



Holy Innocents Catholic School
Handbook
2023 - 2024

1312 E. Bristol Street
Philadelphia, Pennsylvania 19124

215-743-5909
215-743-0199 (fax)

Holy Innocents Catholic School reserves the right at any time to amend or add to the policies, rules, and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THIS SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND HOLY INNOCENTS CATHOLIC SCHOOL.

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ADMINISTRATION

| | |
|--------------------------|-----------------------------|
| Pastor | Rev. Thomas Higgins |
| Principal | Sister Nancy Kindelan, IHM |
| Administrative Assistant | Sister Stephen Frances, IHM |
| Secretary | Mrs. Maria Sours |

MISSION STATEMENT

The community of Holy Innocents Catholic School believes that the dignity of our students is rooted in Christ. We prepare and develop life-long learners and leaders by providing a quality and challenging curriculum. Together, we nurture the unique spiritual, educational, physical, social, and emotional needs of the students based on Gospel values.

PHILOSOPHY OF HOLY INNOCENTS SCHOOL

Holy Innocents Catholic School is a model of Christian community in which students experience reverence for each person. By working and collaborating with each other, the pastor, priests, principal, faculty, and parents create an atmosphere of faith and mutual support in which students can grow, and themselves, become builders of community. This experience of Christian community leads naturally then to service. Parents, therefore, are asked to work with the school to accomplish these goals:

AT HOME

1. Worship with your children at Sunday Mass, encourage the practice of prayer in the home and the frequent reception of the Sacraments
2. Discuss the content of Religion lessons with your children
3. Provide opportunities for your children to be of service to others

IN SCHOOL

1. Encourage children to treat all persons with respect and reverence
2. Attend school meetings and support teachers
3. Become a model of service through volunteer work within the school

IN THE PARISH

1. Participate in parish liturgical celebrations and extra-curricular parish and community activities
2. Support the parish by use of Church envelopes. Families are asked to donate weekly to the collection. Tuition status is evaluated based on parish participation.
3. Encourage children to utilize opportunities for service within the school and parish community

Finally, the teachers of Holy Innocents Catholic School recognize the role of the parents as the primary educators and share with them the responsibility for growth and development of the child. Together, we strive to maintain on-going communication and mutual support in order to create a setting which will foster the academic and personal development of the whole child.

ACADEMIC POLICIES

PREPARATION FOR CLASS

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Notice of missing or incomplete homework assignments will be recorded on the Behavior Calendar/Log.

Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad. A student will be asked to replace any copybook so marked. No spiral copybooks are permitted.

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

HOMEWORK

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

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

| | |
|-------------------|-------------|
| Grades K, 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 time, but the extension of learning beyond class time.

In the event of absence or suspension, all homework and missed assignments are to be made up.

If a student is absent, parents may call the main office to request homework before 11:45 AM. Student work may be picked up inside the main office between 2:30 and 2:45 PM. This work is to be completed within a reasonable amount of time as determined by the teacher.

ASSESSMENTS

All assessments (tests, quizzes, etc.) should be signed, but any test below 80 MUST be signed. Individual classroom policies are explained during Back-to-School Night orientation.

PROGRESS REPORTS

Progress reports are sent home halfway through the trimester. Learning not only cultivates intellectual skills, but also responsibility for one's actions.

REPORT CARDS

These reports will be issued three times a year, in December, March, and June. Parents can view report cards using <https://factsmgt.com>.

Parent-Teacher Conferences will be scheduled in December. Students must accompany parent(s)/guardian(s) to Parent-Teacher Conferences.

HONORS

First Honors and Second Honors will be given after each trimester. Students must achieve the following criteria to receive honors.

First Honors

- A grade of 90-99 in every subject on their report card
- A 3 or 4 in personal development (conduct), effort, art, music, physical education, technology, and library skills

Second Honors

- A grade of 85-89 in every subject on their report card
- A 3 or 4 in personal development (conduct), effort, art, music, physical education, technology, and library skills

ADMISSION

No child whose family is registered in Holy Innocents Parish will be denied admission on the basis of color, race, or ethnic origin.

Admission is based on the following criteria:

- Catholic parent(s)/guardian(s) desire to raise their children in the Catholic faith, and in keeping with the laws of the Church, which include participation in Saturday evening and/or Sunday Mass
- Parent(s)/Guardian(s) agree to cooperate and uphold the rules and regulations of the School
- Parent(s)/Guardian(s) agree to participate in fundraisers to support the School
- Parent(s)/Guardian(s) of non-Catholic students permit their children to study the Catholic faith and to participate in all liturgical and paraliturgical services according to the School schedule
- Parent(s)/Guardian(s) agree to pay tuition fees as set by the Parish in a timely manner.

ATTENDANCE AND ABSENCE

Because of our automated voice mail, you may call the evening before or very early AM to report an absence. Any unreported AM or PM absence will be followed through with a telephone call from the school. Parent(s) must notify the school office and homeroom teacher beforehand of any planned absence.

Parents are required to use the school phone line (215-743-5909) to call in all student absences before 9:00 AM. Please give name of child, room number, date, and reason for absence ONLY. NO CHILD MAY CALL IN HIS/HER OWN ABSENCE.

Parents are required to send in a note with the date and specific reason for the absence of their children from school. This is a STATE requirement. These notes are to be presented to the homeroom teacher on the day the student returns to school. After two days, the absence of a note will require a mark on the Behavior Calendar/Log. Even when the principal or the homeroom teacher knows of an absence in advance, it is a requirement to send in this information.

Pupils present a Permission-to Return-to-School Note from a physician when their absence falls under any of the conditions listed below:

- after measles or any contagious disease
- after 5 or more days of illness
- if a child wishes to attend school with a rash or similar condition

Vacation, pleasure trips are highly discouraged by the principal and faculty since learning continues at school during this interrupted period for the student. If parents decide to take a student out of class for this reason, the school must be notified in advance by written note. Although missed class work cannot easily be covered, it is the full responsibility of the student and family to follow specific directions given by the individual teacher for the completion of this work. Teachers may assign work ahead of time or upon the student's return from vacation.

Also, please be sure to notify both the school office and the homeroom teacher when the parent(s) will be out of town. We must know whom to contact if the need arises and who the appropriate caretaker(s) is in such an instance. Please note: Absence exceeding 25 days, without a verified medical reason, will be probable cause for retention.

Children are to be in the yard when the bell rings at 7:45 AM and no earlier than 7:30 AM. **Please note there is NO adult supervision before 7:30 AM.** Lateness and irregular attendance interfere greatly with a student's academic progress.

Lateness

If a child will be late for school because of a doctor or dental appointment or other reason, parents must call the absentee number to inform the school.

1. Students who arrive after 7:55 AM are marked late.
2. Three late arrivals in a month will result in a school detention. You are required to sign or initial the detention notice.
3. Lateness exceeding 25 days will be probable cause for retention.

Early Departures

No student may leave the school grounds without the written permission of the parent and principal without serious consequence. This includes, but is not limited to, leaving school property to go to a store. When an emergency makes it necessary to have students dismissed early, the parents are asked to send a written request giving the reason. This note is first presented to the homeroom teacher and then forwarded to the office. The parent must then come to the school to pick up the student and sign the EARLY DISMISSAL BOOK at the Main Office. No child will be dismissed during the regular school day unless accompanied by an authorized adult.

BOOKS AND MATERIALS

Some schoolbooks are furnished by the State of Pennsylvania through Acts 90 and 195. The Religion book and some workbooks are furnished by the Parish at great expense. Books are issued to the students with the understanding that the proper care of them will be maintained.

It will be the responsibility of the student to replace damaged or lost textbooks and workbooks. Textbooks and workbooks are to be covered. All books are to be transported to and from school in waterproof school bags.

CAR TRAFFIC

Parents are asked NOT to park on “L” Street or Bristol Street. This is dangerous and unacceptable. Police enforcement will be encouraged by the school. **We also request that no cars pull inside the schoolyard even on inclement weather days. Except for dismissal, no cars are to be inside the schoolyard.**

For **morning** car riders:

You are requested NEVER to double park or leave your vehicle. NO PARENT IS TO WALK STUDENTS INTO THE YARD.

Please use Glendale Street to drop students off in the morning.

For **afternoon** car riders:

Cars should not park anywhere except **within the schoolyard**.

All cars are to pull into the yard from the Glendale Street entrances. Park your car facing “L” Street in the order in which you arrive.

All cars will wait until all students have entered the car and will leave only after a signal is given.

THERE WILL BE NO EXCEPTIONS TO THIS RULE.

If a student is not present when the signal is given to move, that car(s) MUST exit the lot with everyone else and then re-enter the schoolyard.

It is against school policy for a student to meet a car anywhere except in the schoolyard. The safety of the child is jeopardized by meeting a car off school property.

THIS RULE WILL BE STRICTLY ENFORCED.

CHANGE OF RESIDENCE OR TELEPHONE NUMBER

The parent/guardian must inform the school in writing if a student has a change of residence and/or telephone number. This includes emergency telephone numbers and cell phones. The school must be able to contact the parent/guardian immediately if an emergency arises. Please make sure that your child knows his/her phone number and how to contact you.

CODE OF BEHAVIOR

Assessment of Behavior

Grades K to 3 employ a CALENDAR system, a method of assessing a student's responsibility for self and daily tasks. The CALENDAR is used as reinforcement, as communication with parents, as a visual reminder to students who need strengthening in a particular area, and as a place for affirming conduct.

The students are encouraged to maintain a monthly calendar, which reflects good effort and self-control. A student's calendar will bear great influence on participation in any school/class trips and CYO activities. Special recognition by the principal will be extended to students with clear calendars.

Grades 4-8 employ a BEHAVIORAL LOG which will be explained to the parents and the students.

Behavior Code

Students' Responsibilities:

1. Do all homework and projects completely and on time.
2. Get all tests and homework/homework books signed as directed by the teacher.
3. Sign Discipline Calendar or Log at least once a week.
4. Have all necessary materials for class.
5. Keep textbooks and workbooks covered at all times.
6. Offer service willingly.
7. Be respectful and courteous to all personnel.
8. Cooperate with all school personnel.
9. Be respectful and Christian in their actions toward one another.
10. Avoid use of foul, obscene words and gestures at all times and in all places.
11. Avoid all forms of harassment, bullying, and cliques.
12. Avoid all forms of fighting; physical, verbal, and non-verbal.
13. Avoid being late more than three times in a month.
14. Avoid possession and/or use of drugs, tobacco, alcohol, etc. both on and off campus.
15. Avoid possession of any item which may present a danger to others.
16. Use class time effectively.
17. Take care of all property (personal/school).
18. Wear the complete school uniform neatly and properly.

19. Obey all rules and regulations of the school.
20. Obey all rules and regulations of the classroom.
21. Never leave school grounds without permission.
22. Never be in any part of the school without permission.
23. Avoid loud and excessive talking.
24. Walk quietly and orderly at all times.
25. Never chew gum on school property.
26. Show good sportsmanship during lunch play; avoid rough or violent games.
27. No laser or electronic devices on school property. (This includes games of all sorts.)
28. No personal laptop computers are permitted in school.
29. No student has permission to use a cell phone in school or on school property.
30. A weapon or any instrument used as a weapon is forbidden on school property.
31. Avoid FORGERY on any school paper or handing in a paper written by someone else. Handing in any paper signed by anyone other than a parent or guardian is not permitted.
32. Avoid invading the privacy of another's desk – teacher or student.

The BehaviorCode applies to students, both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community. Students are expected to uphold the Behavior Code in situations where the behavior is contrary to Catholic teaching or could bring disrepute or embarrassment to the School.

As stated, adherence to the Behavior Code earns a student the right to participate in school and CYO activities. These are privileges which are earned by the student. Failure to uphold these responsibilities will result in appropriate consequences which will be given at the discretion of the teacher.

Parent(s)/Guardian(s) are expected to support students in upholding the Behavior Code as well as set a positive example in daily life.

Cell Phone Policy

Students are not permitted to use a cell phone in or on school property. Cell phones may be collected daily. If seen on school premises, the phone will be confiscated and returned only to a parent. After one such incident, the phone will not be allowed on school property without serious consequences. No Smart watches are permitted.

Unacceptable Behavior

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility, offensive, and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a student or a parent/guardian– includes, but is not limited to, the following:

- a. disrespectful behavior of any kind toward or about any staff, student, volunteer, or parent
- b. insubordination
- c. fighting
- d. bomb scares
- e. cheating or plagiarism
- f. use or possession of drugs or alcohol
- g. smoking
- h. stealing
- i. bullying, intimidation, threats of any kind, both verbal and non-verbal, possession of any item which may present a danger to others
- j. cyber bullying or posting inappropriate pictures or comments on the Internet

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

The Behavior Code applies both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community. Students are expected to uphold this policy in situations where the behavior is contrary to Catholic teaching or could bring disrepute or embarrassment to the School.

Conduct by students or parent(s)/guardian(s), 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 the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities.

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

Harassment

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

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

Discipline

DETENTION

Infractions of the Behavior Code will warrant disciplinary action on the part of the teacher in Grades 3 to 8. Five (5) infractions will warrant a detention. Disciplinary issues will be addressed on an individual basis by the teachers in Kindergarten and Grades 1 and 2.

Notice of detention will be recorded on the Behavior Calendar/Log and sent home on a separate paper. Parents are required to sign the detention notice on the Behavior Calendar/Log and on the slip. Detention will be held after school. More than 2 detentions in a month may lead to cancellation of student privileges (i.e. CYO activities, class trip, dress-down privilege). The final decision rests with the principal in consultation with the teachers.

SUSPENSION

Just, appropriate, disciplinary policies are essential educational processes. These include procedures which are more remedial than punitive yet include the necessary provisions that protect the common good of the school community.

Suspensions may lead to dismissal. The Principal will inform the parent(s)/guardian(s) of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspensions:

1. Infractions of a serious nature, as determined by the School.
2. Parent(s)/Guardian(s) of the student will be informed in writing or by phone of the suspension as soon as possible.
3. Suspensions will be implemented (in-School or out of School), at the discretion of the Principal.
4. Parents and students are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
5. Where possible, a student will be referred to a counselor or a teacher for counseling. Signed agreement of parents and a written report of the suspension will be filed in the student's record.
6. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records will be made available only to authorized school personnel and parents.

EXPULSION

Procedure for student expulsion:

1. After two (2) formal suspensions, a student may be dismissed.
2. Students who are dismissed may apply for readmission after one full year. The School will determine whether readmittance is appropriate.

3. In certain instances, the infraction may warrant immediate dismissal if 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.
4. Parent(s)/Guardian(s) and the student will meet with the pastor and principal.

COMMUNICATION ENVELOPE

Communication from the school will be sent home with the children usually on a Tuesday. Monthly calendars, newsletters, etc. will be sent home with the youngest child in school. Please look for possible notices every Tuesday. A parent/guardian is required to sign the communication folder and return it to school. Please contact the school if your child misplaces the communication envelope. It is important for the school to know that you have received these notices. Failure to sign the Envelope may be reflected on your child's Behavior Calendar/Log.

DAILY SCHEDULE

MORNING

| | |
|---------------------------|---------|
| Yard Bell | 7:45 AM |
| Prayers and Announcements | 8:00 AM |

All students must be in school by the 7:55 AM bell. A student is considered LATE after 7:55 AM. Pre-K students begin at 8:15 AM.

Students are asked not to arrive at school before 7:30 AM since there is no supervision until that time. Students eating breakfast report to the parish hall between 6:30 AM and 7:30 AM.

LUNCH PERIODS

| | |
|-----------|---------------|
| Pre-K – K | 11:30 – 12:25 |
| Gr. 1 – 8 | 11:40 – 12:30 |

Dismissal Procedures

| | | |
|-----------|--------------|------------|
| | <u>Pre-K</u> | <u>K-8</u> |
| Prayers | 2:25 | 2:35 |
| Dismissal | 2:30 | 2:40 |

CAR RIDERS

All students should meet their cars in the school yard. Jaywalking is prohibited on “L”, Bristol, and Glendale Streets. **All cars are asked to enter the schoolyard from Glendale Street.**

WALKERS

These are the dismissal lines from school. A student is considered on school property until he/she crosses the appropriate street:

“L” and Hunting Park Ave. “L” and Bristol Streets Glendale and Bristol Streets

Please note: There are ONLY three dismissal routes for walkers.

After School Program

The OST Program is run by Catholic Social Services.

Information is available by calling Dee D’Aulerio at 215-288-8101.

DRESS CODE

Uniform for 2023 - 2024

GIRLS

- Blue and White Plaid –Traditional Tunic for grades 1 to 4; Kilts in grades 5 to 8
- Peter Pan Shirt
- Oxford Shirt must be monogrammed with “Holy Innocents School” (Gr. 5. to 8)
- Navy Blue Sweater/Vest – Must be monogrammed with “Holy InnocentsSchool.”
 - Sweater/vest is a required part of the dress code from November to April in Grades 5 – 8
- Blue or Blue and White Saddle non-marking soled tied shoe. No slip-ons are permitted.
- Navy blue knee socks or navy blue stockings/tights

BOYS

- Navy Blue pants
- Belt (Gr. 1 to 8)
- White Shirts
- Navy Blue Sweater/Vest – Must be monogrammed with “Holy InnocentsSchool.”
 - Sweater/vest is a required part of the dress code from November 2 to April 14in Grades 5 to 8

- Tie (Gr. 1 to 8) –Solid navy for grades 1 to 6; Striped tie for grades 7 and 8
- Black non-marking soled dress tied shoes
- Navy or black socks

OPTIONAL WEAR

White polo shirts which must be monogrammed with “Holy Innocents School” may be worn in Grades 1 to 8 by boys and girls from Sept. – Oct. 31; April 15 – June. Permission to do so will be revoked if not worn properly.

Girls may wear navy blue sweatpants under the regulation school uniform. They can remove the sweatpants when they are in the school building.

N.B.Pre-K and Kindergarten students wear a navy-blue polo shirt, monogrammed with “Holy Innocents School”, and navy-blue sweatpants. The gray gym t-shirt is optional for gym day. For additional warmth, the navy blue sweatshirt may be worn. Children should not wear white or colored long sleeved shirts under the blue polo shirt.

REGULATIONS

1. All girls’ skirts and tunics are required to be knee length. THIS WILL BE STRICTLY ENFORCED.
2. All students in Gr. 5 to 8 must wear a monogrammed navy blue sweater or vest in the winter months. No long-sleeved polo shirts are to be worn.
3. Girls may wear the navy blue sweatpants under the uniform in the winter months. Flannel pajama pants are not to be worn in school.
4. The polo shirt must be monogrammed and must be tucked in at the waist. Oversized shirts are not to be worn. Otherwise, permission to wear this shirt in warmer weather will be revoked.
5. All boys’ socks must be above the ankle and therefore, the shoe. No anklets are ever permissible at school, including gym days.
6. If a student’s shoes have a marking sole, they may not be worn.
7. No facial hair is permitted. Boys should be clean shaven.
8. Nails should be kept short. Clear nail polish only; no colored tips.
9. **Haircuts/Hairstyles**– Hair should be neat, clean, and well groomed, away from eyes. Unnatural hair colors (including, but not limited to blue, green, purple, and neon colors) are not permitted. No artificial hairpieces, of any kind, are permissible. Extreme changes in appearance will lead to serious disciplinary actions. When in doubt, please ask!
 - a. **Boys** – A traditional classic cut, of reasonable length, is expected. “Trendy” hair styles and “mohawk” hairstyles are not acceptable. Tails, shaved parts of the head, or hair below collar or hair falling into the eyes are not acceptable styles.
 - b. **Girls** – Hairstyles must be kept neat and simple. No “trendy” or “fad” styles. Hair accessories, if worn, are to be SIMPLE in nature.

10. **Jewelry**– The only jewelry a student may wear is a plain watch (smart watches are not permitted!), a SINGLE ring, a religious medal/cross. Girls may wear a single set of small, simple earrings in the lower lobe only. Boys are not permitted to wear earrings. No hoops or dangling earrings of any kind or size are permitted. Any other earrings will be taken and returned to the parent(s). No bracelets or bands are permitted to be worn during school time. No other facial piercings are permitted. If necessary, a student will lose the right to wear any kind of jewelry.
11. No sandals or flip-flops are to be worn in school.

VIOLATION(S) of any of these policies will result in School Discipline.

Gym Uniform

On gym day, students are to wear the following to school:

- Gray t-shirt with Holy Innocents logo
- Navy Blue shorts with Holy Innocents logo
- Navy blue sweatpants and sweatshirts along with the t-shirt and shorts are to be worn during colder months (November to April). During the winter months the gym shorts are optional since sweatpants will be worn throughout the day.
- White socks (worn ABOVE the ankle)– no knee socks
- Sneakers –properly tied to the top; sneakers must have tied laces
- No jewelry of any kind may be worn to school on gym day

Each student, unless medically excused by written note, has one gym period weekly.

Each student must be prepared to take these Physical Education classes. Any student, who forgets to bring his/her gym uniform and sneakers twice in a marking period will be dropped one letter grade. Lack of cooperation will be reflected on the student's BehaviorCalendar/Log.

EXTRACURRICULAR ELIGIBILITY

Any student failing a major subject (Religion, Math, ELA, Social Studies or Science) and whose conduct and/or effort grade falls below an "S" at the time of Progress Reports is taken off the extracurricular activity for a consecutive ten (10) day period. If, after the ten-day period, the student's work has not improved, he/she is suspended from the activity for another five days. If the same situation persists, the student is suspended permanently.

For any student failing a minor subject, the student is suspended from the extracurricular activity for a consecutive 5-day period. A second warning would result in a further 5-day suspension followed by a permanent suspension. Decision rests with school personnel in consultation with parents.

The coach and/or moderators of the extracurricular activity will be notified by the Principal or Physical Education Teacher concerning the eligibility of the students. **A failure on a report card suspends a student from any participation in any extracurricular school activity for the next marking period.**

What we expect is that a student does his/her personal best – in and out of the classroom.

All athletes must attend school on the day of the game to be able to participate in the game or activity that day.

Poor sportsmanship will not be tolerated at any time. These rules apply to all athletes on any kind of teams.

GOVERNMENT SERVICES

REMEDIAL READING AND MATHEMATICS classes are provided to the students during regular school hours.

GUIDANCE COUNSELING / PSYCHOLOGICAL TESTING are also available through CORA. Parents who wish to seek these services may request them through the school by contacting the teacher, or they may contact CORA on their own at 215-342-7660.

SPEECH THERAPY is available on the premises. A speech therapist will test the child and make recommendations for the follow-up. Speech classes are held during regular school hours in the school building.

HEALTH SERVICES are provided to our students by the School District of Philadelphia. Pennsylvania State law requires a complete physical examination for all children upon entrance to school (kindergarten or first grade) and in the sixth grade. All students receive vision tests annually.

HEALTH ISSUES

MEDICAL RECORDS

The Commonwealth of Pennsylvania has mandated that all children entering school present documented proof that the following immunizations have been received:

| Grades | Vaccines | Requirements |
|--|--|--|
| K-1 | Diphtheria & Tetanus Pertussis Polio Measles Mumps Rubella Hepatitis B Varicella | 4 Doses: at least one on/after 4 th birthday (DTaP/DTP/DT/Td) 4 Doses: at least one on/after 4 th birthday (DTaP or DTP) 3 Doses: (OPV/IPV) 2 Doses: on/after 1 st birthday (MMR or MMRV) 2 Doses: on/after 1 st birthday (MMR or MMRV) 2 Doses: on/after 1 st birthday (MMR or MMRV) 3 Doses: (HBV) 2 Doses: on/after 1 st birthday (Varicella or MMRV) or documentation of chickenpox immunity proven by laboratory testing or a written statement of prior chickenpox disease from a healthcare provider |
| 2-5 & 8-12 | Diphtheria & Tetanus Polio Measles Mumps Rubella Hepatitis B Varicella | 4 Doses: at least one on/after 4 th birthday (DTaP/DTP/DT/Td/Tdap)** 3 Doses: (OPV/IPV) 2 Doses: on/after 1 st birthday (MMR or MMRV) 2 Doses: on/after 1 st birthday (MMR or MMRV) 1 Dose: on/after 1 st birthday (MMR or MMRV) 3 Doses: (HBV) 2 Doses: on/after 1 st birthday (Varicella or MMRV)* |
| 6-7 | Diphtheria & Tetanus Pertussis Polio Measles Mumps Rubella Hepatitis B Varicella Meningococcal | 4 Doses: at least one on/after 7 th birthday (DTaP/DTP/DT/Td/Tdap)** 1 Dose: at least one on/after 7 th birthday (Tdap) 3 Doses: (OPV/IPV) 2 Doses: on/after 1 st birthday (MMR or MMRV) 2 Doses: on/after 1 st birthday (MMR or MMRV) 1 Dose: on/after 1 st birthday (MMR or MMRV) 3 Doses: (HBV) 2 Doses: on/after 1 st birthday (Varicella or MMRV) * 1 Dose: on/after 2 nd birthday (MCV4) |
| <p>References: Requirements from The Pennsylvania Code — Subchapter C. <i>IMMUNIZATION</i> §23.81, amended May 28, 2010, effective August 1, 2011, and from the Philadelphia Board of Health <i>Regulations Governing the Health of Newborns, Children and Adolescents</i>, published 2009.</p> <p>*Or documentation of a history of chickenpox immunity proven by laboratory testing or a written statement of history of chickenpox disease from a parent, guardian, or physician.</p> <p>**Only 3 doses of Td-containing vaccine are necessary if series is started on/after 7th birthday, if at least one dose is given as Tdap.</p> | | |

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

Tuberculin Tine testing, if applicable, as per student's physician, should be administered within a three month period prior to entering school.

The State does not require Pertussis, Haemophilus influenza B (HIB) or Smallpox vaccination, but parent(s)/guardian(s) should check with the student's physician for current practices.

NURSE

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

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referrals 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 parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade 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 cards 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 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(s)/guardian(s) is contacted. If the parent(s)/guardian(s) cannot be reached, the emergency contact will be called. No medicine of any kind, including acetaminophen, may be given to the student without parental permission. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

Students who are sick should stay at home. Children who are experiencing symptoms such as fever, chills, cough, or shortness of breath should be kept at home. Any temperature 100.4°F or greater is considered a fever. Keep your child home until medically cleared to return to school.

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 will be taken in the presence of the principal or designated representative if the nurse is not on the premises.

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

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

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

Please Note: If a child uses an inhaler, the nurse must be notified. Inhalers should be present at the school.

FOOD ALLERGIES AND SENSITIVITIES

Students with food allergies or food sensitivities must schedule an accommodation meeting with the school nurse. A letter from your doctor supporting your child's diagnosis is required to be on file at our nutritional and main offices. Having this in place will help us accommodate your child's health needs.

LEGAL CUSTODY ISSUES

NEED FOR DOCUMENTATION

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

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

RELEASE OF A CHILD

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

School records will be reproduced, upon request, to a parent/guardian who has shared custody.

LUNCH AND SNACKS

1. All students stay for lunch during the school year. Please make sure that child has his/her lunch or wishes to order lunch from the free lunch program.
2. NO SODA or GLASS bottles are permitted in school. Soda will be replaced by a glass of water, if necessary.
3. Bringing a child's lunch to school is highly discouraged! No child will be left without lunch, but he/she needs to learn a sense of responsibility. No child will be permitted to call home for lunch.
4. Students are monitored by parent/guardian lunchroom supervisors or a faculty member. Except for morning recess where food is eaten in the classrooms, students may not have food or beverages in any part of the school building or outside premises. Students are never permitted to leave the school grounds. Some general regulations for the students are as follows:
 - a. remain in the assigned seats
 - b. speak in low tones
 - c. have name on lunch bag or box
 - d. have a napkin or placemat to spread on the table
 - e. refrain from any kind of rough play in the schoolyard
 - f. join in any organized play activities

Snacks – Only healthy snacks from home are acceptable for the morning break. **NO SODA IS PERMISSIBLE for snack; Lunchables, candy and high fat foods are greatly discouraged.**

PARENT-TEACHER CONFERENCE

Any parent/guardian who wishes to speak with the teacher or any member of the school staff concerning the child should send a note to that person requesting a conference. The faculty/staff member will contact you to set up a mutually agreeable date and time for an appointment. **If a difficulty should arise concerning a child's conduct or academic progress, it is imperative that the parent/guardian contacts the teacher prior to bringing the matter to the attention of the principal. At no time may parents disturb the teacher during school hours.** Conferences with the teacher will be held before or after school hours.

Parents who must see their children during school hours may make arrangements through the school office. All visitors must report to the school office before going anywhere in the building.

PROMOTION AND RETENTION

Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. The main reasons for considering retention are:

- Indifference or lack of effort on the part of a capable student
- Physical or social immaturity
- Lateness or absence exceeding 25 days
- Not qualifying academically for the next grade (receiving below a 70 in two or more academic subjects)

Retention is usually considered as a more positive alternative during the primary grades. Proof of making up work must be presented before the beginning of the next school year. A Summer Program pre-approved by the principal is a necessity for a student in grades 3 through 8 who fails 2 or more academic subjects for the year. Only successful completion of such a program will enable the student to proceed to the next grade. When necessary, the student must pass an assessment given by school personnel in August.

Parent(s)/guardian(s) must state in writing their agreement or disagreement with the school's decision to retain a student.

RELIGIOUS EDUCATION

Because the basic purpose of our school is religious, opportunities are provided so that the children may participate in expressions of their faith in addition to the daily class lessons in Religion. We require YOU, as parent(s)/guardian(s), to help your child(ren) live up to their Baptismal Promises. Provide for your child(ren) not only material things but spiritual as well by making a Sunday Mass your family's top priority.

Students in Grades Pre-K to 8 attend Mass once a month. The students are prepared for the different liturgical celebrations and the sacraments through prayer, readings, special services, and activities in school throughout the school year, including:

- Christmas and Lent
- Stations of the Cross
- Live Nativity
- Advent Celebrations
- May Devotions
- Catholic Schools Week

The students have the opportunity to receive the Sacrament of Reconciliation during the school year. This is NOT meant to take the place of monthly Confession. All students are required to participate fully in the religious education program, regardless of religious background.

SACRAMENTAL PROGRAM

Children are prepared for First Penance and First Holy Communion in the second grade. Children are prepared for the Sacrament of Confirmation in the seventh grade. Children must have two years of formal religious instruction before receiving any sacraments. Since the parent(s)/guardian(s) are, and remain through life, the primary educators of their child(ren), they are to take part in the preparation of the child(ren) for the reception of the sacraments. Special meetings for parent(s)/guardian(s) of students involved in the sacramental preparation classes are scheduled throughout the year, and the dates of the meetings are published in the School calendar. It is imperative that parent(s)/guardian(s) attend the scheduled meetings.

SAFETY ISSUES

ASBESTOS INSPECTION AND MANAGEMENT PLAN

Holy Innocents Catholic School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AERA). A copy of the Plan is available for your inspection at the school office during regular office hours. KEM Partners, Inc. (610-594-2600 ext.206) is the school's asbestos program manager and Acer Associates (856-809-1202) is the school's consultant. All inquiries regarding the plan should be directed to these organizations.

EMERGENCY SCHOOL CLOSING

Holy Innocents Catholic School follows Archdiocesan Policy and will close only if it is announced that all parochial schools will be closed unless local conditions warrant closure. Various radio and television stations (WCAU, KYW, ABC, NBC, etc.) announce emergency school closings due to inclement weather. Please do not call the school, convent, or rectory. We, too, watch for the announcement. Please make arrangements for your children to go to the home of a friend or neighbor when an early dismissal is announced during the course of a school day. Advise the child(ren) of your arrangements. We must be able to dismiss children in an emergency without serious concern for safety. If an announcement is made that **"all public and parochial schools are open - but without transportation"** be advised that **our starting time will be one hour later than our scheduled time**. This is to allow time for the teachers to reach school.

FIELD TRIPS

Student field trips are planned and coordinated at the discretion of the classroom teachers and approved by the principal. As is stipulated in the Archdiocesan Guidelines for Elementary Schools, "field trips do not include trips to the amusement park or any other purely recreational facility"(p.455). (except for 8th grade trip)

Educational field trips are planned to enhance the curriculum. Field trips are privileges offered to students. Students may be denied participation if they fail to meet academic or behavioral requirements.

Archdiocesan permission forms are sent home to the parent before the trip. If a student fails to get the form signed and returned, the student may not participate in the field trip. Telephone calls or letters simply stating that the student may go on the trip are not usually acceptable. Adult chaperones, as needed, will accompany the class.

FIRE DRILLS

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

Fire drills are required by law and are an important safety measure. It is essential that when the signal is given, everyone, including the volunteer workers, obey the bell and leave the building promptly by the prescribed route. The last person out of the room should turn off the lights and close the doors. Students are not permitted to talk during the fire drill. Students who are not in their classroom when the bell is sounded should leave by the closest exit and report to the homeroom teacher. Teachers will carry their class lists with them in order to account for all children.

SCHOOL 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 automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors and parents must report to the school office. No parent or adult may ever go directly to a classroom. Any visitor MUST REPORT to the office first upon entering the building.
- Parking or double parking on “L” Street or Bristol Street is dangerous and unacceptable. Police enforcement will be encouraged by the school.

SMOKING

The school premises constitutes a smoke-free environment. No smoking is allowed in the school building. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

SHELTER-IN-PLACE

The school has an immediate “lock-down” policy in place. In the event of an emergency of this nature, all doors will be locked and no parent will be given entrance.

SCHOOL PROGRAMS

Grades Pre-K – 8 attend a variety of enrichment classes during the week. Classes include Computer Literacy, Art and Music Education, Nutrition for Life, Physical Education, Library, and *First in Math* (Gr. 1-8)

SCHOOL PROPERTY

A student is on “School Property” until he/she is dismissed by the teacher and/or Crossing Guard at:

“L” and Hunting Park Ave. “L” and Bristol Streets Glendale and Bristol Streets

SCHOOL TRANSFERS

Parent(s)/Guardian(s) must notify the school of an impending transfer five business days prior to the student’s last day of school. A transfer slip will be issued on the last day the student is in attendance, provided sufficient notice has been given. Educational records will be sent to the receiving school upon receipt of a request, provided all financial obligations have been met.

STANDARDIZED TESTING

In the Spring, the TERRA NOVA test is administered to students in Grades 3 through 7. This standardized test serves as a means of monitoring student progress. The results are placed on the student’s permanent record card and are recorded in factsmgt.com.

STATIONERY SUPPLIES

School stationery supplies (e.g. copybooks, theme tablets, rulers, pens, pencils, erasers, crayons, and folders) may be purchased at school on a weekly basis. No spiral copybooks are permitted. Students receive a copy of their stationery supply list at the end of each school year. You can also find the supply list on our website, holynnocentsschool.org under the School tab.

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

Revised August 2023

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

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

We are interested in technology because of our faith.

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

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

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

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

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

SCOPE OF USE

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

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

GOALS

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

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

USER RESPONSIBILITIES

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

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

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

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

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Responsible Use: All 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 expressed permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

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

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

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

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

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

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

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

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

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

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

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

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via videoconferencing software.
- Students are not to use or preserve a photograph, image, video, including live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.

- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using personal devices for remote instruction.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

Examples of Unacceptable Uses –

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including live streaming, or likeness of any students, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of the individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
- The following activities are strictly prohibited, with no exceptions:
 - Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which

the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

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

- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

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

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

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

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumblr, 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 any inappropriate manner.

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

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

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

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

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

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 cell phone number in their social media bios.
- Coaches should never tag a student’s account when posting social media messages. Coaches may want to post specific highlights, game/season achievements or accolades on either the coach’s professional page or on a school’s social media page. Students should be mentioned by name only.
- Per the PIAA bylaws, students, teachers and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.

Esports/Gaming Clubs

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

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

Games rated E for Everyone or E 10+ are recommended for the Elementary grad 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 use in the epsorts club – Game title, ESRB rating and link to Common Sense Media review or the ESRB rating review.

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

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

Some examples of popular esports games include:

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

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

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

Policy Violations

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

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

HOLY INNOCENTS CATHOLIC SCHOOL

Working together for quality Catholic education

1312 E. Bristol Street
Philadelphia, PA 19124
215-743-5909

THIS MUST BE SIGNED AND KEPT ON FILE FOR A STUDENT TO ATTEND HOLY INNOCENTS CATHOLIC SCHOOL

It is our (my) wish that our (my) child(ren) attend Holy Innocents Catholic School. We (I) understand that our (my) child(ren) is (are) obligated to attend classes in Religion and fulfill the requirements for this subject and, also, to attend all religious functions offered as part of the school program.

We (I) assume the obligation to pay the specified tuition and school fees and agree to support the philosophy, goals, objectives, and regulations of the school.

Principal Date

Parent/Guardian Date

Parent/Guardian Date

THIS MUST BE SIGNED AND KEPT ON FILE FOR A STUDENT TO ATTEND HOLY INNOCENTS CATHOLIC SCHOOL.

Please complete the following and return immediately to school. This written agreement must be signed and kept on file for your child(ren) to attend Holy Innocents School.

Each student in the family is required to sign this agreement. It will be kept in the file of the youngest child in the family.

_____ I have read the Parent/Student Handbook and Code of Behavior and will work with the school for the growth of my child(ren).

_____ I have read the Handbook and Code of Behavior and will do my best to assume the responsibilities to obey the rules so that Holy Innocents will be one of the BEST schools in Philadelphia.

_____ I have read and understand the "Acceptable Use Policy for Technology."

_____ I understand that if I break a rule, it will be necessary for my teacher, principal, and myself to determine a suitable consequence.

_____ I understand that students and parents must accept and abide by the school's policies and procedures in order for each student to attend school.

Signature of Parent/Guardian

Signature of Student

Grade

Room

Signature of Student

Grade

Room

Signature of Student

Grade

Room

Signature of Student

Grade

Room