school will not administer/dispense medicines (including over-the-counter drugs) to students **without** specific authorization by both **a licensed physician and the parents** of the students. An **“Authorization for Medication”** form must be completed and submitted by the parent. The name of medication and dosage must be indicated on this form. **(Form is in the back of the Handbook)**
- Medications to be dispensed by the school must be labeled with the child’s name and the exact dosage. All medications will remain in a secure location. (By exception, students who are asthmatic may carry a prescribed inhaler with them during the school day if necessary.) Ordinarily, a written log will be kept of dispensed medication.

Please Note: No child may carry prescription or over-the-counter medications around with them unless it is a medical emergency such as a prescribed inhaler. These cases would be handled on an individual basis. A doctor’s note would be required in such instances.

ACCIDENT AND ILLNESS

You will be notified immediately in case of sudden illness or accidents of a serious nature by the school office. Please be certain that the **office and Home Room Teacher** have the **correct information** for Emergency Contact. *Please notify the **office** of any changes during the year. It is imperative that we have emergency numbers to contact parents during the day.*

The school is not permitted to send a child to a doctor for emergency treatment without the expressed permission of a parent or guardian. The school may dispense over the counter medications or prescription medicine **ONLY if there is written permission from the parent on file.**

The school will call and you have the option of coming to school and administering the medicine to your child. School personnel are NOT permitted to administer medications unless it is for serious chronic or life-threatening illnesses.

CONTAGIOUS DISEASES: It is the responsibility of the parent to notify the school if your child has contacted a contagious disease such as strep throat, measles, lice, whooping cough, measles etc. This will enable the school to notify the parents of those classes so that they may take the necessary precautions. All notifications will be held in strictest confidence.

LICE

At any time during the school year the nurse may inspect any student for head lice. If nits or lice are identified during the check the following procedure will be implemented:

1. Student will be removed from the classroom & parent must pick up child immediately
2. Parents must take the child to family physician, lice center or obtain treatment supplies from pharmacy for verification and treatment
3. Student can only return to school **after the nurse checks the student** (parent need to be present) or has a doctor's note stating that the child is clear of any infestation.
4. If any nits are found, the parent will need to take the child home until all nits are removed.

OPTIONC

Parents can access their child's grades, homework, & report cards in Grades PK-8 through the school's digital communication tool, OPTIONC. Parents are given a specific password at the beginning of the year, which is specific to each child. This introductory letter provides you with the information you will need to access this system. **Please keep somewhere safe and secure so you can refer to it often.** This will allow you to enter the program and view grades, assignments and report cards. **Parents must be current in their tuition payments, in order to receive this service or access will be blocked.** If you do not have access to the Internet please contact the child's teacher to receive an update however; all financial obligations must still be current.

PARENT COMMUNICATION

Communication between home and school is a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children. Therefore, parents & guardians should make every effort to keep informed of the programs of the school.

Faculty members are always eager to discuss pupil progress with parents or guardian. The proper time to confer with teachers is on conference day however; teachers are available at other times as well. Appointments may be arranged directly with the teacher either by email, phone or a written note. **AT NO TIME ARE PARENTS OR GUARDIANS PERMITTED TO PRESENT THEMSELVES TO A TEACHER IN CLASS DURING CLASS TIME.**

No phone calls should be made to a teacher's home or any email sent to a teacher's personal email. Please contact teachers through their school email or the school phone. If a problem should arise concerning your child and a classroom situation, please contact the individual teacher first, before referring it to the principal or pastor.

Parents are encouraged to CC the principal on any email sent to an individual teacher.

All communication is posted on the school's website: www.scornelius.org and emailed directly to the addresses given to the school by the parents through OPTION C. **It is the parent's responsibility to check this section in order for you to be aware of school happenings and functions. All calendars, forms, registrations, and activity sign-ups**

are placed on this website and emailed directly to you. If you change your email address please notify school promptly so that you will receive the school news.

PARENT COOPERATION

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at this school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

PHYSICAL EDUCATION & HEALTH CLASSES

During Physical Education classes students are required to be in P. E. uniform. **Navy blue shorts & heather tee shirt with sport emblem and white sport socks is the official school gym uniform.**

During the winter months, regulation sweats or track suit styles for Grades 4-8 may be worn. Students in Grades 5-8 also have the option of the straight leg cotton sweat pant with sweatshirt if not wearing the track style. **Students in Grades PK4-3 still will wear the sweatshirt and sweatpants not a track suit.**

A student requesting to be excused from PE class must submit a written notification from a parent with a valid explanation. Should this exemption be necessary for more than one (1) class, a doctor's note must be submitted to the school office.

Health will continue to be taught by our Health/PE Teacher during the year since it is a requirement of the State of Pennsylvania. Students may wear their gym uniforms on days that they have Health.

PROMOTION-RETENTION

Careful assessment of a student's performance and ability must be considered before retention is recommended. All support services will be put into place in order to prevent retention e.g. DCIU review, teacher input, tutoring, counseling and the use of resources for the parents.

Parents should be informed in writing of the possibility of retention at the end of the **second trimester** and a conference will be scheduled. During the remainder of the school year, ongoing, consistent communication between the teacher, parents and resource teachers will take place. Every effort will be made to have the child meet grade level expectations. Any final decision will be made in the best interest of the child and only after all options have been exhausted,

The final decision regarding retention resides with the Administration after conferencing with the parent and teacher.

REPORT CARDS

Report cards are issued three times a year according to the Archdiocese of Philadelphia Guidelines and are emailed directly to your home via OPTIONC. Parents must log into your family portal and from there you can access the report card.

Percentage grades are used for grades 4 – 8. Letter grades are used for grades 1 – 3. Students in Grades 1 & 2 do not receive grades for Social Studies or Science.

If you wish copies to be sent to a non-custodial parent, copies of custody order must be on file with the principal and addresses of that parent must be current.

Tuition payments must be current before report cards; progress reports final grades, diplomas or transcripts are issued. Questions concerning finances should be directed to the Business Office at 610-459-2502.

SCHOOL PARTIES/BIRTHDAYS

All parties need to be planned with the classroom teacher. Parties may be held for the following occasions for Grades PK-3: Halloween, Thanksgiving, Christmas, Valentine's Day and end of the year. No parties will be held during Lent. (Excluding birthdays)

Please check with your child's teacher regarding birthday treats in order to avoid duplication on one day. It is highly suggested that when considering treats, consideration to given to **healthy options**, such as, fresh fruit or fruit

No invitations to outside parties may be distributed in school. We also highly encourage including **all** children in any outside invitations so that no child feels excluded.

SCHOOL VIOLENCE

Violence may be defined as anything that could cause physical harm to another. Threatened violence is defined as threatening to cause physical harm to another. **A student whose verbal or written comments, including e-mail messages, social media, tweets, cell or text messages include a threat to another student, faculty member or staff shall be immediately suspended from school after the parents have been informed of the situation.**

Be seen by a psychologist, at the parent's expense, and by the school counselor, both of who will be asked to submit a written evaluation.

If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be dismissed from school.

If it is the opinion of those who evaluate the child that the child did not seriously intend to do harm to others, the child may be allowed to return to school.

If allowed to return to school, the child should be placed on probation with an indication that, should a similar threat occur, the child may be dismissed from the school.

The Office of Catholic Education will be notified in these cases. The school will submit to the police an informational report upon request. When children from the primary/elementary grades are responsible for verbal or written threats, the administration, after informing the parents, will review the matter, will determine the severity of the threat and will take appropriate action which may include any or all of the above.

*** The pastor and/or the principal are the final recourse in all-disciplinary situations and may waive any and all regulations for just cause at his/her discretion.**

SEXUAL HARRASSMENT

For purposes of this policy, the term “sexual harassment” refers to any unwelcome sexual attention, sexual advances, requests for sexual favors and other verbal, visual or physical contact of a sexual nature. Sexual harassment is unacceptable conduct and will not be accepted. All students are responsible for ensuring that the school is free from all forms of sexual harassment. The school will investigate all allegations of sexual harassment and will take appropriate corrective action when warranted. Any student, parent or teacher who is determined, as result of such an investigation, to have engaged in this type of harassment will be subject to appropriate disciplinary action, up to and including dismissal. **The age of the student will be taken into consideration in all matters of this nature.**

STATIONERY

Supply lists will be posted on the school's website under the Parent Tab, so that you can purchase supplies ahead of time. However, certain copybooks will need to be purchased through school so please pay close attention to each grade list. These supplies will be available at the shoe sale in August and on Meet & Greet Night.

Please send your child with just the supplies listed on their supply list. Extra items should not be sent into school. Items not requested will be sent home. Additional copybooks and theme tablets can be purchased through the office.

SUBSTANCE ABUSE POLICY

The Archdiocese of Philadelphia and St. Cornelius School are Christian communities whose mission is to help each student develop his/her potential by emphasizing their self-worth and dignity in an academically challenging and spiritually fulfilling environment. Substance abuse is intolerable in such an environment. Yet, we recognize that substance abuse is a societal problem and that it must be confronted.

If any student is suspected of substance abuse by the administration the following steps will be in place:

1. Parents/Guardians will be notified

2. School Counselor will have a preliminary visit with the student and if it is ascertained that additional help is needed
3. Professional (outside) help will be arranged through the parents.
4. An appropriate action plan to support the student in his/her ongoing rehabilitation with appropriate consequences if compliance is not given will be arranged with all the parties involved.

If there is suspicion of possession or possession with intent to distribute, the school will:

1. Investigate the circumstances
2. Contact parents/guardians
3. Contact police as appropriate.
4. Contact Office of Catholic Education

TRANSFER OF RECORDS

No educational records will be transferred to another school unless all financial obligations to the school are current. Health records will be sent in accordance with state law. Records may never be given directly to a parent/guardian.

Eighth Grade students requesting subject references should provide the teachers with a stamped, self-addressed envelope since no references will be given directly to a student.

TRIPS AND VACATIONS

The annual school calendar should be consulted **before** making plans for trips and vacations. Trips and vacations taken outside of regularly scheduled school holidays are unexcused absences. Of course, there are always exceptions so please notify the office prior to leaving. Work will not be given in advance. **End of the year examinations may not be administered earlier than scheduled by the Archdiocese.** Final grades cannot be completed until final exams are completed; failure to complete final exams may reflect negatively in the student's final average.

TUITION

St. Cornelius utilizes **FACTS Tuition Management System** as the only means of paying tuition. Within the FACTS System, you will have four options of paying annually, semi-annually, quarterly or monthly. Payment within FACTS can be made through your bank account or a credit card. **We are no longer accepting checks delivered or mailed to the parish for tuition payments.**

Payments begin in August 2019 regardless of the payment plan you choose.

Once your registration is received, the Business Manager will send you an invitation from FACTS to sign up for which option you choose for tuition payment.

PLEASE NOTE: Any lateness in payment of tuition, CARES, and fees will result in the student being kept home until the tuition is brought current.

REFUND OF TUITION POLICY:

A tuition refund will be made if a child is withdrawn from school only in the event a parent must relocate their residence as required by their employment or in the event the child is not able to attend school. The rate of refund will be:

90% if the child is withdrawn before 10/15/19

70% if the child withdrawn between 10/15/19 and 11/30/19

50 % if the child is withdrawn between 12/01/19 and 1/31/20

None if the child is withdrawn after 1/31/20

Any questions regarding tuition should be directed to the PLC since the school does not collect these payments. PLC can be reached at (610-459-2502).

UNIFORM POLICY

(GYM UNIFORM IS LISTED UNDER PHYSICAL EDUCATION)

BOYS' SCHOOL WINTER UNIFORM

- PK 3** P.E. uniform or pull on khaki pants with long /short sleeve blue polo
White sneakers with Velcro closure –no blinking lights, etc. (Tie shoes are NOT permitted)
- PK 4** PE uniform or Khaki pull up long pants with long/short sleeve polo with logo
White sneakers with Velcro closure-no blinking lights, etc. (Tie shoes are not permitted)
- KDG** Khaki dress pants with **elastic waist**
- 1-8** Khaki dress pants with a **belt. (Grade 1 may wear elastic waist)**
- K-8** White dress shirt/long or short sleeve, buttoned at neck
Navy V neck sweater with school logo
Plain, White or navy crew socks (socks must cover ankles)
Black/brown leather belt or cloth belt from school store.
Tan Bucks tie shoes **or** Tan Boat Shoe for grades 4-8
The slip on style with no laces for grades K-3
Navy striped tie
Any tee shirt worn under dress shirt must be white

ALL SHIRTS MUST BE TUCKED IN AND BELTS MUST BE WORN

GIRLS' SCHOOL WINTER UNIFORM

- PK 3** PE uniform or Khaki pull up pants with long/short sleeve blue polo
Whites sneakers with Velcro closure, No blinking lights, etc. (Tie shoes are NOT permitted)
- PK4** PE Uniform or Pull up long pants with long/short sleeve blue polo w/logo.
White sneakers with Velcro closure, no blinking lights, etc. (Tie shoes are not permitted)
- KDG - 3** Red/Navy jumper with drop waist
White Short or Long -Sleeved Peter Pan collar blouse
Navy cardigan sweater with school logo
***Navy tights or navy knee socks**
Navy blue "Mary Jane" style shoes.
- 4-8** Red/Navy Skort, ***Skorts must be worn at the knee**
White Short or Long -Sleeved Button down collar blouse
V-neck sweater with logo
* Navy knee socks or tights
Tan Bucks **or** Tan Boat Shoe
Any tee shirt worn under the blouse must be white.

ALL BLOUSES AND POLO SHIRTS MUST BE TUCKED IN AT ALL TIMES

SPRING UNIFORM DATE IS DETERMINED BY SCHOOL & WILL BE ON MONTHLY CALENDAR AND MAY NOT BE WORN BEFORE POSTED DATE.

BOYS' SPRING/FALL UNIFORM

- PK** PE uniform Shorts with elastic waist
White Velcro sneakers
- K-3** Khaki Boys Twill Walking Shorts or khaki long pants with belt
Navy Blue Short- Sleeve Polo Shirt with school logo.
Slip on shoe without laces (sneakers may not be worn)
- 4-8** Khaki Boys Twill Walking Shorts or khaki long pants with belt
Navy Blue Short- Sleeve Polo Shirt with school logo
Tan Bucks or the Tan Boat Shoe
***Plain, White or navy crew socks (socks must cover ankles)**
Any tee shirt worn under polo shirt must be white

GIRLS SPRING/FALL UNIFORM

- PK** Khaki Girls Twill Walking Shorts

Navy Blue short- sleeved polo with school logo
White Velcro Sneakers (**PK-Grade 3 only**), shorts worn at the knee)

K-3 Khaki Girls Twill Walking Shorts
Navy Blue short- sleeved polo with school logo
Mary Janes

4-8 Khaki Skort (no shorts)
Navy blue short- sleeved polo shirt with school logo.
Tan Bucks or Tan Boat Shoe
***White/blue crew socks to cover ankle. No sport socks.**

JEWELRY

A small cross and chain and a watch is acceptable for all students. Girls may wear one pair small gold/silver earrings only (one in each ear). If a girl is allergic to the post earrings, no earrings are to be worn. (No hoops, dangles, etc. may be worn).

Earrings are not permissible for the boys. No other jewelry may be worn. If a student wears inappropriate jewelry (as determined by the Administration) it will be taken from the student and returned to the student at the end of the day

Students may not wear any rubber message bracelets or other forms of accessories on their wrists or ankles.

MAKE-UP

Make-up or colored nail polish is not permitted for any grade but **clear polish** may be worn. Acrylic nails are not permitted. A warning will be given first but if not corrected, parents will be contacted.

HAIRCUTS

Haircuts are to be traditional and conservative. **Hair may not be worn below the collar or way down on the face for boys.** Extreme hair styles (fads, tails, shaved, buzzes, dyed or dread locks, etc.) are not permitted. **Girls** are not permitted to dye, highlight, or have excessive braids. **Final determination as to what is traditional and conservative will be determined by the Administration.** If an inappropriate hairstyle is not corrected within a few days, the Principal will contact the parent.

School uniforms & shoes for the upcoming school year will be carried by Flynn & O'Hara at the store in Exton (610-594-1970). A link is provided under the Parents tab of the school's website.

Flocco's Shoes will be here in August for measuring and the sale of all school shoes.

VOLUNTEERS, PARENTS, AND VISITORS

Visitors must check in at the school office first through the **CHECK IN** computer by **presenting a valid driver license**. The license is then scanned; SCI searches the National Offenders database. If the visitor passes the check, a visitor ID Badge is printed and receives a visitor's pass. Upon leaving please sign out at the same computer.

Volunteers check-in under Volunteers, since we enter only the volunteers who have current and all clearances.

Beginning July 1, 2015, the State of PA passed new legislation which requires that all volunteers must have:

1. A PA Criminal Check, (expire every 5 years)
2. Child Abuse Clearance (expire every 5 years)
3. Federal Criminal History Clearance (expire every 5 years)
4. Safe Environment certificate which includes the technology piece.
5. Mandated Reporter Training which is available on-line through Archdiocesan website under Protecting Children.

This new legislation applies to any parent who wishes to volunteer for any activity within school. There is a link to the necessary forms on the school's website under Parents.

St. Cornelius School has every reason to be proud of what has been accomplished for the many students in attendance over the past years. The success can be attributed to the united efforts and cooperation of the Church – Home – School. Over the years many generous parents have donated their services to helping the school. Their assistance has been deeply appreciated and has benefited the school in a very significant way.

The following is a partial list of projects for which help is needed (Other opportunities come up by event.)

- Library Assistants
- Athletic involvement – coaches, moderators
- Chaperones – field trips (all clearances must be on file)
- Home and School Association Activities
- Walk – a –Thon
- Playground supervision
- Cafeteria supervision
- Room Parents
- School show assistants

WITHDRAWALS

Please notify the principal in writing at least two weeks in advance stating your reason for withdrawal if the student is leaving before the end of the year. Library books and texts belonging to the school are to be returned and all school accounts settled, then the transfer

will be issued from the school office. No records, except for Health records will be forwarded unless tuition is current.

In the case of an expulsion, the Pastor and Principal may also require the withdrawal of siblings.

PASTOR/SCHOOL/PRINCIPAL'S RIGHT TO AMEND

The pastor and school principal retain the right to amend the Handbook for just cause. Parents will be notified if changes are made through the website or OPTION C.

MEDICATION FORM
To be given to the doctor
St. Cornelius School

Name of Student: _____ Date of Birth: _____ Grade: _____

Saint Cornelius School Fax: 610-459-7728 Phone: 610-459-8663 Nurse: 484-840-9250

Medication Treatment Plan
To Be Completed by Physician

Diagnosis: _____

Medication, Dosage, Specific Times & Director for Administration:

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

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

Side Effects/Special Instructions: _____

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

Printed Name or Stamp of Physician Physician's Signature Date

Physician's Phone Number Physician's Fax Number

Parental Permission
To Be Completed by Parent(s)/Guardian(s)

I grant the administrator or his/her designee the permission to assist in the administration of each prescribed medication/procedure to be provided during the school day, including when _____ is away from school property on official school business.

(Name of Student)

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

Home Phone Number: _____ Cell Number: _____

ARCHDIOCESE OF PHILADELPHIA

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299
Telephone: 215-587-3710 • Fax: 215-587-5644

OFFICE OF CATHOLIC EDUCATION Director of Technology PreK-12

ACCEPTABLE 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 responsible use of technology.** The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* 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 outside use of technology threatens a likelihood of substantial disruption in school, including 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 Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms, and instant messaging.

GOAL

The school's goal is to prepare its members for 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 and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for Internet safety and digital citizenship

- Provide a variety of technology based tools and related technology skills

RESPONSIBILITIES OF USER

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

In The Archdiocese of Philadelphia 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.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's Self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

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

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, email, and/or phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact

parents 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 networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cellphones: 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 educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, 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 false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- 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.
- Loading 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 add to this policy at any time without notice.

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, Myspace, Instagram, Tumbler, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.*

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

'Friending' or 'Following' of current students by teachers is forbidden on a **teacher's personal social networking site**. 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 accounts and parents are encouraged to follow for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media.

Policy Violations

Violation of the above rules will be dealt with 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.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

(ONLY RETURN IF YOU ARE NEW STUDENT / FAMILY)
ACCEPTABLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Saint Cornelius School.

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

Student Name _____ Date ____/____/____

Grade _____

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

Student Access Contract

I hereby release Saint Cornelius School and the Archdiocese of Philadelphia, its personnel and any other institutions 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 Access, 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 *Acceptable 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 *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for Saint Cornelius School. I hereby give my permission for my child to use the Internet and will not hold Saint Cornelius School or the Archdiocese of Philadelphia liable as a result of my child's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date ____/____/____

**SAINT CORNELIUS SCHOOL
FIELD TRIP PERMISSION FORM**

(This form is used if you misplace the form for the specific event.)

We, (I) as parent(s) or legal guardian(s) give permission for _____
Print (Student's name)

to participate in the Saint Cornelius School field trip on _____ to

_____ which includes all related programs or events. In consideration for our (my) son's/daughter's participation in the field trip, and intending to be legally bound, we (I) and our (my) son/daughter agree and understand that we assume risk in full for our (my) son's/daughter's participation on the field trip, and with full knowledge of the risk inherent on such field trip, we release and hold harmless the school, Parish, the Archdiocese of Philadelphia, and its priests, religious, teachers, aides, employees, agents, administrators, and any official representatives, from any and all liability, damages, or claims for any and all personal injury, bodily injury, and/or property damage arising or related to our (my) son's/daughter's participation on the field trip, except for medical payments up to \$300, or as otherwise described, and provided in the Student Accident Insurance Policy.

We (I) and our (my) son/daughter understand and agree to abide by all rules and regulations established by School pertaining to the field trip.

(Student's Name) (Date)

(Parent(s)/ Guardian(s) Print) (Date)

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

***Both parents and/or guardians should sign** this Permission and Release. If one parent and/or guardian is out of town or otherwise unavailable, the fact should be noted on the form. If only one parent has custody, permission must be obtained from this parent with an acknowledgment that this parent is sole custodian of the child. If there is no parent and only one guardian, permission must be obtained from the sole guardian with an acknowledgement that he/she is the sole guardian.

N.B: Each student **must** return the signed *Permission and Release Form* before being permitted to Participate on the field trip.



You will never have this day
With your children again.
Tomorrow they will be a little
Older than they were today.
This day is a gift.
Just breathe, notice,
Study their faces and little feet.
PAY ATTENTION.
Relish the charms
Of the present.
Enjoy today,
It will be over
Before you know it.