

Nativity of Our Lord Catholic School



Family Handbook

Revised January 2026

NATIVITY OF OUR LORD SCHOOL
585 W. Street Road Warminster, PA 18974
(215) 675-2820
www.noolp.org/school

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-4 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 Parish; 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.

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, they should email the teacher 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.

Honors English

The Honors ELA program is a meaningful and profitable experience for qualified students in grades 7 and 8. This class is an accelerated reading program with a focus on writing development by understanding and crafting thesis statements, citing text evidence, and properly formatting and executing essay writing.

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 tests, quizzes, and projects, scores will be available to view through FACTS. 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 second 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 math, and Language Arts. 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. Dismissal begins at 3:00 PM for PK students and 3:15 PM for the remainder of the school. Car riders who are not picked up by 3:30 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. 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. Excessive early dismissals will be reviewed by administration.

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 students. 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/Handheld Electronic Games

Cellular telephones, handheld electronic games, 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. SMART PHONES are not permitted on the student's person at any time during school hours.

SMART WATCHES ARE NOT PERMITTED

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.

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 will take simple Internet training from the steam teacher 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.
- 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.
- Email 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, Snapchat, Tic Toc, Instagram, 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:

Boys Winter Uniform	Girls Winter Uniform	Boys Summer Uniform	Girls Summer Uniform
<p>PreK 3 and PreK 4</p> <ul style="list-style-type: none"> ● Gray T-shirt with Nativity logo ● Dark green sweatpants ● Gray Sweatshirt or long sleeve Gray T-shirt with Nativity logo (cold weather) ● Sneakers only <p>Kindergarten</p> <ul style="list-style-type: none"> ● Khaki pants ● Yellow knit banded embroidered shirt ● Plain black crew socks (must cover ankles). ● Green ¼ zip pullover 	<p>PreK 3 and PreK 4</p> <ul style="list-style-type: none"> ● Gray T-shirt with Nativity logo ● Dark green sweatpants ● Gray Sweatshirt or long sleeve Gray T-shirt with Nativity logo (cold weather) ● Sneakers only <p>Kindergarten</p> <ul style="list-style-type: none"> ● Green plaid dropped-waist jumper. The skirt must be to the knee. ● Yellow peter-pan collar blouse, short or long sleeve. 	<p>PreK 3 and PreK 4</p> <ul style="list-style-type: none"> ● Green nylon mesh gym shorts with Nativity logo ● Gray T-shirt with Nativity logo ● Sneakers only <p>Kindergarten</p> <ul style="list-style-type: none"> ● Yellow knit banded embroidered shirt in fall and spring ● Khaki walking shorts in fall and spring. (The shorts must be worn to the knee) ● Plain white crew socks must be worn with the shorts. 	<p>PreK 3 and PreK 4</p> <ul style="list-style-type: none"> ● Green nylon mesh gym shorts with Nativity logo ● Gray T-shirt with Nativity logo ● Sneakers only <p>Kindergarten</p> <ul style="list-style-type: none"> ● Khaki skort (must be purchased only from Flynn & O'Hara and cannot be any shorter than to the knee.) ● Yellow knit banded embroidered shirt m ● Plain white crew socks or green knee socks must be worn with the skort.

<ul style="list-style-type: none"> ● Sneakers (black preferred) <p>1st-8th Grade</p> <ul style="list-style-type: none"> ● 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). ● School tie ● Green ¼ zip pullover ● Black oxfords 	<ul style="list-style-type: none"> ● Green knee socks (pulled to knee) or black tights ● Green ¼ zip pullover ● Sneakers (black preferred) <p>1st-5th Grade</p> <ul style="list-style-type: none"> ● Green plaid dropped-waist jumper. The skirt must be to the knee. ● Yellow peter-pan collar blouse, short or long sleeve. ● Green knee socks (pulled to knee) or black tights ● Green ¼ zip pullover <p>6th-8th Grade</p> <ul style="list-style-type: none"> ● Green plaid pleated skirt. The skirt must be worn to the knee ● Yellow knit banded embroidered shirt (year round) ● Green knee socks (pulled to knee) or black tights. <p>*Black tights are mandatory November 1st through March 1st</p> <ul style="list-style-type: none"> ● Green ¼ zip pullover ● Black oxfords 	<ul style="list-style-type: none"> ● Sneakers (black preferred) <p>1st-8th Grade</p> <ul style="list-style-type: none"> ● Yellow knit banded embroidered shirt in fall and spring ● Khaki walking shorts in fall and spring. (The shorts must be worn to the knee) ● Plain white crew socks must be worn with the shorts. ● Black oxfords 	<ul style="list-style-type: none"> ● Sneakers (black preferred) <p>1st-5th Grade</p> <ul style="list-style-type: none"> ● Khaki skort (must be purchased only from Flynn & O’Hara and cannot be any shorter than to the knee.) ● Yellow knit banded embroidered shirt ● Black oxfords ● Plain white crew socks or green knee socks must be worn with the skort. <p>6th-8th Grade</p> <ul style="list-style-type: none"> ● Green plaid pleated skirt. The skirt must be worn to the knee ● Yellow knit banded embroidered shirt (year round) ● Green knee socks (pulled to knee) ● Black oxfords
<p>Boys Winter Gym Uniform</p>	<p>Girls Winter Gym Uniform</p>	<p>Boys Summer Gym Uniform</p>	<p>Girls Summer Gym Uniform</p>
<ul style="list-style-type: none"> ● Gray T-shirt with Nativity logo ● Dark green sweatpants and 	<ul style="list-style-type: none"> ● Gray T-shirt with Nativity logo ● Dark green sweatpants and 	<ul style="list-style-type: none"> ● Green nylon mesh gym shorts with Nativity logo (The shorts must be worn to the knee) 	<ul style="list-style-type: none"> ● Green nylon mesh gym shorts with Nativity logo (The shorts must be worn to the knee)

<ul style="list-style-type: none"> ● Gray Sweatshirt or long sleeve Gray T-shirt with Nativity logo ● Sneakers only <p>No CYO or Spirit Wear apparel can be worn with the Gym uniform.</p>	<ul style="list-style-type: none"> ● Gray Sweatshirt or long sleeve Gray T-shirt with Nativity logo ● Sneakers only <p>No CYO or Spirit Wear apparel can be worn with the Gym uniform.</p>	<ul style="list-style-type: none"> ● Gray T-shirt with Nativity logo ● Sneakers only <p>No CYO or Spirit Wear apparel can be worn with the Gym uniform.</p>	<ul style="list-style-type: none"> ● Gray T-shirt with Nativity logo ● Sneakers only <p>No CYO or Spirit Wear apparel can be worn with the Gym uniform.</p>
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*¼ Zip pullovers are mandatory once the winter uniform goes into effect for Grades K-8. School uniforms should be purchased from the school’s uniform vendor, Flynn O’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. Hoop earrings are never permitted as they pose a safety risk. Boys are not permitted to wear earrings. No other jewelry is necessary or appropriate. Friendship or braided bracelets are not acceptable.

Fingernails must be short and trimmed. Makeup, nail polish, and/or fake nails are not permitted in any grade. ONLY 8th grade girls are given the privilege of wearing nail polish.

Protective sports glasses can be worn only on gym days. Students must wear regular prescription eyewear on days that are not sports related.

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. Headbands with embellishments including, but not limited to cat ears, hair extensions, or large decorations (jewels) are not allowed. Hair extensions, decorations, including feathers or tinsel are not permitted. 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.

THE SCHOOL IS THE FINAL JUDGE ON THE SUITABILITY OF ATTIRE AND/OR APPEARANCE. Violation of the dress code may result in a telephone call to the parents for an immediate correction of the infraction.

Dress Down Days

Students participating in dress down days (3D Days) are expected to dress appropriately. All of the regular rules apply for hair, jewelry, nail polish, and make up. Shirts should be modest in fit and style. Bare midriffs, shoulders, chests, and backs are inappropriate. Shirts should not have offensive or violent words or pictures. Short skirts or shorts and tight pants should not be worn. Leggings may be worn only if shirts cover both front and backsides appropriately. Appropriate foundation garments should be worn at all times. Headwear or hats may be worn at recess, but not in the school building. Shoes with no backs, flip flops, and slippers are unsuitable. Students who do not dress correctly on dress down days will lose future dress down privileges.

Uniform Violation

Students who violate the dress code are subject to the following disciplinary consequences:

1st offense - Written Warning

2nd offense- Infraction Points

3rd offense - Lunch Detention

4 + offense - 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.

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. Door Dash orders will **NOT** be accepted.

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 the 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. 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.

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 Kindergarten through 8.
- Penance Services – The school provides opportunities for the children to receive the Sacrament of Reconciliation two times a year during 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. We will send information regarding closure or late opening via FACTS, school webpage and Facebook.

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 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.

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 by the deadline
- 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 with the last name ending A-L will be dismissed to the parking lot next to the church. All car riders with the last name ending M-Z 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 front desk. 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. All 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 2024

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

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

We are interested in technology because of our faith.

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

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

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

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

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

SCOPE OF USE

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

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

GOALS

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

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

USER RESPONSIBILITIES

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

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

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

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

TECHNOLOGY USE GUIDELINES

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

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

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

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

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

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

***** Teachers, staff, faculty and school administrators may not use a personal email address for any school communications or school-associated account creation.** Use of a personal email address is a direct violation of this policy and consequences may include: loss of legal protections, a formal written warning and / or possible dismissal / termination. ***

Digital Security: Digital security must be at the forefront of every user's mindset. All users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication on both school and personal internet accounts.

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

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

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

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

- Participate from an appropriate location in the home.

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

SPAM/PHISHING EMAIL REPORTING POLICY FOR AOP HIGH SCHOOLS

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

AUDIO / VIDEO RECORDING

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

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

Prohibited Activities:

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

Exceptions

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

Consequences of Violation

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

EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES

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

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude or threatening language.
- Users must not knowingly or recklessly post or disseminate personal and/or false information about any person, student, staff, teacher, administrator or any other member of the school community or school connected organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee, volunteer, school image or logo without express permission of that individual and of the principal.

- Create any site, post any photo, image or video of another individual except with the express permission from both that specific individual as well as from the school administrator.
- Attempt to circumvent system security, blocked sites or to bypass software protections - this includes the use of personal or cell phone-based hotspots.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the user's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Any virus or phishing protection software installed on school utilized devices must not be disabled or bypassed.
- The use of any other login credentials other than those assigned to that specific user.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school community members.
- At all times users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, and other personal contact information.
- Harm the goodwill and reputation of the school or school system. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is

not limited to: copyrighted material, licensed material and threatening or obscene material.

- Attempt to modify software and/or hardware configurations on a school utilized device without proper permission and direction.
- Any attempt to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to make repairs to school issued devices without proper permission and direction.

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

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

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

Usage of Social Media

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

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

• Examples:

- Posting teacher's personal information - such as their personal email address, personal phone number or address.
- Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner. "Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless

and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

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

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

Social media postings from school-sanctioned accounts should refer to students by their first name and last initial. Schools should NOT link or tag posts to students' personal accounts. School-sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization. Such accounts should be created with a school- issued email account. Accounts should be maintained and controlled by a minimum of two school-appointed adult moderators.

In regards to student athletes and coaches:

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

Esports/Gaming Clubs

Esports — “electronic sports” — refers to the world of organized, competitive video gaming. Unlike traditional sports, esports are virtual events that can be held both in-person and remotely. Though relatively young compared to other popular sports, the esports industry may

be a viable career option for avid gamers, and is gaining participation at the collegiate level as schools seek to recruit student-athletes and join new competitions. Many colleges offer scholarships specifically for students interested in playing esports at the collegiate level

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

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

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

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

GAME TITLE	ESRB RATING	SCHOOL LEVEL
Call of Duty (COD)	Mature (17+)	Secondary
Counter - Strike Global Offensive (CS-GO)	Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA-2	Teen	Secondary
Fortnite	Teen	Secondary
Hearthstone	Teen	Secondary
League of Legends (LOL)	Teen	Secondary
Just Dance (2023-2024)	Everyone	Elementary/Secondary
Mario Kart	Everyone	Elementary/Secondary

Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary
Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokemon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary
Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary

For ratings of all games, please visit the ESRB Website at esrb.org.

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

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