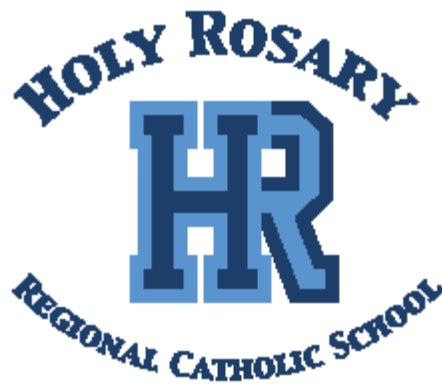


Student Handbook

2024-2025



***3040 Walton Road
Plymouth Meeting, PA 19462***

This handbook contains the policies and procedures of Holy Rosary Regional Catholic School. The school may change any of its policies or procedures and apply them as circumstances dictate.

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FACULTY/ADMINISTRATION 2024-2025

Principal

Mrs. Frances Luthy

Homeroom

Faculty

Grade 8A

Mrs. Maureen O'Hara, *Religion 5-8, Art PK3-8, CARES*

Grade 8B
CARES

Miss Regina Morrow, *Science, STREAM 5-8, ELA-5/6,*

Grade 7

Ms. Melissa Sicinski, *5-8 Math/Honors Math*

Grade 6/5

Mrs. Olivia McAfee, *7-8 ELA, 5-8 Social Studies*

Grade 4

Ms. Katherine Bass

Grade 3

Mrs. Megen Demeter

Grade 2

Miss Nicole Panetta

Grade 1

Miss Alyssa Picard

Kindergarten

Mrs. Caitlin Altomare

Pre-K4

Ms. Michelle Fondi

Pre-K3

Miss Elizabeth Rowe

Aide

Miss Elisabeth McLaughlin

Music

Mr. Aaron Bigeleisen

Physical Education

Mrs. Renée Auernheimer

Support Staff

School Secretary	Mrs. Amy Porter
Business Manager/Financial Aid	Mrs. JoAnn O'Connor
Lunch Program	Ms. Wendi Salamone
CARES	Mrs. Denise Cothran/Ms. Regina Morrow
Technology Coordinator	Mr. Tom Burns/Ms. Rae Morrow
Maintenance	Mr. Tony Mashaintonio
Nurse	Ms. Lillian Santiago, Colonial School District
MCIU Reading/Math	Mrs. April O'Donnell
MCIU Counselor	Mrs. Kathleen Fenningham
MCIU Speech	Ms. Megan Haycock

School Phone Number 610-825-0160

School website: holyrosaryregional.com

*Staff emails are listed on our website

MISSION STATEMENT

Holy Rosary Regional Catholic School, rooted in the teachings of Jesus Christ, prepares and inspires students to strive for excellence.

- We are committed to strengthening the Catholic faith that the students first acquired in their homes.
- We inspire students to achieve the highest standards of intellectual and personal development by imitating Jesus' life through service to others.
- We empower all students to communicate effectively and collaborate skillfully as lifelong learners and independent problem solvers.

BOARD OF LIMITED JURISDICTION

Holy Rosary established a Board of Limited Jurisdiction in August, 2019. The purpose of this board is to promote and advance the mission of the school for the education and instruction of students in assisting them to "reach the fullness of the Christian Life", (canon 794). In keeping with the principles of the Roman Catholic Church, the board collaborates with the pastors and works in partnership with the principal in ensuring that the school fulfills its mission of forming the human person for our final end and for the common good, (canon 795). The board also collaborates with the pastors and works in partnership with the principal in ensuring that the finances of the school remain healthy and a course of education, as prescribed by the Archdiocese of Philadelphia and the applicable policies, rules and regulations of the Commonwealth of Pennsylvania is provided.

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 School.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



Student Release, Waiver of Liability, and Indemnity, Release #1

Catholic Schools of the Archdiocese of Philadelphia

Attendance at Holy Rosary Regional Catholic School and participation in activities that are sponsored and/or supervised by or taking place at School ("School Activities") may present certain risks of injury or illness (including from Covid-19 or other communicable diseases) that could result in death and/or risks of loss of or damage to property. Parents/guardians enrolling their child or children in School acknowledge such risks and voluntarily assume those risks or other unknown risks, and accept that the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia have no obligation to provide any insurance or other financial assistance for the costs of any injury, illness, or death or loss of or damage to property resulting, directly or indirectly, from the School Activities, and expressly waive any claim for such compensation.

Acknowledgments. Parents/guardians agree that they: (1) consent to their child's participation in School Activities; (2) understand the nature of the School Activities; and (3) their child is qualified, in good health, and in proper physical condition to participate in the School Activities.

Medical Treatment. In the event of a medical emergency, parents/guardians consent for their child to receive necessary medical treatment until the emergency contact person(s) on file with the School can be notified and that they are responsible for the payment of any such treatment.

Waiver and Release. By acknowledgement and acceptance, parents/guardians, on behalf of themselves, their child, heirs, next of kin, spouse, and legal representatives, release, waive, discharge from, and agree not to sue the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia and their respective affiliates, successors, and assigns, directors, officers, employees, volunteers, agents, contractors, and representatives (collectively "Released Parties") for any and all claims, costs, liability, or damages of any injury, illness, death or loss of property resulting, directly or indirectly, from the School Activities except if caused by the gross negligence or intentional misconduct of any of the Released Parties which shall not be imputed to the other Released Parties.

Indemnity. Parents/guardians will indemnify, save, and hold harmless each of the Released Parties from any litigation expenses, attorney fees, loss, liability, damage, judgment or cost which may be incurred as the result of any claims by others against the Released Parties on behalf of the parents/guardians or their child.

BY ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS POLICY, I ACKNOWLEDGE THAT I HAVE READ THE STUDENT RELEASE, WAIVER OF LIABILITY AND INDEMNITY AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE. I ACKNOWLEDGE THAT I AM ACCEPTING THIS STATEMENT FREELY AND VOLUNTARILY, AND INTEND THIS TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY.

Signature: _____ Date: _____

ACADEMIC POLICIES

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 share and to take turns
- actively participate in class by responding orally or in writing as circumstances dictate
- report to class with necessary supplies and tools as listed in the teacher's requirements.

HOMEWORK

Homework reinforces concepts presented in class. Homework includes both written and study assignments and should be completed by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

Each teacher has their own Google Classroom. Codes will be distributed to students. Students are to check homework and assignments.

Teachers may require that homework be signed by the parent/guardian.

The following time per night is suggested for homework; this includes both written and study assignments:

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

The school realizes that teachers, students and subjects vary. The objective is not merely to put in time, but to extend learning beyond class time. **It is the belief of Holy Rosary's administration and faculty that parents/guardians play an integral part of this process and are expected to check to ensure homework is completed by their students. Homework should be a reflection of *student's* abilities.**

In the event of absence or suspension, all homework and missed assignments are to be made up. Missed assignments can be accessed by parents/guardians/students on Google Classroom or when the child returns to school. If a child is absent, parents/guardians may call the school office prior to 11:00 AM to request that a teacher send necessary textbooks and workbooks home with another student or that the materials be left in the school office for pickup at the end of the school day. Students are not permitted inside the classrooms after dismissal.

Learning not only cultivates intellectual skills, but also responsibility for one's actions. Your child, grades 1 – 8, will receive a progress report once each trimester (midway through the trimester).

The progress report is to be reviewed, signed, and returned to school. If a parent/guardian has any concerns, they should contact their child's teacher.

REPORT CARDS

Report cards are issued three times a year to students in grades K through 8. Each student is responsible for his/her own report card grade by satisfactorily fulfilling academic requirements.

Report card envelopes **must be signed by the parent or guardian and returned** promptly to the teacher. Report cards may remain at home.

- First Honors is awarded to students who have a GPA of 92 or better and no grade less than a 90; all specials' and behavior grades must be greater than or equal to "3".
- Second Honors is awarded to students who have a GPA of 87 or better and no grades less than an 85; all specials' and behavior grades must be greater than or equal to "3".

ACADEMIC PROBATION

Academic Responsibilities

Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner.

A student who does not fulfill his/her academic responsibilities in a trimester will meet with the teacher(s) and principal. A plan of improvement will be implemented. The plan will be monitored by teachers, principal and parents.

STANDARDIZED TESTING

The standardized Terra Nova Test is administered each year to students in all grades 2-7. The results are communicated to parents and are utilized by the school for curriculum planning. Testing is done during the spring of each year.

EIGHTH-GRADE STUDENTS

Eighth-grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for closing exercises if all financial obligations have been met. Students will participate in the annual HSPT (High School Placement Testing)

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student's participation in closing exercises if, in the view of the school, the student's academic or disciplinary record indicates that the privilege should not be extended. If all financial obligations are not met, students in grade eight will not be permitted to participate in graduation activities.

MONTGOMERY COUNTY INTERMEDIATE UNIT

Mathematics and reading support programs are offered through this government-funded office. Psychological testing, individual counseling and speech therapy are also provided on site. A guidance counselor is on staff one day a week to direct preventive guidance and implement special programs for continuing strong emotional and social development of all our students.

ADMISSIONS

Holy Rosary Regional Catholic School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. 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.

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

Holy Rosary Regional Catholic School generally follows local public school districts' age requirements for admission.

- A student who is six years old by September 1 of the school year is eligible for enrollment in Grade 1
- A student who is five years old by September 1 of the school year is eligible for enrollment in Kindergarten
- PreK4 students must be four years of age by September 1 of the current year. Children must be fully toilet-trained. (PreK3 students must be three years of age by Sept. 1 of current year and must be toilet trained.)

The necessary forms and a list of certificates required for admission are available in the school office as well as on our website, [**www.holyrosaryregional.com**](http://www.holyrosaryregional.com)

REGISTRATION GUIDELINES

In early January, currently enrolled families will automatically be registered for the next school year. If you are choosing not to re-register, you should opt out in writing to the principal. The registration fee will be added at that time to your Smart Tuition account. This fee is non-refundable.

ARRIVAL & DISMISSAL PROCEDURES

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive and leave school. **All changes to dismissal routines require a note from the parent/guardian.**

CAR RIDERS

AM ARRIVAL

Students arriving in a car will exit their car beginning at 7:45. Students are expected to be in their homeroom line by 8:00 AM. Once side doors are closed, students are considered LATE. Parent must accompany late students to the front door and sign the student in at the main office.

PM DISMISSAL

On the shed side of the building, families must park their cars, turn ignition off and meet their students. Please move your child(ren) immediately to your car, so we can bring exiting cars. Once **ALL** students are safely in cars, the staff will begin directing cars to exit via the designated exit **ONLY**. **DO NOT** attempt to avert this dismissal procedure, as in doing so, you threaten the safety of the children. **Please park only in lined spaces.**

HALF-DAY SESSIONS: Students are dismissed at noon. NOT ALL DISTRICTS PICK UP ON OUR HALF DAYS. PLEASE REFERENCE PRINCIPAL UPDATES FOR INFORMATION.

There is **NO PM CARES** on early dismissal days. Check principal weekly updates to find out which buses will/will not pick up students. The school districts only permit so many early dismissals; each district varies with the number of early dismissals we are permitted.

BUS RIDERS

MOST SCHOOL BUSES ARE EQUIPPED WITH SEVERAL VIDEO CAMERAS TO ENSURE THE SAFETY OF OUR STUDENTS.

Students who ride a school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will be reported by the bus driver to the principal; the privilege of riding the bus may be rescinded if a student's behavior warrants.

The safety of all bus passengers is the responsibility of the bus driver who has authority to make any necessary safety rules, in addition to the rules of the Bureau of Traffic Safety of the Commonwealth of Pennsylvania. All students must respect the decision of the bus driver.

Children must ride the bus assigned to them by their school district. If a child usually rides the bus and is to take a car home that day, please notify your child's teacher and the school secretary.

AM buses enter the school parking lot on the shed side of the building and will drop students at the **gym** under faculty supervision. **NO** cars should be parked on the office side lot in the morning, unless directed. We need extra parking spaces by the sheds in order for the buses to

make the turn to the drop off point. **NO student may ride or change buses/stops, on which they are not registered or assigned. PM buses pick students up on the church side of the building. Cars should not be parked on any spots near Grady Hall. CARES pick up begins AFTER the buses are moved.**

EARLY DISMISSAL AND EMERGENCY CLOSINGS

Holy Rosary Regional Catholic School will be using an automated parent notification service in the case of early dismissals and emergency closings. The phone numbers and emails provided in our student information system will be used to contact parents. **Please be sure to keep our records updated if any changes are made.**

PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION. Holy Rosary Regional Catholic School's closing number is Montgomery County - #1385. You will receive a call if we close early or if we are closed for any reason. Emails will also be sent out.

Several school districts provide transportation to Holy Rosary Regional Catholic School. ***It is vital that parents/guardians follow announcements pertaining to the school district of their residence as well.***

In the event of an unexpected closing, we are under the discretion of the various school districts that provide transportation—please stay informed of *your school district's* decisions. ***Please note that students who ride buses will be dismissed according to their school district dismissal.*** PM CARES will be cancelled.

MORNING DELAYS IN SCHOOL OPENINGS

Parents and guardians will also receive notification under an automated parent notification system in the event of a delayed opening. In the event of a two-hour delay, supervision of students by school personnel will not begin until 9:45 AM and the regular school session will begin at 10:00 AM. AM CARES will begin at 8:45. Please check email, phone, or text (Option C information) for information.

EMERGENCY CONTACT FORMS

Holy Rosary requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the school. This form outlines pertinent family contact information and medical information. **It is absolutely essential for the safety of the student that information on this form is accurate and updated so that the school can contact the parent/guardian in the event of an emergency.**

Students will receive forms about the way their children are to go home in an emergency. If you change that information, please provide a note for your child's teacher, notifying us of the change. The homeroom teacher will use this form in case of an emergency closure.

LUNCH AND OFFICE: The office is very busy at lunch time. Students may purchase lunch through the program provided or bring their own. LUNCH DROP OFF should be an exception. If you drop off your child's lunch, PLEASE LABEL IT WITH their NAME and GRADE and leave it on the cart **BEFORE 11:30 AM**. Lunches will be dropped off the lunch coordinator prior to lunch. Thank you for adhering to this policy.

Please note the office will CLOSE from 12:30-1:00 for lunch. Please leave a message on the machine.

SCHOOL ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total number of days that school is in session is prescribed by the Commonwealth of Pennsylvania. *School BEGINS at 8:00 AM. PLEASE ARRIVE ON TIME to minimize disruptions to the class and office.* Parents are to WALK their children into the front entrance if the child is late. PARENTS are to sign their child in the arrival book. Thank you for your cooperation.

DAILY SCHOOL SCHEDULE

Grades PK-8:

Pledge of Allegiance	8:00 AM	
Prayers/Announcements	8:10 AM	
First AM Period	8:15 AM	
Lunch	11:45-12:05	Grades 5-8
	12:05-12:30	Grades K-4
Lunch Recess	11:45-12:05	Grades K-4
	12:05-12:30	Grades 5-8
First PM Period	12:32 PM	
Afternoon Prayer	2:55 PM	
Dismissal	3:00 PM	

LATENESS/ABSENCE

Lateness and irregular attendance interfere with pupil progress. It is vital for all students to be present and on time each day school is in session. The policies regarding lateness or absence from school are as follows.

- **Students are considered late if they arrive after 8:00 and before 10:00. Students arriving after 10:00 AM are considered absent for the morning. Students leaving before 2:00 PM are considered absent for the afternoon. Students who are excessively late may have absences recorded as a result.**
- Families must leave a message with the main office at 610-825-0160 for all lateness's/absences by 8 AM.
- Should a child become ill once at school, a school official will contact the family. Students who leave school early because of an illness **will not be permitted to return to school for any after-school activities.**
- Family or personal trips constitute an absence. The planning of family vacations during the academic year is strongly discouraged. In the event that a child does go on vacation, the teacher and main office must be notified, and all work must be made up **upon return. Teachers should not be expected to provide this work prior to vacation.**
- Chronic lateness demonstrates a lack of cooperation with school policy and interferes with your child's academic progress. For each lateness except for bus delays, a **parent or guardian must escort** the student into the school office to sign him/her in. ***Holy Rosary has determined that more than ten late arrivals a year or five late arrivals in any single trimester is excessive. Please plan accordingly. When a student exceeds this limit. Excessive lateness will result in a detention.***
- The reason(s) for any and all absences from school must be reported by the parent or guardian in writing. Student illness and a serious illness/death in the family constitute reasons for excused absence. Children absent three or more consecutive days must have note from their physician. ***Upon the student's return to school, a note from the parent or guardian must be presented to the teacher within three days. THIS IS REQUIRED BY THE STATE OF PENNSYLVANIA.***
- Pennsylvania law dictates that a maximum of ten days of cumulative lawful absences **verified by parental notification** may be permitted during a school year.
- Holy Rosary has determined that more than ten days absent a year or five in any single trimester is excessive. ***When a student has reached this number of days absent, the administrator will bring this to the attention of the parents or guardians by a written warning sent home with their child, as well as an email. In addition, in compliance with Pennsylvania state law, each absence beyond ten cumulative days will require a note from a physician.***
- Students that miss excessive school days without a physician's note or note from a parent or guardian are considered truant and subject to dismissal. The local public school district will be notified of dismissal for truancy and that the child is no longer on our school roll.
- Any child who stays home without his/her parent's knowledge is liable for suspension.

APPOINTMENTS DURING THE SCHOOL DAY

Parents and guardians should make a sincere effort to schedule medical appointments on school holidays, after school hours, or on the weekend. When it is necessary for a student to be released early, a written note stating the reason for the early dismissal and the requested time of dismissal should be presented to the main office at the beginning of the school day. Parents or guardians must sign the student out by reporting to the main office and completing the sign out book. **The parent or guardian will also be required to check the student back into school.**

BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. Books, copybooks, and materials are to be properly identified with a child's name. Any lost or damaged books must be paid for in full by the student.

All students are responsible to ensure their electronic devices are charged and prepared for class at the start of the school day. Students are to have a padded bag to protect their electronic devices. **Students are required to pay a deposit for any device that is damaged before a new device will be provided. We will collect the borrowed device and cost of the unit repair and return the original unit to the student.**

CARES PROGRAM

Children Are Receiving Extended Services (CARES) is the AM and PM program offering professional care, supervised homework time, recreation, snacks and fun. AM CARES is available from 6:45 AM to 7:45 AM*. PM CARES begins at 3:00 and supervision is provided until 6:00 PM. Space permitting, students can be enrolled in the CARES Program for regular attendance. CARES is available on all full days of school and begins on the first day of school. *Students may not attend CARES unless they are registered and director is aware of the arrival of students. Attendance is taken daily.

PLEASE BRING YOUR PHOTO IDENTIFICATION.

A daily or monthly fee per child will be charged.

Students are expected to take care of their personal belongings. Any damage to property either intentionally caused or via carelessness, will necessitate compensation and may result in disciplinary action.

CODE OF CONDUCT

DISCIPLINE CODE

Holy Rosary believes that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a Catholic school. The observance of just rules and regulations assist the individual in responding to his/her responsibilities and obligations to himself/herself and others. Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Holy Rosary Regional Catholic School.

GENERAL RULES OF BEHAVIOR

- Students should be aware that their first obligation is to God.
- Students are to cooperate with all school personnel.
- Students are to show proper respect, courtesy, and follow directives willingly.
- Students are to obey all classroom and school rules and regulations.
- Students will respect each other's right to learn.
- Students may not leave school premises once they arrive in the morning.
- Students may not chew gum.
- Students may not litter or abuse school property. They are to take care of things given them, such as textbooks, library books, electronic devices, and school materials.
- Students are to have a note from parent or guardian explaining any change in the daily schedule.
- In groups, or alone, students are asked to respect the classrooms as they pass. They are to go directly to the place that they are sent - quietly, and without delays; no stopping in restrooms or other areas of the school are permitted without permission of the teacher.
- All cell phones and Smartwatches must be turned into the homeroom teacher upon arrival.

DEMERIT SYSTEM

Demerits are a point system given for unacceptable behaviors as deemed necessary by the school. The goal of the demerit system is to change the behavior and, in accordance with the school's mission statement, allowing students to strive for excellence both academically and behaviorally.

Parents will be notified when a demerit is given. Parent/guardian should sign the form and return the next day. **Demerit points will be deducted from the Personal, Social, and Conduct portion of the report card. Points will be converted to the 4, 3, 2, 1 system. This may result in a student not receiving Honors.**

Some students will accumulate multiple demerits which may result in detention. Detention is at the discretion of the faculty and may occur before school (7:00 – 7:45 AM) or afterschool (3:00 – 4:00PM). During detention, students will not be permitted to complete homework, talk, sleep, etc. Students will sit in silence.

Accrued Demerits

- Detention 10 demerit point, regardless of infraction.
- Parent Conference Two Detentions
- Suspension Discretion of Principal

Students may receive demerits for behaviors including, but not limited to the following:

RESPECT

# of Demerits	Reason
2	Inappropriate language
1-2	Disturbance/disorder in class, halls, schoolyard (excessive talking, calling out, etc.) (Discretion of teacher)
3	Defiance/Disobedience (Talking back, ignoring instructions, etc.)
3	Disrespectful behavior (shouting in hall, talking back to a teacher)
3-5	Disregard of school/personal property of others
5	Defacing school property/vandalism
10	Destruction of a school device.

HONESTY

Majority of dishonest behavior will earn 5 demerits. This includes, but is not limited to:

- | | |
|---|---|
| 5 | Cheating (Includes copying the work of another student, etc.) |
| 5 | Forgery |
| 5 | Theft |
| 5 | Plagiarism THIS INCLUDES COPYING AND USING AI CONTENT |

THREATS/HARRASSMENT

# of Demerits	Reason
3	Disrespecting personal space of others
5	Bullying/Threatening of others (Bullying of any type is not acceptable for any reason)
5	Fighting
10	Physical Assault (Instant detention) (Student injuries result)

TECHNOLOGY

ALL Phones, Smartwatches. Worn devices are to be turned in to teacher upon arrival.

5	Phone/Chromebook, other tech devices use during school hours, including texting, without permission. This includes bus/car lines, and while on buses. (includes disobedience/defiance)
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Please note exceptions: 911 emergency or faculty/administration permission

Some offenses will be subject to the principal holding the Chromebook for 10 days . Students are still responsible for all work.

OTHER

# of Demerits	Reason
1	Dress Code Violation
1	Excessive Lateness
2	Leaving designated area without permission
1	Late for class
1	Chewing Gum

STUDENT-PARENT CODE OF ETHICS

These categories do not cover every possible situation. The school is responsible for determining what is appropriate or inappropriate behavior, both in and out of the classroom, in the school community, on buses, and outside the school community, where such improper behavior affects the school community. Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to, immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities when necessary. In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have a psychological or psychiatric clearance before returning to school.

DETENTION POLICY AND NOTIFICATION

Parents will be notified by email when a child is expected to serve a detention. The date and time will be included in that email. DETENTION TIMES are at the discretion of the TEACHER.

Serious discipline infractions may become part of the student's permanent or cumulative record.

SUSPENSIONS

Suspension may lead to dismissal. The principal will meet with the parents/guardians and student to inform them of the seriousness of suspension and pursue resolutions.

DISMISSAL/EXPULSION

The student is no longer considered a member of the Holy Rosary Regional Catholic student body upon dismissal/expulsion. The student will be required to transfer to another school immediately upon the administration's written notification of dismissal/expulsion.

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

SCHOOL DRESS CODE

Holy Rosary believes that an appropriate dress code, including neatness and cleanliness is important in educating our students.

The complete school uniform is required for each student every day. Uniforms are to be worn to all field trips and other school-related trips, unless otherwise specified. Any student not in compliance with the dress code will receive a warning. Subsequent offenses will result in a written notice. If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher. This note should indicate the expected date by which the uniform will be complete. Personal appearance that constitutes a distraction is not permitted. Final approval/ disapproval is at the discretion of the principal.

*******Please note:** During Dress Down days, modest attire is the rule. (Crop tops, tank tops, pajama pants (not permitted) mini-skirts, slippers, Uggs, short shorts, volleyball shorts, Softe shorts, ripped jeans or jeans with holes, moccasins, flip flops are not permitted.) Unacceptable attire will be swapped for a uniform or students will need to call parents to bring appropriate attire

UNIFORM

Boys: Grades K-8

- Ash gray BANDED knit polo shirts with embroidered Holy Rosary logo (long or short sleeved).
- Navy uniform dress pants.
- Navy blue pullover long-sleeve sweater or vest with Holy Rosary embroidery. **Sweaters are a required part of the winter uniform.** The date to wear sweaters will be determined according to weather patterns. STUDENTS ARE NOT TO WEAR SWEATSHIRTS unless it is gym day. ONLY the approved HR sweatshirt is permitted. (CYO shirts are not part of the school uniform.)
- Designated black shoes (found at Flocco's or Flynn & O'Hara) and dark socks. No sneakers or moccasins are permitted, (exception of sneakers on gym days with the uniform.) Students are to wear a UNIFORM shoe.
- Dark leather belt (optional).
- *Optional spring/fall attire: Navy uniform twill walking shorts with either white or navy crew socks.

Girls: Grades K-4

- **White** Peter Pan collar blouse (short or long sleeved).
- **Plaid drop waist jumper, with length at the knee.** NAVY pants are permitted with the blouse and sweater or est.
- Navy crew neck cardigan sweater or a sweater vest with Holy Rosary embroidery. **Sweaters are part of the winter uniform.** The date to wear sweaters will be determined according to weather patterns. STUDENTS ARE NOT TO WEAR SWEATSHIRTS unless it is gym day. ONLY the approved HR sweatshirt is permitted. (CYO shirts are not part of the school uniform.)
- Designated navy or black shoes (found at Flocco's or Flynn & O'Hara). No sneakers or moccasins of any kind are permitted.
- Navy blue knee-socks or tights.
- *Optional spring/fall attire: Navy uniform twill walking skorts or shorts with either white or navy crew socks. Ash gray/or Light blue BANDED knit polo shirts with embroidered Holy Rosary logo (long or short sleeved).

Girls: Grades 5-8

- Plaid kilt with length at the knee. Kilts may not be rolled up. NO SKIRT is to be more than two inches above the knee. **Navy blue flat front slacks (Flynn and O'Hara/Flocco's) are available via special order. These will be work with the gray banded knit pool.**
- Ash gray/ BANDED knit polo shirts with Holy Rosary embroidery (long or short sleeved).
- Navy blue pullover long-sleeve sweater or sweater vest with Holy Rosary embroidery. **Sweaters are part of the winter uniform.** The date to wear sweaters will be determined according to weather patterns. STUDENTS ARE NOT TO WEAR SWEATSHIRTS unless it is gym day. ONLY the approved HR sweatshirt is permitted. (CYO shirts are not part of the school uniform.)
- Designated navy or black shoes, tan Sperry's (found at Flocco's & Flynn & O'Hara). No sneakers, slippers, or moccasins of any kind are permitted.(Sneakers on gym day only.)
- Navy blue knee-socks or tights.

Gym Uniform: Boys and Girls All Grades

- PreK Daily Uniform

Gym uniforms are to be worn on the day of scheduled physical education and are to be worn for the entire school day. New gym uniforms are to be purchased from Flocco's or Flynn & O'Hara as well as the annual HASA Apparel Sale.

- Navy blue shorts or sweatpants(**with elastic bottom**) with official Holy Rosary "HR" emblem. Shorts must be at least halfway between hip and knee. These are to be UNIFORM SHORTS.
- Gray tee-shirt with Holy Rosary emblem.
- Navy blue sweatshirt with Holy Rosary emblem. CYO HR sweatshirts are not considered part of the gym uniform.
- Socks must be **white/black/navy blue in color.**
- No bold or extreme sneakers.

HAIR STYLES/GROOMING

A student's hair is to be neat and clean and groomed conservatively. No extreme or trendy styles or **colors** are permitted. Boys' hair may not touch the shirt collar and may not sit below the eyebrows.

JEWELRY

Although jewelry is not a part of the school uniform, **post earrings of a small and conservative style are permitted to be worn in the traditional earlobe location.** These should be no larger than the size of a dime. SMALL, THIN hoops (no larger than a dime) may be worn with caution. No earrings should be worn during gym classes. If a student wears them during gym class, they are to be covered with tape. This is for the students' safety. *No oversized posts or hoops may be worn.* (See size above.) No nose rings or tongue piercings are permitted, nor is excessive jewelry. Small religious necklaces may be worn. ****For the safety of our students, during gym classes, no earrings are to be worn.**

MAKEUP

Makeup is **not part** of the school uniform. Heavy face makeup or heavy eye makeup (thick mascara/eye shadow) is not permitted. Nail polish is permitted; however; no bold or extreme colors/styles are acceptable. Student will be required to remove such extremes. No excessive nail lengths. Nails should not interfere with productivity in class.

EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS

FIELD TRIPS/CLASS TRIPS

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

A class trip is a privilege, which can be taken away if a teacher deems it appropriate.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the school. The child must attend school on the day of the trip (work will be provided for the child during the school day) or be marked absent.

Parents/guardians wishing to attend field trips MUST HAVE all required (current) clearances on file in the school office. No exceptions!

Parents attending field trips are asked to park along the grass near the HR shed to avoid conflict with EOL church services.

Parents and family members are not permitted to take students home directly after school events. Students must remain until dismissal. This includes the last day of school.

All chaperones must agree to refrain from purchasing and/or drinking alcoholic beverages while chaperoning any student at any school activity whether on or off campus. Vaping and smoking are not permitted during the course of the field trip or around the school. Schools are held to a very high legal standard and those who are employed by and/or who

volunteer their services in supervising children must avoid even the appearance of impropriety.

STUDENT COUNCIL

Members of Student Council are elected by fellow students. The council serves administration, faculty, and the student body, presenting initiatives on the part of students for consideration, review and possible implementation by the faculty and staff.

Active participation in Student Council provides training for leadership, service, responsibility, and loyalty and are to be an example to other students.

The requirements to hold a Student Council position are as follows:

- All Student Council members must be in good standing behaviorally (3 or 4 on the left side of the report card) and academically. (Students should have no grade lower than an 80 on his/her report card with a general average of 85 or above. If a student engages in poor behavior, he/she will be placed on probation for 4 weeks to allow them to improve behavior. If a student receives a failure warning, or does not consistently try their best, they will be placed on academic probation.* (Please note that each case is handled individually.)
- All Student Council members must exhibit ideals of responsible leadership in all facets of student life and extracurricular activities.
- Any infractions may result in removal from office.

FINANCIAL AID

Holy Rosary Regional Catholic School is fortunate to have a host of businesses, private foundations, families and parishioners that contribute finances to provide tuition assistance to our families. To be eligible for tuition assistance, all families must be registered with the school and complete an application through Facts Management. Facts is a third party who manages the application process and determines eligibility.

The application can be found at BLOCS.org. Applications for the upcoming school year are accepted from October 1 through September 30 (i.e. 2022 - 2023 school year, applications are accepted from 10/1/2022 – 09/30/2023).

Questions about the Facts application process should can be directed to the Facts customer service at 866-441-4637 or contact the business manager.

As other independent financial aid opportunities become available, you may be asked to provide additional information for their application process. Click on the link below to apply.



Holy Rosary also accepts the Children's Scholarship Fund of Philadelphia. Information for that scholarship and the lottery application process can be found at the link below. This Scholarship is for Philadelphia residents only.



HEALTH

COVID – 19 GUIDELINES

DEALING WITH COVID CASES

We will make efforts to monitor the health of our students and staff. If a school has cases of COVID-19, local health officials will help identify those individuals and follow up on next steps. Families will be contacted by Holy Rosary how to proceed based on Montgomery County guidelines.

WHEN A CHILD SHOULD BE KEPT HOME

Monitoring Health – Every day, parents are primarily responsible for monitoring the health of their children. Teachers will check the health of their students during a common activity.

Partnership – Catholic elementary schools are inherently a partnership between the parent and the school. This is never more important than at this time and an even greater partnership is now needed. It is our goal to open this school year and remain open. This cannot be possible unless the school and the parents agree to the importance of monitoring your child's health daily. Most importantly, this means that children who are experiencing symptoms such as:

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Parents need to keep their child home until medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the schools open and safe.

Strategic Use of Masks/Social distancing. These safety precautions will be determined by Montgomery County Office of Public Health, (MCOPH), and can be ever-changing.

Hand Sanitizers – Students should still practice the healthy habits of washing hands after blowing their nose, coughing, or using the rest room. If water is not immediately available, students should use hand sanitizer.

Food – students will not share food.

Birthdays – Students may bring in treats. Please be aware of allergies in your classroom.

*All treats must be wrapped individually. **Please provide plates and napkins.** Do not send in full cakes; teachers do not have the proper utensils in the classroom to serve this in their classrooms.

MEDICAL RECORDS

In accordance with Pennsylvania state law, it is required that all school children in the Commonwealth of Pennsylvania are to be protected against serious communicable disease and immunized.

These immunizations may be completed by your family physician or the County Health Department. There is no charge for these immunizations at the County Health Department, but you must call for an appointment and take any immunization record you have with you to the appointment.

According to the law, the required immunizations must be completed **prior to entrance** into school. Children **will not** be registered for school until proof of immunization is provided.

NURSE

A registered nurse is provided by the public school district one day a week to update health records, and provide necessary screenings.

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

All students are screened yearly under the state-mandated program. Student physical examinations are required within three months of entry into school and in grade six. Student dental examinations are required within three months of entry into school and in grades three and seven. Grade six and seven students are also screened for scoliosis.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem.

Emergency numbers are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

ACCIDENT/ILLNESS AT SCHOOL

Accidents, injuries, or unusual illness occurring at school are reported immediately to the 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 in the event of an injury or illness. Only basic first aid may be administered. Parents or guardians will be contacted immediately if there is any question regarding an injury.

MEDICATIONS

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it should be taken by the student in the presence of a staff/faculty member. ***No medications may be placed in lunch boxes or school bags for students to self-administer.*** Medications are kept in the office with a doctor's instruction/plan of action.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. ***Parents must deliver any medication to the school as it should not be transported by students. No child may transport medication to school.***

ALLERGY AWARENESS

Families are asked not pack any peanut/tree nut products for their child for lunch or snack. We impress upon families to read labels carefully. If your child is unable to eat birthday snacks, please provide an appropriate snack so they can participate in the celebration.

INVOLVEMENT OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of social virtues.

Active cooperation of parents and guardians is expected and required as follows:

- Attending Masses on Sundays and Holy Days with their child(ren).
- Regular reception of the sacraments.
- Sending their child(ren) to school physically fit, clean, and properly dressed and fed.
- Assisting their child(ren)'s spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline.

- Discovering their child(ren)'s special interests and talents so that they may be developed to the fullest.
- Meeting financial obligations set forth regarding tuition and fees.
- Participating in fund-raising efforts.
- **Sending a written explanation each time their child is absent from school.**
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
- Taking an active role in the Home & School Association (HASA).
- Following the Student-Parent Code of Ethics referenced in this document.

HOME & SCHOOL ASSOCIATION

Holy Rosary Regional Catholic School's Home and School Association (HASA) consists of a president who will seek help from the school community to support/lead events.

HASA will coordinate annual events and fundraisers. The funds raised will be used for school events and tuition. These fundraisers will be separate from any fundraisers run by the four partnering parishes.

HASA will make an annual report of its activities and finances to the parents and principal of Holy Rosary Regional Catholic School.

Parents are encouraged to become involved by volunteering for activities at September's Back to School Night.

LUNCH AND SNACKS

All students receive a 10 minute snack period and a lunch period. All students stay for lunch during the school year.

Students have the option of bringing lunch from home or ordering through the school's lunch program. Meals from restaurants and lunch deliveries from McDonald's, Grubhub, DoorDash, etc) are not acceptable in order to minimize disruptions to the office. Lunchtime is a very busy time in school. This policy is also in effect for everyone's safety.

If a child forgets their lunch at home, lunches are to be dropped off and placed on the cart in the vestibule before 11:30. . If a lunch is not received in time for the scheduled lunch period, a cheese or jelly sandwich will be provided. Lunches should have the student's name and grade clearly marked on the outside of the lunch bag.

(Continued on next page).

Students are expected to clean their places after eating, pick up papers, and dispose of them in the trash containers. Respect and courtesy are to be shown to the parents who supervise and assist during this time.

Please refrain from packing snacks or lunches that contain peanut/tree nut products.

Please note the office will CLOSE from 12:30-1:00 for lunch. Please leave a message on the machine.

SAFETY

GENERAL SUPERVISION OF SCHOOL BUILDING

The school building is supervised during school hours, from arrival time until dismissal time, when school is in session. There is also general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times. **In particular, the administration, faculty and staff cannot be responsible for any student arriving at school before 7:45 AM or staying beyond dismissal except for scheduled extracurricular activities.*** Students not picked up within a reasonable time of dismissal will be taken to CARES and parents/guardians will be charged a fee. (CARES is available from 6:45-7:45 WITH REGISTRATION and a regular schedule/payment. These arrangements must be made in advance.)

GENERAL SAFETY REGULATIONS

The following regulations have been established to ensure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in a serious consequence. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors, including parents/guardians, must report to the school office and sign in and out.
- **At no time, may parents or guardians go directly to a classroom without a previously scheduled appointment.**

FIRE DRILLS, INTERNAL AND EXTERNAL LOCKDOWNS

Emergency drills are conducted on a monthly basis. The students are instructed to leave the building quickly and **in silence** when the alarm rings according to directions posted in each area. Students return in silence to their classrooms, upon completion.

SHELTER IN PLACE

The Department of Homeland Security has advised all Americans to have a plan in the event of a large-scale emergency. A Crisis Management Plan at Holy Rosary Regional Catholic School has been developed and is in place. While we pray that we will never have to implement this plan, please be assured that your children will be safe in our care should it become necessary to enact the Shelter in Place procedures. Once our plan is implemented, emergency broadcasts will be monitored for further instructions and information.

Steps of action once Shelter in Place has been initiated:

- Parents/guardians and families are instructed not to call the school since continuous calls will jam phone lines and hinder communication.
- Parents/guardians and families are not to come to the school until the “all clear” is sounded. **STUDENTS WILL NOT BE RELEASED TO A PARENT/GUARDIAN UNTIL THE ‘ALL CLEAR’ IS SOUNDED. FURTHERMORE, ONCE LOCK-DOWN HAS BEEN INSTITUTED, NO VISITORS, INCLUDING PARENTS/GUARDIANS WILL BE ALLOWED INTO THE SCHOOL BUILDING AND NO ONE WILL BE PERMITTED TO LEAVE UNTIL THE ‘ALL CLEAR’ IS SOUNDED.**

Once Shelter in Place is over, standard school procedures for emergency dismissal will be followed.

SAFE2SAY SOMETHING

“Safe2Say Something” (S2SS) is an initiative mandated in all schools within the state. It is an anonymous reporting system. It’s a multi-faceted program that teaches students, teachers and administrators how to recognize warning signs and signals within social media, especially, of individuals who may be a threat to themselves or others. Secondly, the program hopes to encourage individuals to *Say Something* to a trusted adult OR use its anonymous reporting system. Specifically, the program educates participants to:

- Recognize the signs and signals of at-risk behaviors – especially within social media.
- Take every sign and signal seriously; act quickly to get help by talking to a trusted adult, OR report it anonymously through the S2SS Office of the Attorney General 24/7 Crisis Center, mobile app, or website.

- Respond to and manage the submitted tip via a school-based multi-disciplinary educator and administrator teams.
- Sustain the curriculum and awareness via student clubs, in-school activities and call-to-action weeks.

This initiative is implemented with the anticipation that S2SS will help stop school shootings, suicides, and gun threats; it will help reduce bullying and cyberbullying; help intervene upon cutting, drug use, racial conflicts, and other violent and victimization acts.

SMOKING

Holy Rosary Regional Catholic School (and its premises during school hours through 6PM) is a smoke-free environment. No smoking, including vaping, is allowed in the school building, either by students, faculty and staff, or visitors (including parents/guardians). Violations on the part of a student will result in suspension from school and school-related activities until a conference can be arranged with the parents/guardians and the principal.

STUDENT RECORDS/ RELEASE OF STUDENTS/ COMMUNICATIONS

LEGAL CUSTODY ISSUES

Parents and guardians are asked to inform school personnel when legal custody of the child(ren) resides with one parent/guardian. ***It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions should the need arise. Please be sure we have the most current agreement on file.***

Custodial parents/guardians are likewise asked to supply the school with copies of restraining orders if the need arises.

Unless a court or custody agreement specifies otherwise, each parent/guardian is legally entitled to be provided access to all school records of the child(ren). Only the parent(s)/guardian(s) who have legal custody of the child have the legal right to make religious and educational decisions. If there is joint custody, then both parents must agree on life decisions. Religion and education are life decisions.

COMMUNICATION

Parents/guardians should regularly check their e-mails for communication from the school. In addition, parents are asked to check book bags and folders of their youngest child regularly for communications that cannot be e-mailed.

Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher.

STUDENT-PARENT-TEACHER CONFERENCES

Student-parent-teacher communication contributes to a successful school experience for children.

Mid-way through the first trimester, each student will have the opportunity for a scheduled conference with their teacher and parent/guardian. Additional conferences throughout the school year will be at the discretion of the teacher and parent/guardian. Students **MUST** attend as the conference is intended to promote positive and instructional information between all parties. Should a problem arise concerning any child, the teacher should be your first contact. If further intervention is needed, an appointment with the teacher and principal should be scheduled.

Upon entering the school building for any reason, parents/guardians and/or visitors must sign in at the office. **At no time may parents or guardians go directly to a classroom without a previously scheduled appointment.**

RESPONSIBLE USE POLICY FOR TECHNOLOGY:
Catholic Schools of the Archdiocese of Philadelphia

Revised August 2024

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!

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying**

awareness and response to ensure an appropriate use of technology, including video conferencing platforms. The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

SCOPE OF USE

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

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

GOALS

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

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

USER RESPONSIBILITIES

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

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

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

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

TECHNOLOGY USE GUIDELINES

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

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

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

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

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

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

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

***** Teachers, staff, faculty and school administrators may not use a personal email address for any school communications or school-associated account creation.** Use of a personal email address is a direct violation of this policy and consequences may

include: loss of legal protections, a formal written warning and / or possible dismissal / termination.

Digital Security: Digital security must be at the forefront of every user's mindset. All users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security.

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

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

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

Artificial Intelligence: Students are prohibited from utilizing AI software tools such as 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. Responsible users will not use ChatGPT, or another program, to create materials and submit them as their own original work.

Note - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI programs for student use. The AoP Tech 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/ Asynchronous / Distance Learning: Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

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

SPAM/PHISHING EMAIL REPORTING POLICY FOR AOP HIGH SCHOOLS

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

AUDIO / VIDEO RECORDING

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

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

Prohibited Activities:

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

Exceptions

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

Consequences of Violation

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

EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES

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

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

- The use of any other login credentials other than those assigned to that specific user.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school community members.
 - At all times users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, and other personal contact information.
- Harm the goodwill and reputation of the school or school system. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school utilized device without proper permission and direction.
- Any attempt to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to make repairs to school issued devices without proper permission and direction.

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

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

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

Usage of Social Media

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

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

under applicable constitutional protections. This includes: Posting or sharing a teacher's, school personnel's, or another student's confidential information on public sites, or any other unauthorized sharing with the intention to harm/harass.

- **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 their first name and last initial. Schools should NOT link or tag posts to students' personal accounts.

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

In regards to student athletes and coaches:

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

Esports/Gaming Clubs*

***Holy Rosary does not participate in Esports/Gaming Clubs.**

Esports — “electronic sports” — refers to the world of organized, competitive video gaming.

Unlike traditional sports, esports are virtual events that can be held both in-person and

remotely. Though relatively young compared to other popular sports, the esports industry may be a viable career option for avid gamers, and is gaining participation at the collegiate

level as schools seek to recruit student-athletes and join new competitions. Many colleges offer scholarships specifically for students interested in playing esports at the collegiate level.

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

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

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

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

Some examples of popular esports games include: (Continued)

(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, 2024)	Everyone	Elementary/Secondary
Mario Kart	Everyone	Elementary/Secondary
Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary
Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokemon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary
Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary
For ratings of all games, please visit the ESRB Website at esrb.org .		

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

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

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.

Holy Rosary does NOT participate in Esports/Gaming clubs.

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

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

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

game to the students.

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

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

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

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

Policy Violations

Violation of the Responsible Use Policy may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Removal from the esports club or limited from participating in public esports competitions
- Possible financial obligations for the repair or replacement of damaged school devices.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of

Philadelphia Student Internet Access Student

Contract

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

_____.

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

Student Name/ID _____

Student Signature _____

Date _____/_____/_____

Graduation Year _____

Room Number (if elementary) _____

Grade _____

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access - Parent Guardian

I hereby release Holy Rosary Regional Catholic School and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or

inability to use, the Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

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

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

Holy Rosary Regional Catholic School, Plymouth Meeting, PA

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

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

Parent/Guardian Signature _____

Date _____

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Administrators, Faculty and Staff Internet Access

Contract

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

Holy Rosary Regional Catholic School

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

Administrator/Teacher's Signature

Date: _____

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

Archdiocese of Philadelphia

222 North Seventeenth Street
Philadelphia, Pennsylvania 19103
Sixth Floor – Office of Catholic Education

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 : _____

Date: _____

****PLEASE RETURN THIS ACKNOWLEDGEMENT FORM
TO HOLY ROSARY REGIONAL CATHOLIC SCHOOL
OFFICE**

TRANSFER OF STUDENTS

If a student is transferring to another school, an exit letter giving the reason for withdrawal should be given to the principal before the process is complete. Records are not forwarded to another school until an official school request is received and suitable arrangements have been made to pay any amounts due Holy Rosary Regional Catholic School.

TUITION

Holy Rosary Regional Catholic School provides quality Catholic education through the efforts of the faculty, staff, Home and School Association, volunteers and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in the spring for the following school year. The school also may impose fees for other items, such as extracurricular activities, science equipment/labs, field trips, books, registration, and graduation.

QUALIFYING FOR SUBSIDIZED TUITION RATES

Per the *Standards for Quality Catholic Schools*, published by the Archdiocese of Philadelphia in January 2012, the following applies:

- “Tuition is **subsidized** by parish funds. Parents who are not members of the parish or who are non-contributing members of the parish should expect to pay 100% of the total cost per pupil.”

TUITION PAYMENTS

In fairness to all families, parents/guardians are expected to keep tuition payments up to date. Both parents/guardians are jointly responsible for tuition and other fees charged by the school. Parents/guardians are required to sign up for automatic debiting from a designated account through the Smart Tuition system used by the school. Debits are made once a month over a ten-month period. Those wishing to avoid this process may pay their tuition in entirety prior to the first day of school.

The student report card will not be released if the tuition account has an outstanding balance. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if outstanding balance is not made. If tuition payments do not remain current, it is the administration’s right to withhold student participation in extra-curricular and graduation ceremony and dance. When a student’s tuition for the preceding year remains unsatisfied, re-registration may be withheld for the upcoming year.

VISITORS

Visitors are most welcome by appointment. To arrange for a visit/tour, visitors should contact the school office.

Although discouraged, parents/guardians coming to school to bring forgotten articles or to relay messages are to come to the school office.

The school building doors are locked; access to the facility is permitted through the front door **ONLY**. Visitors and parents/guardians need to properly identify themselves and the reason for their visit.

No one may go directly to the classrooms at any time.

While either in the school or on school property, visitors and parents/guardians are required to sign the Visitor's Log in the vestibule. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

VOLUNTEERS

The assistance of parent/guardian volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. Volunteers assist in some of the following ways:

- Lunch duty aides
- Extracurricular activities
- Homeroom parents

In addition, volunteers are often needed for Home & School Association (HASA) functions. Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible.

Every student is expected to show courtesy and respect to all volunteers.

All volunteers must provide to the school office current clearances and proof of training as designated by the Office of Child Youth and Protection and Holy Rosary. For further information, please contact the school office or visit our website, www.holyrosaryregional.com

ASBESTOS

ASBESTOS INSPECTION REPORT & MANAGEMENT PLAN

Holy Rosary Regional Catholic School has developed and maintains an Asbestos Inspection Report and Management Plan as required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection in the school maintenance office during regular school business hours (8AM-3PM.) KEM Partners, Inc. (Exton, PA) is the school's asbestos program manager and Pennoni Associates is the school's consultant.

An audit was completed in August, 2021 as required by AHERA every three years. The inspection by Pennoni found the school to be in compliance. Pennoni will perform audits every six months for Holy Rosary Regional Catholic School.



3040 Walton Road
Plymouth Meeting, PA 19462
610-825-0160

TO: Holy Rosary Regional Catholic School Parents, Faculty and Employees
FROM: Mrs. Frances Luthy
RE: Asbestos Program
DATE: September 2024

Holy Rosary Regional Catholic School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at the school maintenance office during regular school hours (8 AM – 3 PM). KEM Partners, Inc., Exton, PA, is the school's asbestos program manager.

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