

# Nativity of Our Lord Catholic School



## Family Handbook

Revised August 2023

NATIVITY OF OUR LORD SCHOOL  
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# **STUDENT-PARENT HANDBOOK**

This handbook contains certain policies and procedures of Nativity of Our Lord School. Nativity of Our Lord School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

**STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY NATIVITY OF OUR LORD SCHOOL POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND NATIVITY OF OUR LORD SCHOOL.**

## **MISSION STATEMENT**

*The Mission of Nativity of Our Lord School is to foster each student's relationship with God and His people while maintaining high academic standards and a commitment to Catholic values. We work in partnership with our families in the total development of their children to ensure that every student reaches his/her potential.*

*The Commission on Elementary Schools accredited Nativity of Our Lord School in 1990. Regional Accreditation is a landmark event in the history of any institution. Nativity of Our Lord School is a full and official member in the Middle States Association of Colleges and Schools*

*In 2011 NATIVITY OF OUR LORD SCHOOL WAS NAMED A NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE BY THE UNITED STATES DEPARTMENT OF EDUCATION*

## **MEMORANDUM OF UNDERSTANDING**

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

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated on programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the Archdiocese, or religious community.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, 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.

## **Admission Policies**

Our school admits students of any race, color, creed, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. Nativity of Our Lord 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.

Our school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. Nativity of Our Lord School reserves the right to decline admission or to impose reasonable conditions of attendance where circumstances indicate.

To enter Nativity's PreK program, a child must be four by September 1st . A child who is five years old by September 1st is eligible for kindergarten. To enter first grade, a child must be six by September 1st . Enrollment days are scheduled during February or early March. Re-Enrollment for current students of Nativity of Our Lord School is in February, followed by enrollment of new families.

## **Required Registration Forms**

- Baptismal certificate (unless baptized at Nativity)
- Birth certificate
- Transfer slip from any previous school the student may have attended. ● Children from Nativity, St. Cyril, St. Vincent and St. John Bosco must submit verification of parish membership as required by each individual pastor.
- Medical records – Immunization is required as a condition of attendance at any public or parochial school. The required immunizations are:
  - Hepatitis B – 3 doses
  - Diphtheria and Tetanus – 4 doses, one dose administered after the fourth birthday.
  - Poliomyelitis – 3 doses
  - Measles, Mumps, Rubella – 2 doses
  - Varicella (Chicken Pox) – 2 doses or written verification of occurrence of Chicken Pox
  - 7 th grade students only: Meningococcal Conjugate (MCV) & Tdap (tetanus, diphtheria,acellular pertussis) – 1 dose

## **Re-Enrollment**

Families registered in our school are required to re-enroll annually. Re-Enrollment information for the following year is forwarded to each family through the school communication channels in February prior to the next school year. Tuition fees and non-refundable re-enrollment fees are published in February. All financial obligations must be current before re-enrollment can be processed.

## **Tuition**

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

Tuition is determined in February for the following school year. The school may impose additional fees for other items, such as registration, field trips, art/activities fees. This information is communicated to the parents/guardians through weekly communication channels or through the classroom.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school. The Pastor and Administration review tuition records periodically and reserve the right to withhold reports cards, application forms, student recommendations, to dismiss students, and/or withhold school records if tuition payments are not paid in a timely manner. Parents/guardians experiencing financial difficulties should make arrangements with the Pastor for payment of tuition.

## **Admission of Non-Catholic Students**

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

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

- The permission of the Pastor is obtained.
- Adequate facilities and space are available, without denying the admission of eligible Catholic students
- The parents/guardians agree in writing to permit their child (ren) to attend Religion classes and Religious functions that are offered as part of the school program. ● The parent/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- The parents/guardians agree in writing to assume responsibility for all financial obligations.

## **Academic Policies**

The curriculum of Nativity of Our Lord School follows the guidelines established by the Office of Catholic Education of the Archdiocese of Philadelphia. Textbooks are approved by the Archdiocese and reviewed and updated as needed. Religion textbooks are purchased by the students; other texts are purchased through state funding.

Under the guidance of the Office of Catholic Education, faculty and administration exert constant efforts to provide a balanced, well-organized, and continuous curriculum. Periodic evaluations and standardized testing, as well as faculty in-service, help to ensure the strength of educational programs.

## **Homework**

Homework is given for the following reasons: to foster habits of independent work-study, to reinforce learning that has taken place in school, and to bring home and school together. Each teacher sets up his/her own policy for home assignments. Parents should provide a good study atmosphere, set a definite time for homework each day, and check the homework to ascertain that it has been completed. It is important, however, that parents recognize that homework is the student's responsibility; they should not assume that responsibility for the child. If there is a problem about assigned work, parents should contact the teacher involved by sending a note.

The Office of Catholic Education suggests the following time allotments for daily homework (includes both written and study assignments):

- Grades 1&2 –30 min.
- Grades 3&4 –60 min.
- Grades 5&6 –90 min.
- Grades 7&8 - 120 min.

All written assignments should be done neatly and legibly. No assignment, projected by a teacher to take a few weeks, can be done overnight or in one weekend. Rather, students should approach long-term assignments by evenly distributing the work over a period of time and not procrastinating until the due date. These time-management skills provide vital training for the future. Parents' signatures on homework are at the discretion of the individual teacher. The teacher reserves the right to detain students during recess or after school hours, with prior parental notification, for the purpose of completing assignments not submitted.

## **Report Cards**

The evaluation of a student's academic progress is an on-going process. In accordance with the schedule set up by the Office of Catholic Education, this process is reported formally three times a year. Grades are not merely a summation of test scores; they reflect the student's daily work, homework, class participation, and project work.

## **Conferences**

Conferences with parents to discuss the child's progress are encouraged. For grades 1 to 8 a formal conference is scheduled within the first marking period. Parent/teacher interviews afford opportunities for growth for both parties involved and should result in furthering the child's development. Parents wishing to confer with the principal about a child are welcome to do so after having first conferred with the child's teacher. If parents wish to arrange a conference with a teacher or the principal, they should call the school office or make a request in writing. It would be helpful if the nature of the concern was stated prior to the conference. No meetings are permitted without an appointment or during dismissal. Conferences for Pre-K3, Pre-K4 and Kindergarten students are held in January.

## **Honor Roll**

Students in Grades 4 through 8 may earn honors each trimester. The following is the criteria:

### **First Honors**

- 93 or above general average
- 90 or above in every subject area
- 3 or 4 in Personal and Social Growth, Effort & Study Skills, Special Subjects

### **Second Honors**

- 87 or above general average
- 85 or above in every subject area
- 3 or 4 in Personal and Social Growth, Effort & Study Skills, Special Subjects

Religious and Effort Awards will be distributed for each homeroom after the final school Mass in June.

## **Academic Failures**

Attendance at a summer school or a tutoring program is mandatory if a student has one or more failures on the final report card and wishes to return to Nativity of Our Lord School for the next year. Notification of successful completion of a program must be given in writing to the school office prior to the first day of school. The student must complete a minimum of ten hours of summer instruction for each subject area which the student did not pass.

Any eighth grade student who fails any of the basic skills (English Language Arts or Mathematics) or who has a failing composite average is required to attend summer school provided by the Archdiocesan High School if they wish to attend an Archdiocesan High School in the Fall.

## **Academic Probation**

A student will be placed on academic probation according to the following stipulations:

- If a student has one or more failures in major subjects for the final grade, that student will be placed on academic probation until the end of the first report period of the next school year.
- If a student on academic probation incurs even one failure in a major subject at the first report card period, that child would be liable for dismissal from the school.

## **Honors Math**

Nativity of Our Lord School participates in the Archdiocesan Honors Math program. Students are selected for this accelerated program according to criteria established by the Archdiocese, which includes standardized test results and classroom performance. Students begin the program in grade 4. Those who consistently meet the standards of the program complete the elementary math curriculum by the end of grade 7. In grade 8 these students take a full year Algebra 1 course. Students who do not maintain the requirements, may be exited from the program.

## **Promotion/Retention**

Education is a cumulative process that builds on learning already achieved. To provide the strongest possible foundation for future learning, Nativity of Our Lord School reserves the right to recommend the retention of any student who has not met the specific requirements of his/her grade, or who has demonstrated, through both objective evaluation and teacher judgment, not to be working to his/her potential. Any student who has a failure on the report card must participate in a minimum of ten hours of summer instruction and provide documentation from an educational professional for each failed subject area.



Promotion is at the discretion of the Principal. A student is promoted when he/she adequately demonstrates mastery of the material required in the given grade.

### **Test Grades**

In order for parents to be aware of their child's academic progress with regard to weekly tests, scores will be available to view through the My Students Progress program. Assessments and tests will still be sent home, and parents should review mistakes with their children.

### **Standardized Testing**

The Terra Nova Test is administered each year to students in kindergarten through seventh grade. Parents are asked not to take vacations or schedule doctor appointments during the days of this testing. The results are communicated to parents and are utilized by the school for curriculum planning.

### **Summer Enrichment Programs**

Summer enrichment classes will be available at Nativity for those students who may be in need of reinforcement or remediation. Classes usually offered are in reading, math, and study skills. Information regarding the summer enrichment program will be sent home in the spring.

### **Arrival/Dismissal**

The first bell rings at 8:20 AM. No child is permitted to be dropped off in the school yard, or in the school before 8:00AM, without the knowledge and permission of the school. The school cannot assume responsibility for children arriving before that time. The late bell will ring at 8:25AM. Upon arrival students will proceed directly to their classroom. There is a 10 to 15 minute break during the morning session. The usual lunch period extends from 12:25 to 1:15 PM. Grades Pre-K 3 through Grade 4 eat lunch from 12:25 to 12:50PM. Grades five through eight eat from 12:50 to 1:15 PM. Dismissal begins at 3:10 PM (for PK students and their siblings) and 3:15 PM for the remainder of the school. Car riders who are not picked up by 3:45 PM will be charged C.A.R.E.S. services. The C.A.R.E.S. Program is available for students who require special scheduling. (See C.A.R.E.S.) Since we are all concerned with the welfare and safety of the children, we ask that the parents cooperate with the school in adhering to the time regulations for arrival and dismissal.

### **Late Arrival**

Students arriving after the 8:25 AM bell are considered late and must report to the office for a late slip before going to their homeroom. A record is kept of all late arrivals. When a child is late due to a doctor's appointment, a doctor's note is required. Any child who has five unexcused

latenesses will receive an after school detention. ALL latenesses impact on a perfect attendance record and constitute a serious infraction. Excessive lateness will not be tolerated. An excused lateness is any lateness for which a parent presents a physician or dentist note. Late bus arrivals do not constitute a late arrival.

### **Attendance**

Lateness and irregular attendance interfere greatly with a student's academic progress. The illness of a student, death in the immediate family, quarantines, or "exceptional urgent reasons" constitute reasons for lawful absence. All parents of absent students are required to call the school office (215-675-2820, option #1) to report their children absent. Please give the child's name, grade, homeroom number, and reason for absence. This is an important aspect of our school procedure, and we urge your cooperation. When an absence is necessary, a written excuse signed by a parent must be presented to the homeroom teacher upon returning to school. A doctor's note is required for an absence exceeding three consecutive days, or three days within one school week. When an extended absence is expected because of illness or an accident, it is advisable to contact the principal so that assignments may be procured or arrangements may be made with the public school district to obtain home tutoring services. Absence without the parent's knowledge is a serious offense. The offender is automatically suspended and will not be permitted to return to class until the principal interviews at least one of the parents. **Late arrivals, and early dismissals will count against the attendance record of the student.**

### **Early Dismissals**

When the school has early dismissal, parents are required to provide transportation whenever bus transportation is not provided. Early dismissals begin at 11:55 AM. For the safety of all our children, we ask that all drivers follow the specific directions sent home at the beginning of each school year. On a scheduled early dismissal day, **ALL PreK 4 students will be dismissed at 11:45 AM** following their usual routine for pickup. **Pre-K 3 students will be dismissed at 11:30 AM.**

When it is necessary for a child to be excused from school before the regular dismissal time, a note is required from the parents to the homeroom teacher. The note must state the date, time, and reason for early dismissal. If your situation changes during the day, please call the school office to relay the dismissal information. Emails are not an acceptable means of communication when it involves an early dismissal. Parents are to pick up and sign out their child in the main office. Please use the Early Dismissal request form found on the school's website under Parent Resources.

### **Vacation Policy**

Although the decision to take a family vacation while school is in session is left to parental discretion, these vacations are discouraged. Children who are absent because of vacations miss valuable classroom instruction which cannot be replaced. The procedures regarding

vacations during school time are:

- A note stating the reason and the travel date must be sent to the student's homeroom teacher at least one week prior to the vacation.
- Advance assignments will not be given to any student prior to the vacation. ● Work, which the student has missed, will be gathered during his/her absence and will be given to the student when he/she returns to school.
- All make-up work will be due within a reasonable amount of time, to be determined by the teacher (not to exceed 10 class days).
- Students will be given ample notification by the teacher as to make-up dates for quizzes or tests missed during vacation.

## **Administration**

The responsibility for the administration of all parish organizations rests with the pastor. The principal of the school, in cooperation with the pastor, is the chief administrator of all functions that have anything to do with the school. The principal initiates programs, directs and supports the faculty, and is an integral part of all decisions that affect the children of Nativity of Our Lord.

## **Administration of Medication**

School nursing personnel will administer prescription and non-prescription medications during the school day according to the following regulations:

- Medication must be in the original container and delivered at the beginning of the school day to the school nurse or principal.
- Parents must complete a Medication Form or send a note including the following: student's name, name of medication, dosage, time and date of administration, reason for administration, possible side effects, other medications student is taking, name of prescribing physician, and physician's phone number.
- Non-prescription drugs require a note from a physician including the information above.
- A parent may come to school to administer medications, but must report to the school nurse or principal before dispensing medication to student. Parents may not dispense medication in the classroom, corridor or schoolyard.

## **Books**

The students are expected to treat all textbooks with proper care and respect. Every textbook and workbook must be covered at all times. These covers are to be kept neat and clean. Neither the covers, nor the books themselves, should be defaced in any way. Damaged or lost books, including library books, must be replaced at the student's expense. School bags are required for the protection of school books.

## **C.A.R.E.S.**

The C.A.R.E.S. Program (Children Are Receiving Extended Services) is a before and after school supervised program run under the guidelines of the Archdiocese. Information on hours and rates may be found on the school website under the link for School/C.A.R.E.S. When school is not in session, C.A.R.E.S. is also closed, however, C.A.R.E.S. will be open in the afternoon on scheduled early dismissal days with prior registration. The C.A.R.E.S. Director will communicate with registered families to communicate any change in normal operating schedule.

## **Cellular Telephones/Pagers/Handheld Electronic Games**

Cellular telephones, beepers, pagers, handheld electronic games, personal CD players, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are permitted ONLY IF THEY ARE OFF AND REMAIN IN THE STUDENT'S SCHOOL BAG. If a student is found using any device not permitted by the teacher, the device will be taken from them. We allow cell phones for safety purposes only. SMART PHONES are not permitted on the student's person at any time during school hours.

## **Closing Exercises/Graduation**

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in the closing exercises of PreK, Kindergarten, and Eighth grade if all financial obligations have not been met, or in the view of the school, the student's conduct, academic or disciplinary record indicate that the privilege should not be extended.

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

## **Computers - Acceptable Use Policy**

### **Purpose and Goals:**

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the goals set forth below:

- to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology.
- to encourage critical thinking and problem solving skills which will be needed in this emerging electronic and global society.

## **Responsibilities of User**

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. Nativity of Our Lord School will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway

## **General Requirements for Use of the Internet**

- All users are required to take simple Internet training from the computer coordinator or his/her designee.
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the school. A copy of this contract is available for review in the school office.
- Only students issued passes or permission and who have completed training may use the Nativity of Our Lord School's computer resources, which are provided by the school and set forth below.
- Only students issued passes or permission and who have completed training may use the school's computers to access the Internet.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up.
- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must insure that this does not incur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- E-mail accounts through Nativity of Our Lord School may be restricted and/or monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of Nativity of Our Lord School.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- The school may impose additional rules and restrictions at any time.

## **Student Rules**

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.
- Engagement in cellular phone texting and on-line blogs such as, but not limited to, MySpace, Xanga, Friendster, Facebook, etc may result in disciplinary action if the content of the student's messaging includes defamatory comments regarding the school, the faculty, other students, or the parish. Violations of any of these rules may result in any or all of the following, at the discretion of the school:
  - Loss of Internet access privileges
  - Disciplinary and/or legal action by the school, law enforcement or other involved parties.

## **Dress Code**

The personal appearance of a student represents that individual. The personal appearance of the entire student body represents the school to others; therefore, Nativity of Our Lord School adheres to a strict dress code. A neat appearance demonstrates respect for others and fosters an individual's sense of self-respect and pride. Nativity of Our Lord School's uniform consists of:

### **GIRLS:**

#### **Kindergarten to Grade 5**

- Green plaid dropped-waist jumper. The skirt must be to the knee.
- Yellow peter-pan collar blouse, short or long sleeve.
- Green knee socks or green tights
- Green embroidered button cardigan sweater or green ¼ zip pullover sweatshirt
- Khaki skort with yellow knit banded embroidered shirt in fall and spring (optional). The skort must be purchased only from Flynn & O'Hara and cannot be any shorter than to the knee. Plain white crew socks or green knee socks must be worn with the skort.

### **Grades 6 to 8**

- Green plaid pleated skirt. The skirt must be worn to the knee
- Yellow oxford cloth blouse, short or long sleeve
- Green knee socks or green tights.
- Green or black ¼ zip pullover embroidered sweatshirt
- Yellow knit banded embroidered shirt in fall and spring (optional)
- Khaki skort in fall and spring (optional). The skort must be purchased only from Flynn & O'Hara and cannot be any shorter than above the knee. Plain white crew socks or green knee socks must be worn with the skort.

### **Shoes – Grades K to 5**

- A tan suede Bass oxford with an orange sole is to be worn with the dress uniform and the fall/spring optional uniform. Shoes are to be tied and completely on the foot.
- NO OTHER SHOES ARE PERMITTED.

### **Shoes – Grade 6 to 8**

- An Eastland brown oxford is to be worn with the dress uniform and the fall/spring optional uniform. Shoes are to be tied and completely on the foot.
- NO OTHER SHOES ARE PERMITTED

### **BOYS: Kindergarten**

- Khaki pull-on elastic waist pants
- Yellow knit banded embroidered shirt, short or long sleeves
- Plain black crew socks (must cover ankles). Cannot be SPORTS socks.
- Green 1/4 zip pullover embroidered sweatshirt
- Khaki walking shorts in fall and spring (optional). Plain white crew socks must be worn with the shorts.

### **Grades 1 to 8**

- Khaki pants with brown belt
- Yellow oxford cloth button down shirt, short or long sleeve, top button fastened
- Plain black crew socks (must cover ankles). Cannot be SPORTS socks. ● School tie
- Green (Gr. 1-5) or green or black (Gr. 6-8) ¼ zip pullover embroidered sweatshirt
- Yellow knit banded embroidered shirt in fall and spring (optional) ● Khaki walking shorts in fall and spring (optional). Plain white crew socks must be worn with the shorts.

### **Shoes – Grade K to 5**

- A tan suede Bass oxford with orange sole is to be worn with the dress uniform and the fall/spring optional uniform. Shoes are to be tied and completely on the foot.
- NO OTHER SHOES ARE PERMITTED.

### **Shoes – Grade 6 to 8**

- An Eastland brown oxford is to be worn with the dress uniform and the fall/spring optional uniform. Shoes are to be tied and completely on the foot.
- NO OTHER SHOES ARE PERMITTED.

### **PRE-K3 & PRE-K4 UNIFORM (Girls & Boys)**

- Khaki pull-on elastic waist pants
- Yellow knit banded embroidered shirt (long or short sleeve)
- Green ¼ zip pullover embroidered sweatshirt
- Green nylon mesh gym shorts with Nativity logo (spring and fall)
- Sneakers only

### **GYM UNIFORM GIRLS & BOYS Pre-K 3 to Grade 8**

Worn on each student's scheduled gym day

- Gray T-shirt with Nativity logo
- Green nylon mesh gym shorts with Nativity logo
- Dark green sweatpants and Gray Sweatshirt with Nativity logo (cold weather)
- Sneakers

\*¼ Zip pullovers are mandatory once the winter uniform goes into effect.

School uniforms should be purchased from the school's uniform vendor, FlynnO'Hara.

Uniforms should be properly worn; shirtsleeves should be worn at their full length. Slacks, skirts and gym shorts must be worn at the waist; shirttails must be tucked in. Neckties are to be properly tied. Socks are to be worn at proper height and skirts may not be rolled at the waist.

Students may wear a watch, a ring, and a religious medal or symbol. Girls may wear a pair of small, non-dangling, non-hoop post earrings if they have pierced ears. Multiple earrings per ear are not permitted - 1 earring per ear. Boys are not permitted to wear earrings. No other jewelry is necessary or appropriate. Fingernails must be short and trimmed. **Makeup, nail polish and/or fake nails are not permitted in any grade.** Protective sports glasses can be worn only on gym days. Students must wear regular prescription eyewear on days that are not sports related.

**Hoop earrings are not permitted as they pose a safety risk.**



Hair must be neatly styled. Hair should not be faddishly colored or in their eyes. Hair must be natural in color. **Boys' hair length should be above the collar and not cover the ears or extend below the eyebrows. Tails, lines, designs, faddish shaves, cuts or styles are not permitted.** Girls' hair ribbons, headbands, bows etc. should match the colors of the school uniform.

Hats are not considered appropriate attire during the school day; therefore, they may not be worn inside the school building.

Students are expected to be in complete school uniform at all times while in the school building and on school property. If for some reason a student must be out of uniform, a note from the parent explaining the reason and requesting an exception is required. Students who are out of uniform or are not in compliance with dress code will be issued a Uniform Violation and associated consequences with that violation.

#### Uniform Violation

Students who violate the dress code are subject to the following disciplinary consequences: **1st offense** - Written Warning

**2nd offense**- Lunch Detention

**3rd offense** - Infraction Points

**4th offense** - After School Detention

**5+ offenses** - After School Detention

### **Field/Class Trips**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. School permission forms must be signed by a parent in order for a child to participate. Insurance information must also be provided. School Uniforms or proper dress and good conduct are essential and expected on all trips. Participation in a class trip is a privilege and the school reserves the right to deny participation to any student whose conduct and attitude are not in keeping with the standards of Nativity of Our Lord School. Students not accompanying their class on a specified trip must spend the time in school doing enrichment assignments.

### **Government Services**

The Bucks County Intermediate Unit provides services including counseling, psychological testing, speech remediation, and remediation in the areas of reading and mathematics. Act 195 provides limited funding for the purchase of textbooks, and Act 90 provides funding for various instructional materials. Act 372 allows busing of non-public school children by the school district in which the child resides. Children not usually bused cannot ride the buses. Students cannot change their bus without the permission of the resident school district, nor may they ride a

school bus from any district other than their resident district. In the event a child will not ride the bus, a note from the parent must be provided and sent to the teacher and school office. Word of mouth dismissal changes cannot be honored.

## **Health Services**

The Centennial School District provides health services to Nativity of Our Lord School. Emergency care will be offered to students for an accident or illness occurring during school hours. Prolonged illnesses or injuries, which occur outside of school, are parents' responsibility. School nurses are prohibited by law to diagnose injuries or illnesses. Please do not send your child to the nurse for diagnosis.

A health conference is held each year with your child. During the conference, the child is weighed and measured, and his/her vision and hearing are tested. Pennsylvania State law requires that students have a physical examination prior to entry to school, and again in grade six by their private physician or school arranged doctor. A dental examination is required prior to entry to school, and in grades three and seven, either by the family or school arranged dentist. The parent is notified in writing of any deviations found in the screening or examination process.

In order to administer effectively our health-related programs, your assistance is vital in the following areas:

- Emergency cards, forms, questionnaires, etc. need to be completed and returned promptly.
- Changes in a telephone number, address, emergency contact, employment, etc. should be reported to the school nurse and the school office.
- Information on new immunizations, surgery, accidents, communicable diseases, or special medical conditions should be reported in writing to the school nurse. ● Please keep students out of school if they experience a temperature above 100 degrees, or any vomiting or diarrhea within the twenty-four hour period before school starts.

## **Invitations**

Party invitations may not be distributed at school.

## **Legal Custody**

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.

The school may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the school office.

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

The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other. A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This agreement is placed in a confidential file.

## **Lunch**

In keeping with the philosophy of a Christian community that fosters self-respect and the respect of others, all students are expected to be considerate of others and to be respectful at all times.

## **Schoolyard Regulations**

All grades spend a portion of their lunch time outside. This recess period is given to provide a change of pace, exercise, and release of tension. The following rules and regulations are expected to be followed by all students:

- Dressing appropriately for the weather is required.
- All students must remain in the designated area until the bell rings.
- Students may not play in the driveways near the Church and Exit A.
- Students may be permitted on the field or playground based on the discretion of the teacher on duty.
- Running, fighting, kicking, taking clothing from another student, taunting, bullying, throwing snow, dirt, stones, sticks, etc. and other similar actions will not be tolerated.
- Basketball, foursquare, and jumping rope are the only games permitted on the blacktop.
- When the hand bell is rung, recess is over. Students must stop playing immediately and walk to their assigned lines.

- Once in their lines, the students are silent.
- Students must enter the building in silence and remain silent at all times in the hallways.

For the safety of all students, no lunches are permitted to be dropped off to students during recess in the schoolyard. Parents MUST go to the office to drop off lunches.

Recess monitors are needed to assist the designated teacher on duty with outdoor supervision during lunch recess. Parents are requested to not talk in groups but rather circulate the school yard to ensure that the rules are being followed. The teacher on duty will take appropriate action to attain improvement in students' behaviors during outdoor recess.

## **Cafeteria Regulations**

Students are expected to behave as they do in their own home or as they would in a restaurant. Students must be respectful of themselves, others, and their environment. Students choosing to not follow the rules below will be provided with alternate lunch arrangements, which may include lunch detention. The following rules and regulations are expected to be followed by all students:

- Enter and exit the cafeteria in silence and in line.
  - Sit at the assigned table and stay seated during entire lunch.
  - Keep his/her section clean and tidy.
  - Wipe tables on a rotational basis.
  - Good manners are expected.
  - Speak quietly, only to those people beside you or in front of you at your table.
  - Eat your food; do not play with, swap, or throw it.

We need lunch monitors to assist students in the cafeteria with a variety of small tasks, such as opening milk cartons and wiping down tables. Lunch monitors are requested to not talk in groups but rather circulate the cafeteria to ensure that the rules are being followed. The teacher on duty will take appropriate action to attain improvement in students' behaviors in the cafeteria.

## **Philosophy of Discipline**

Nativity of Our Lord School's goal regarding school discipline is to establish an atmosphere conducive to learning. In adherence to the principles of a Christian community, the discipline policy recognizes the rights and responsibility of all students. It nurtures self-respect and mandates respect for others. It defines and consistently administers firm, positive standards. When appropriate, disciplinary consequences result from unacceptable behavior.

### **Student Guidelines**

The following guidelines have been formulated to increase student awareness of personal responsibilities as a student of Nativity of Our Lord.

Students are expected to:

- Respect all persons, adults and peers alike, in word, action, and attitude. This includes any adult in the school building, schoolyard, or church. All students should treat each other with consideration and respect.
- Treat all personal and school property with respect.
- Obey all classroom rules established by the teacher.
- Be prepared for class.
- Complete assigned homework.
- Complete assigned class work. Students should work diligently in order to complete class work in the allotted time.
- Comply with the school dress code.
- Observe lunchtime and schoolyard rules.
- Act with due reverence in church.
- Refrain from bringing non-educational material to school.
- Know and comply with all school regulations as stated in the school handbook.

Disciplinary Infractions can be issued in written form by a teacher or administrator and will be noted in the student's Conduct Record Module on FACTS. Infractions have varying degrees of severity and as such, have been assigned different point values. Once a student has accumulated 10 disciplinary points, he/she will be obligated to serve an after school detention. The Disciplinary Referral form is to be sent home with the student whenever issued by a teacher/administrator.

One copy of the form with the parent signature is to be returned to the issuing teacher/administrator. The parent's signature signifies knowledge of the infraction, not necessarily agreement. Failure to return the form the following day will be addressed by the teacher/administrator with contact to the parent/guardian. A student who has received disciplinary infractions or detention(s) should not expect to receive a "3" or above in Personal and Social Growth on the next report card.

Acquisitions of 10 discipline points will result in detention for students in grades 4 through eight. Detentions will be held on Tuesdays from 3:30 to 4:30 pm. Transportation for students is the responsibility of the parent/guardian. Each student serving detention must be signed out in the office by a parent/guardian. The administration reserves the right to determine the time and day of detentions, as well as the consequences for any major offenses. Any student not picked up from detention by 4:35 pm will be sent to the C.A.R.E.S. program where standard fees will be incurred.

Within the timeframe of one trimester, two or more detentions will warrant a conference with the student, parent/guardian, teacher and administration. A behavioral plan will be developed to be implemented within a time frame mutually agreed upon.

**Infraction points:**

Level 1 (1 pt)

- Multiple Incomplete/Missing Homework
- Frequently unprepared for class
- Uniform violation
- Unexcused lateness

Level 2 (3 pts)

- Excessive tardiness (5+)
- Out of Bounds
- Disrespect to other students/adults
- Disruption in class
- Inappropriate Conduct
- Lunch/Recess Misconduct
- Lying/Cheating
- Technology (inappropriate conduct/use)

Level 3 (10 pts)

- Plagiarism
- Fighting/Bullying
- Bus Conduct Violation
- Technology (inappropriate conduct/use)

Automatic detentions and/or further consequences may be issued for serious infractions including but not limited to the following:

- Physical Aggression
- Obscene / Inappropriate Language
- Verbal Harassment
- Disrespect
- Cheating
- Stealing
- Forgery
- Vandalism
- Fighting
- Dishonesty
- Bullying
- Hazing

Please note that immediate detentions, in-school suspension, removal from school for the remainder of a school day, and expulsion can be a consequence for all students in any grade. In-school suspension is sometimes an option in lieu of out-of-school suspension. The determination lies at the discretion of the administration and is relative to the nature of the situation.

On occasion and depending upon the situation, parents may be called to remove their child from

school for the remainder of the day. Conditions for return to school will be discussed with the parent.

It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made.

The education of your child is a partnership between you as parents and Nativity of Our Lord School. If that partnership becomes irretrievably broken, the school reserves the right to recommend that you withdraw your child from our school.

Serious Infractions, including but not limited to the following, may result in the immediate removal of a child from school with the intent to permanently dismiss:

- Misuse of communication devices in school, at home, or off premises that target any student, teacher, or staff member
- Alcohol and/or drug possession or use
- Weapon possession
- Blatant physical or verbal contact towards a student, teacher, or staff member ●

Possession of materials or a display of actions deemed immoral by the Administration ●  
Physical aggression/fighting

The school reserves the right to search anything brought onto school property by its students. At any time, the administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school in order to protect and preserve the wellbeing and safety of the school community.

VAPING DEVICES OF ANY KIND ARE STRICTLY FORBIDDEN AT NATIVITY OF OUR LORD SCHOOL. ANY STUDENT USING A VAPING DEVICE OR HAVING ONE IN HIS/HER POSSESSION WILL BE SUSPENDED WITH POSSIBLE EXPULSION.

## **Harassment**

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

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

## **Violent/Threatening/Harassing and Inappropriate Conduct**

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

- disrespectful behavior of any kind toward or about any staff, student, volunteer or parent;
- insubordination;
- fighting;
- bomb scares or triggering other false alarms;
- cheating or plagiarism;
- use or possession of drugs or alcohol;
- smoking;
- stealing;
- intimidation, harassment or threats of any kind; and
- possession of any weapon.

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

This policy applies both in and out of the classroom, in the school community generally, and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Nativity of Our Lord School. 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 the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

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.

### **Proper Care of School / Vandalism**

The physical appearance and cleanliness of our school is a source of great pride. Every child is responsible to maintain this cleanliness at all times. This responsibility extends to school books, desks, interior of classrooms, halls, lavatories and schoolyard. Any malicious damage will necessitate compensation by the student and/or parent.

### **Religion**



The knowledge and practice of the Catholic Faith is the primary focus of the education given the child at Nativity of Our Lord School. This religious development, begun in your home, is continued at our school by following the Diocesan guidelines and participating in liturgical functions. The liturgical experiences provided for our students are a vital part of the religious education of the child. They are:

- Children's School Masses – First Fridays at 9:00 AM, grades 1 through 8. The Mass is prepared by a different grade each month.
- Penance Services – The school provides opportunities for the children to receive the Sacrament of Reconciliation three times a year during September, Advent, and Lent. Provisions for more frequent reception of the Sacrament is the responsibility of the parents.
- Stations of the Cross – Children attend Stations of the Cross on Wednesday afternoons during Lent on a rotating schedule.
- Para-Liturgical Services – These services are held throughout the school year. They are seasonal in nature but may also be a response to current needs.
- Rosary – Children pray the rosary during the month of May at 12 o'clock in the church on a rotating schedule.

### **School Closings**

Should an early dismissal be necessary due to bad weather or other emergencies, please listen to KYW (1060 AM) for the Centennial number **753**, or watch Channels 3, 6, 10, and 29. In addition to this, our automated phone system will activate an emergency call to all families who have supplied their emergency call information. This will be utilized only when the children are already in school. **Please do not call the school asking for early dismissal information because the school districts are unable to get through.** If you receive an automated message from Nativity, **PLEASE LISTEN TO THE MESSAGE FIRST**. Calling the school office to see what the message is defeats the purpose of the automated phone alert system.

### **Inclement Weather**

Nativity of Our Lord School follows the decisions of Centennial School District in regard to the closing or delayed opening of school due to inclement weather. Our School Closed/Delayed Opening number is **753**. Please listen to KYW (1060 AM) for this number. School closings or delayed openings are also listed on Channels 6 (WPVI), 10 (WCAU), and Fox Philadelphia. Each station's website will also have a school closing link.

In addition, we have added a link on the school website ([www.noop.org/school](http://www.noop.org/school)) to check for the school closing information. As soon as any information is available regarding our status we will get it posted on this website link. Families residing in school districts other than Centennial need to listen/watch for their school district's number to know if your children will be bused. The

numbers for our surrounding districts are:

- Central Bucks – 755
- Council Rock – 756
- Upper Moreland – 310
- Hatboro/Horsham –313

## **School Communications**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Communication from school will be sent home electronically through the Tuesday's "E-envelope" and on occasion through our automated phone system.

Nativity of Our Lord School reserves the right to use student pictures with first names only in marketing and publicity pictures on the school website, promotional materials or advertising. Parents may opt out of this permission by completing the Parental Permission form for Technology Use.

Nativity of Our Lord students or parents are not permitted to post any pictures of school events in non-school publications or media without the expressed written consent of the school principal.

## **School Supplies**

The students are expected to have necessary supplies on hand at all times. Please consult your child's stationery list for his/her specific grade level. Stationery lists are sent home with every student at the end of the school year and are also posted on the school's website. Trappers and spiral copybooks or notebooks are unacceptable across the grades. A special "Back-to-School" stationery sale is held in late August. For those unable to attend the sale, stationery supplies may be purchased during the first week of school and throughout the year at the school stationery closet.

## **Student Council**

Seventh grade students may run for elections for Student Council Executive Board at the end of the year. All students are permitted to run for election based on the following criteria: ● Students must have an 85 or above in all subjects

- Students must have at least a "3" in conduct and effort grades
- Students must fully complete the application
- Students must receive three teacher signatures for recommendation
- All speeches must be approved

## **Transfers**

Please notify the school at least one week in advance of the date of transfer to another school. Parents must sign a release form to have all records forwarded to a new school. The following information is necessary:

- Name and grade of student
- Student's date of birth
- Reason for transfer
- Name and address of new school child will be attending
- Last date your child will be attending Nativity of Our Lord School

Nativity of Our Lord School reserves the right to withhold the transfers of any report cards or school records if tuition/fee payments have not been satisfied.

### **Transportation**

Busing – Bus transportation is provided by Centennial, Central Bucks, Council Rock, HatboroHorsham, and Upper Moreland school districts. Other districts will provide busing if Nativity is within their ten-mile radius. All rules and regulations pertaining to public school students shall apply to Nativity of Our Lord students. Misbehavior or violation of regulations will not be tolerated. Repeated offenses may result in suspension of bus privileges. Children not usually bused cannot ride the buses. Students cannot change their bus without the permission of the resident school district, nor may they ride a school bus from any district other than their resident district.

Cars – All students in grades K-8 being driven to school in the morning must be dropped off in the back schoolyard. Students will proceed directly to their classroom. At dismissal time all car riders will be dismissed into the back schoolyard through the “D” door. Students may not be picked up in the front schoolyard or across Street Road. Pre-K students will be dropped off and picked up in the back of school at the courtyard doors. A special parking area is assigned to the PK parents only so that they can escort their child to the courtyard/car. Arrival time for all students is 8:00 AM to 8:25 AM. Students arriving after 8:25 AM must come to the main office to receive a late slip before proceeding to their classroom.

Bikes – Students should know and practice bicycle safety rules before being permitted by parents to ride bikes to school. Students riding bikes to school should walk them in and out of the schoolyard. All bikes must be secured with locks.

A change in transportation requires a written notification by the parent to the homeroom teacher, or a phone call to the school office before 2:30 PM. Oral directives from students or parents will not be sufficient in regards to a dismissal change.

### **Visitors**

No visitor or volunteer may go directly to any area of the school without first signing in at the main office. Each person will receive a visitor's badge and will be directed to the appropriate area. If anyone sees someone in the school building without a badge, that person should be immediately reported to the office.

For the safety of the children, visitors and volunteers are not permitted to go to a classroom to visit, confer with a teacher without an appointment, or visit any child in class, at lunch, or in the schoolyard.

Nativity of Our Lord 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.

### **Birthday Celebrations**

Celebrating a birthday in school can be a very happy occasion. In an effort to maintain health and safety standards, classroom birthdays will be acknowledged in the school community. Food treats are not permitted to be brought to school for consumption by students. Non-edible items may be sent to school in a treat bag to acknowledge a birthday. These items should be sent to school in the morning. The office will not accept birthday treats during the course of the school day. These items will be sent home at the end of the day for the students to enjoy at home.

### **Catholic Guidance**

In keeping with the guidelines and teachings of the Catholic Church, the administration and teachers of Nativity of Our Lord Catholic School will refer to church teachings when making decisions for the Nativity of Our Lord Catholic School Community.

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

We are interested in technology because of our faith.

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

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

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

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

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

## **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

### **Catholic Schools of the Archdiocese of Philadelphia**

#### **PURPOSE**

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

## **SCOPE OF USE**

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

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

## **GOALS**

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

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

## **USER RESPONSIBILITIES**

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

use.

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

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

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

## **TECHNOLOGY USE GUIDELINES**

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

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

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

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

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

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

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

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

**Artificial Intelligence:** Students are prohibited from utilizing AI software tools such as ChatGPT for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams. A student may use AI



tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action.

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

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

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

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

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

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

### **Examples of Unacceptable Uses –**

#### **Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.

- The following activities are strictly prohibited, with no exceptions: •

Effecting security breaches or disruptions of network

communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly

authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

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

administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.

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

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

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

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

### **Personal Use of Social Media**

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

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

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

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

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

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

In regards to student athletes and coaches:

- No coach, teacher or administrator is permitted to have access to or control of a student's personal social media account.
- Students should never include their email nor their cellphone number in their social media bios.
- Coaches should never tag a student's account when posting social media

messages. Coaches may want to post specific highlights, game / season achievements or accolades on either the coach's professional page or on a school's social media page. Students should be mentioned by name only.

- Per the PIAA bylaws, students, teachers and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.

## **Esports/Gaming Clubs**

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

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

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

Games rated higher than Teen are not recommended for Elementary school students. For students playing esports at the Secondary level, games with a Mature (17+) rating must be cautiously evaluated by school administration, and the club supervisor and / or students' parents and guardians prior to approval. Collegiate level esports programs often compete and may offer scholarships for games that are rated Mature

(17+). These games often contain content that is only suitable for ages 17 and over, and content may contain intense violence, blood and gore, sexual content, and strong language. Extreme caution must be exercised if selecting a game that is either unrated or rated Mature.

Some examples of popular esports games include:

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

<b>Game Title ESRB Rating</b>	<b>School Level</b>
Call of Duty (COD) Mature (17+)	Secondary
Counter-Strike: Global Offensive (CS:GO) Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA 2 Teen	Secondary
Fortnite Teen	Secondary
Hearthstone Teen	Secondary
League of Legends (LoL) Teen	Secondary
Just Dance (2023) Everyone	Elementary/Secondary
Mario Kart Everyone Minecraft Everyone (10+) Overwatch Teen Player Unknown's Battlegrounds (PUBG) Teen	Elementary/Secondary ry Elementary/Secondary ry Secondary Secondary
Pokemon (Sword & Shield) Everyone Rainbow Six Siege Mature (17+)	Elementary/Secondary ry 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 <a href="http://esrb.org">esrb.org</a> .	

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

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

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

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

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

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

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

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



public.

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

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

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

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

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

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

### **Policy Violations**

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

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

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

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

## **Philadelphia Student Internet Access**

### **Student Contract**

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

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

Student Name/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 Nativity of Our Lord 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 Nativity of Our Lord School.

I hereby give my permission for my child to use the Internet and will not hold Nativity of Our Lord 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 \_\_\_\_\_

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

## **Parent/Guardian Acknowledgment Form**

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

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

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

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

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

and/or School is meant solely for educational and class related use.

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

**Parent/Guardian Acknowledgment Form**

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

Student's Name:

Classroom Teacher's Name:

School:

Parent/Guardian Signature:

Parent/Guardian Name (Please print):

Date:

Student Signature (if high school):

Date:

**\*\*Please return this acknowledgement form to your child's homeroom teacher or the Nativity of Lord School Office\***