

**St. Monica School  
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Philadelphia, PA 19145**

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Website: [www.saintmonicaschool.org](http://www.saintmonicaschool.org)

## **STUDENT-PARENT HANDBOOK**

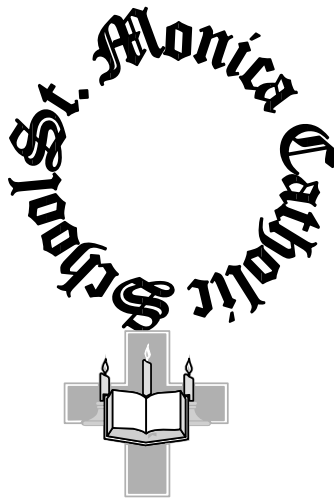
This handbook contains certain policies and procedures of the school. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the principal.

### **MISSION STATEMENT**

*Grounded in Gospel values and solid academics based on Core Curriculum Standards, the Saint Monica School community challenges students to become lifelong learners and to grow into successful leaders in our Church.*

### **STUDENT PLEDGE:**

I am a member of St. Monica School, the Pride of South Philly.  
I am here to be my very best in reading, math, and all the rest.  
I promise to obey the rules, be prayerful and give service at school.  
I'll respect myself and others too, practice discipline in all I do.  
I will be all God calls me to be, a person of excellence and integrity.



*In a cultural climate in which moral norms are often thought to be matters of personal preference, Catholic schools have a crucial role to play in leading the younger generation to realize that freedom consists above all in being able to respond to the demands of the truths of the Gospel...*

*Pope John Paul II*

*May 30, 1998*

# ACADEMIC POLICIES



## 1. Preparation for Class

The student is responsible for completing all class assignments and homework on time. Incomplete homework assignments will ultimately affect the student's effort grade on the report card. Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation and group and individual projects are part of the overall report card grade. Students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing pad.



## 2. Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. Graffiti is never permitted on copybooks and/or covers.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the School.

Parents are welcome to visit the "Lost and Found" located in the main office.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damaging neighborhood property on the way to and from school reflects on both school and home training.

## 3. Class Participation

Students are expected to:

- listen and show respect to the teacher at all times.
- demonstrate respect and concern for other students by a willingness to share and to take turns.
- actively participate in class by responding orally or in writing as circumstances dictate.

## 4. Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects. Homework is included in grading for report cards. The suggested nightly schedule for homework (both written and study assignments) is:

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



In the event of absence or suspension, all homework and missed assignments must be made up. If a student is absent, parents are to call the main office to report absence and request homework before 8:15 a.m. Assignments for absent students may be picked up in the main office by 3:15 p.m.

## 5. Report of Student Progress

A student's progress can be viewed at any time on MSP ([www.mystudentsprogress.com](http://www.mystudentsprogress.com)). Parents are provided a personal identification number (PIN) and username (email address on file) by the school via email to access their child's account. A Progress Report is posted on MSP prior to the end of each trimester.

## 6. Student Recognition

- Peacemaker of the Month
- Critic's Choice (Junior School)
- National Junior Honor Society



## 7. Academic Responsibilities

Each student is responsible for the satisfactory completion of projects, class work, and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability. Students at St. Monica School are expected to perform to the best of their abilities. Students are to take PRIDE in all they do; Prayer and service, Respect, Integrity, Discipline, and Excellence.

## 8. Promotion or Retention

Student progress is monitored throughout the school year. At the first report card period, the parent/guardian is informed of the student's academic, social and emotional progress during the parent-teacher conference. In January, the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of support services and/or retention. By mid-May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, as an intervention in the student's best interest, the parent(s)/guardian(s) will receive an official notification, which must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in collaboration with the teacher and parents.

## 9. Report Cards

Report cards are issued three times a year to students in Grades K through 8 via MSP. Teachers determine "weight" given to various forms of assessment. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- major testing (at least five tests in the major subjects)
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects
- Homework



Parents are asked to carefully review the student's progress and contact the teacher as needed regarding grades. A conference with the child's teacher may be requested at any time during the school year. Likewise, a teacher may request a conference with a parent.

Parent-teacher Conferences are scheduled at the first trimester report period for Grades K to 8.

Parents are to first meet with the teacher in matters concerning the personal development or academic progress of their child before contacting the administration or pastor. If this meeting is not satisfactory, a meeting with the principal, teacher and parents can be arranged.

#### 10. **Instructional Support**

Instructional support is provided for students who may present either learning challenges or may need additional challenge beyond the existing curriculum. The teacher, working with the school support staff and administration, meet to devise a plan to best meet the needs of the student.

#### 11. **National Junior Honor Society (NJHS)**

The NJHS of St. Monica School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students in Grades 7 and 8 who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NJHS and have been adapted to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

#### 12. **Standardized Testing**

The *Terra Nova Test* is administered each year to students in Grades 2 through 7. Test scores are communicated to parents and are utilized by the school for curriculum planning and scholarship consideration.

#### 13. **Test Grades**

In order to keep parents aware of the child's academic progress, tests are sent home periodically to be signed by parents and returned promptly. Test grades are also posted on MSP.

#### 14. **Graduation**



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

Any 8<sup>th</sup> grade student who fails two or three basic skills (Reading, Language Arts or Mathematics) as well as anyone with a failing composite average is required to attend Summer School if they wish to attend an Archdiocesan High School in the Fall.

#### 15. **Closing Exercises**

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct or academic or disciplinary record indicates that the privilege should not be extended.

## **ADMISSIONS**

St. Monica School admits students of any race, color, national or ethnic origin and religion to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin or religion in the administration of its educational policies, its admission policy, or in any school-administered program.

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

The School follows the local public school district's age requirements for admission. A student who is 5 years old by September 1<sup>st</sup> is eligible for kindergarten. The following criteria is necessary for admission:

- Birth Certificate
- Baptismal Certificate (if not baptized in St. Monica Parish)
- A certificate of immunization St. Monica School does not accept religious or moral exemptions from immunizations
- Social Security card
- Signed forms for Internet Usage Policy, Photo Release, Act 90/195 materials, and Memorandum of Understanding
- For grades other than kindergarten and first, students must have a transfer slip and copies of immunization, academic and disciplinary records
- 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 parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school

## **REGISTRATION GUIDELINES**

### **1. Registration**

Registration for kindergarten students and other students new to the school takes place in early spring. This registration is only for new students. Registration information is communicated through the school, the parish bulletin, and local newspaper. There is a non-refundable fee due at the time of registration. Registration fees are published in a letter to parents with tuition costs.

### **2. Re-Registration**

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the weekly communication in early spring prior to the next school year. Tuition fees and non-refundable re-registration fees are published in the parent letter that accompanies the re-registration form. All financial obligations must be current before re-registration can be processed.

### **Financial Policy**

Parents are required to remit tuition through the FACTS Program. Parents register with the program annually to debit tuition from an identified bank account. Parents may choose to pay tuition annually, semi-annually, or on a monthly basis. Additionally, parents are charged a monthly school fee. Other fees may include stationery supplies, field trips, clubs, or art fees.

## **ASSEMBLIES**

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

## **ATTENDANCE**

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

### **1. Absences** - The policies regarding this area are as follows:

- a) A student who has been absent from school, even for one day, is required to present a written note explaining the reason for the absence to his/her homeroom teacher. If the child returns without a note from his/her parent, this is considered an unexcused absence. If a note is not received after the second day of return, a demerit may be issued. A persistent pattern of unexcused absences may be considered parent neglect.
- b) A doctor's certificate may be required for absence of an extended nature (3 days or more).
- c) If a child is going to be absent or arrive late at school, you are required to call the school. The number to call to report absences or lateness is listed at the front of the handbook. Please call by 8:15 A.M. Your child's safety and welfare are of great importance to us.
- d) A child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
- e) In order to arrange for assignments of children who are absent due to illness, kindly call the school office by 8:15 A.M. This work may be picked up by the parent at the school office no earlier than 3:15. It is the responsibility of the student to complete work and tests that have been missed due to absence.
- f) All make-up work and assignments from absence/vacation must be completed in a timely manner.
- g) Grade 7 may attend Universal Visitation Day and 1 Shadow Day excused. Any other absence or lateness by a seventh grade student in this regard is unexcused and Perfect Attendance will not be considered.

### **2. Arrival/Dismissal Procedures**

The school grounds generally are supervised during school hours, from 7:30 a.m. – 2:55 p.m., when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

### **3. Arrivals**

A child must come directly to the gym between 7:30 a.m. and 7:55 a.m.. They enter the building by way of the Student Entrance and report directly to their line area in the gym. Parents are asked not to leave a child at school before 7:30 a.m. In the Junior School we ask that parents do not enter the school yard with the children. Students enter the building by the Main Entrance and report to the cafeteria. Parents may not enter the building with the students.



4. **Daily Schedule**

**Grades K – 8**

Morning Session	8:00 – 11:45
Lunch	11:45 – 12:25
Afternoon Session	12:00 – 2:55

5. **Dismissals**

Children are dismissed from their classroom by their teachers at 2:55. No child may leave the building prior to dismissal without the Principal’s (or office) permission. Silence is to be maintained in the hallways during dismissal.

6. **Early Dismissal - Individual Students**

To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the “Visitor’s Book,” in order to have your child released from school.

7. **Emergency Closings**

St. Monica School follows the Archdiocesan directives regarding early dismissals. On the individual student, emergency form parents indicate if children may walk home or will be picked up in the event of an emergency closing (weather, etc.)

For weather-related emergency closings or late openings, please listen to KYW or watch Action News- “Philadelphia Archdiocesan Schools will be closed.” Please do not call the rectory or convent to ascertain a school closing since the school receives information via the radio. You will also be notified by MSP via text message and/or email.

In the event that an emergency situation arises once the school day has begun we will follow your directive on the emergency closing form.

8. **Emergency Contact Forms**

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency.

9. **Lateness**

A student who arrives after 7:55 is late for school and must:

- report to the school office for a late slip
- present the late slip to the teacher in the classroom

*Early is on time;  
on time is late!!*

Consistent unexcused lateness or absence can be considered parental neglect. Such cases may be reported to the local school district for further investigation.

## **10. Vacation Policy**

The planning of family vacations is strongly discouraged during the school year. In the event that a child does go away, all work must be made up when the child returns to school. Teachers are not expected to provide assignments prior to trips.

## **AUXILIARY SERVICES**

### **1. State Funded Programs**

**Non-Public School Services - *Catapult Learning Company*** (Philadelphia County)

Catapult Learning runs our largest state-funded program, Act 89, which provides Remedial Reading, Remedial Math, Guidance and Counseling Services, Educational Testing, Consultation, Speech and Language, and Psychological Services to a non-public school student in Philadelphia County. Catapult Learning provides Speech and Language services. These services are provided to all students who have a need in any of these areas.

### **2. Federally Funded Programs**

These programs provide services to our students under Titles I, II, IV, VI through CORA. These services include Remedial Reading, Social Services and Teacher Coaching.

## **ELECTRONICS DEVICES/CELLULAR PHONES**

Electronic devices including cell phones, I-Pods, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted in the classroom. All students must turn in cell phones and other devices each day. Items used during school are generally taken from the student and sent to the office to be picked up at the end of the day.

## **EXTENDED SERVICES (CARES) PROGRAM**

After school childcare is available for Grades K – 2 from 2:55 p.m. until 5:45 p.m. in the Junior School and Grades 3-4-5-6 in the Senior School. Fees and regulations are contained in the CARES Handbook.

## **COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS**

### **1. Legal Custody Issues**

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 who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student.

The school requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition.

Teachers may not be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.



## 2. **Student Communication System**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include MSP (My Students Progress), the school website (*saintmonicaphilly.org*), this handbook, a monthly calendar of events, the electronic weekly parent (communication), hard copies that go home with the *youngest* in each family periodically, parent-teacher conferences, Home and School meetings, Progress Reports and Report Cards.

E-mail provides a wonderful opportunity for communication between home and school. Parents are asked not to use e-mail to communicate changes in dismissal or other important information but to call the school office.

During the school day, teachers are engaged in the teaching and learning process. Therefore, parents should not expect responses to e-mails during this time. Teachers will respond to e-mails at their earliest convenience.

It is the responsibility of the youngest child in each family enrolled at the school to provide the parents with all written communications. Parents are asked to check book bags and folders regularly for such communications. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students are instructed to hand all communications for school to their classroom teacher.

## 4. **Student Records**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Except for 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. Requests should be made in writing to the child's teacher.

## 5. **Release of a Child**

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



Director of Technology, PreK-12

## RESPONSIBLE USE POLICY FOR TECHNOLOGY

### Preamble

*Catholic Schools of the Archdiocese of Philadelphia  
Revised June 2018*

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 prayer 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 use 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 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 responsible use of technology.** The policy outlined below applies to all technology use including but not limited to Internet use. *The Responsible Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

**SCOPE OF USE**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the 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, text messaging, email, voice over IP, chat rooms, and instant messaging.

**GOAL**

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.

## RESPONSIBILITIES OF USER

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

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

- **Respect One's Self:** 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.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, media, etc...
- **Protect Intellectual Property:** Responsible users will request to use the software and media others produce and license agreements for all software and resources.

## TECHNOLOGY USE GUIDELINES

**Educational Purpose/ Responsible Use:** School 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 of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

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

- Teacher school web page, email and/or phone number
- Teacher created, educationally focused networking sites
- Remind Communication app

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 using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

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Sixth Floor – Office of Catholic Education

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

**Examples of Unacceptable Uses - Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Loading personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

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

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

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

This section of the policy refers to the personal use of social media sites such as, but not limited to: *Facebook, Twitter, Youtube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.*

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

"Friending" or "Following" of current students by teachers is forbidden on a **teacher's personal social networking site**. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional accounts and parents are encouraged to follow for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media

### **Policy Violations**

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

## **DISCIPLINE POLICY**

### **GOALS**

St. Monica School is dedicated to the success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

### **PHILOSOPHY**

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the St. Monica School Discipline Policy is to promote positive behavior choices. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

### **STUDENT STANDARDS OF BEHAVIOR**

All students are to show respect, maintain safety, and focus on learning at St. Monica School.

### **DISCIPLINARY ACTIONS**

While most students consistently observe these standards and behave safely and appropriately, there are times that warrant intervention and consequences. Teachers and other staff use a variety of calendars and behavior management strategies to address such behavior in their classrooms. These will be explained to you at the Back to School Meeting. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following pages outline those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions and possible expulsion will be considered when behavior is disruptive and detrimental to the operation of the school.

## **Descriptions of Expectations:**

### **1. Classroom Behavior**

Students are expected to listen and follow the classroom rules as outlined by their teacher.

**Possible consequences:** Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, behavioral management plan, loss of recess privileges, detention, in-school suspension, suspension

### **2. Behavior in Halls**

Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.

**Possible consequences:** Verbal warning, Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension

### **3. Behavior in Restrooms**

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

**Possible consequences:** Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, detention, in-school suspension, suspension

### **4. Behavior in Lunchroom**

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners.

**Possible Consequences:** Verbal warning, move to an assigned seat, loss of recess privileges, exclusion from the lunchroom; suspension

### **5. Behavior in Play Areas/Recess**

The play area should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given and keep hands and feet to themselves. They must walk in an orderly fashion to recess, use any equipment responsibly, show respect for others by using appropriate language and leave the play area only when permission is given by an adult in charge.

**Possible Consequences:** Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension



## 6. Behavior on Bus

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses. Students are to follow the rules established by the driver. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

**Possible Consequences:** Staff/student conference, referral to the administration, loss of recess privileges, parent notification, parent/guardian meeting, assigned bus seat, loss of bus privileges, in-school suspension, and suspension

## 7. Behavior During School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

**Possible Consequences:** Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension

## 8. Excessive Tardiness, Truancy, Leaving School Without Permission

The school doors open at 7:30. A student is considered late if they arrive after 7:55. Students are to report to the office for a late slip before going to their classroom or line. Written permission for early dismissal is to be provided to the school by a parent/guardian.

**Possible Consequences:** Parent/guardian notification, detention after 5 latenesses, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to law enforcement

## 9. Dress Code

Students are to comply with the dress code as stated in the Student Handbook.

**Possible Consequences:** Staff/student conference, parent notification, referral to the administration, change of clothes, loss of recess privileges, parent notification, parent/guardian meeting, detention, in-school suspension, suspension

## 10. Fighting/Physical Aggression

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

**Possible Consequences:** Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension

## 11. Cheating or Plagiarism

This is defined as using the work of others as your own.

**Possible Consequence:** Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension

## 12. Inappropriate Use of the Computer Systems

This is defined in the Acceptable User Policy and includes: accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.

**Possible Consequences:** Staff/student conference, parent notification, referral to the administration, loss of recess privileges, parent/guardian meeting, detention, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement

## 13. Incendiary Devices

This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.

**Possible Consequences:** Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension, recommendation for expulsion

## 14. Physical Attack on Staff or Fellow Student

This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

## 15. Threats and/Verbal Abuse or Bullying

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, psychological evaluation, in-school suspension, suspension, recommendation for expulsion

## **16. Teasing, Verbal or Non-Verbal**

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

**Possible Consequences:** Staff/student conference, referral to the administration, personal apology to student who was teased– a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, detention, in-school suspension, suspension

## **17. Malicious Pranks and Pseudo Threats**

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion

## **18. Acts of Hate / Violence**

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

**Possible Consequences:** Referral to the administration, parent notification, parent/guardian meeting, psychological evaluation, loss of recess privileges, in school suspension, suspension, referral to law enforcement, recommendation for expulsion

## **19. Inappropriate Language/Gestures**

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension

## **20. Extortion**

Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, detention, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

## 21. Theft/Burglary

This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, detention, in-school suspension, suspension, referral to law enforcement, full restitution

## 22. Insubordination/Disrespect

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, bus driver, etc.)

**Possible Consequences:** Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension

## 23. Destruction of Property/Vandalism

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement

## 24. False Fire Alarm

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

**Possible Consequences:** Administration/student/parent/fire marshal conference, detention, in-school suspension, suspension, recommendation for expulsion

## 25. Weapons

This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited

**Possible Consequences:** Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion

## **26. Possession and/or Trading/Selling of Non-School Related Items**

This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

**Possible Consequences:** Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, detention, in-school suspension, suspension

## **27. Possession or Use of Destructive or Harmful Substances**

This is possession of matches, fire crackers, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

**Possible Consequences:** Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion

## **28. Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials**

This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.

**Possible Consequences:** Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion

### **NOTE:**

These guidelines do not restrict school personnel from using judgment in interpreting and implementing consequences. The administration reserves the right to assign and establish procedures in areas where precedent has not been set.

In recognition that any list cannot, with specificity, encompass every conceivable action which may properly be subject to discipline, the principal shall have the authority to discipline a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

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.

In addition, the school is in consultation with the Archdiocese and will comply with their required code of disciplinary action or recommendations.

**Procedures for Student Suspension**

- Parents/Guardian will be notified of the suspension.
- An Incident Report will be written and signed by student, parents/guardians, and administration.
- Parents/Guardians must come to school with the student after the out of school suspension is served.
- A student contract will be developed and signed by student, parents/guardians, and administration signifying their understanding and agreement to assume responsibility for future behavior.
- Where possible, a student will be referred to a counselor.
- All paperwork regarding the suspension will be filed in the student’s record.
- After 3 formal suspensions, a student may be dismissed.

**Dismissal**

In certain instances, the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings. Parents/guardians will be informed in writing of the dismissal as soon as possible.

**DRESS CODE**

Neatness and cleanliness in personal attire are part of a child’s education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly. This dress code is in effect for all students coming to school, during school, and leaving school and for certain school events. Any student not in compliance with the dress code will receive a demerit.

Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the Principal.

<b>BOYS</b>	<b>GIRLS</b>
<ol style="list-style-type: none"> <li>1. Solid, plain gray trousers</li> <li>2. Black belt</li> <li>3. White, long or short-sleeved shirt <i>(Imprinted golf shirts may be worn until October 1<sup>st</sup>. Monogrammed navy blue sweater with V-neck, long sleeves or vest is to be worn after October 1<sup>st</sup>.)</i></li> <li>4. Navy blue tie</li> <li>5. Sturdy black shoes – <b>NOT</b> athletic type sneakers</li> <li>6. Regular black socks</li> </ol> <p style="text-align: center;"><b><i>OTHER REGULATIONS</i></b></p> <ul style="list-style-type: none"> <li>• Extreme or faddish hairstyles are not permitted <i>(Mohawks, faux-hawks, shaved lines, etc.)</i></li> <li>• No bleached or color treated hair</li> <li>• Jewelry: NO earrings, one watch, one ring, and one, <u>small</u> religious medal</li> <li>• No pants hanging from hips or dragging on the floor</li> <li>• No plastic/rubber “support” bracelets</li> </ul>	<ol style="list-style-type: none"> <li>1. Navy blue uniform jumper with emblem <i>(Length must reach to top of knee)</i></li> <li>2. White, long or short-sleeved blouse with Peter Pan collar</li> <li>3. Solid dark blue knee socks <i>(No ankle socks permitted)</i></li> <li>4. Navy blue or black leotards may be worn in cold weather</li> <li>5. Navy blue cardigan sweater in cold months</li> <li>6. Solid blue oxford shoes – laced or buckled type</li> </ol> <p style="text-align: center;"><b><i>OTHER REGULATIONS</i></b></p> <ul style="list-style-type: none"> <li>• Extreme or faddish hairstyles are not permitted</li> <li>• No bleached or color treated hair</li> <li>• Jewelry: small post earrings <i>(one for each lobe)</i>, one watch, one ring, and one <u>small</u> religious medal</li> <li>• No make-up of any kind <i>(clear nail polish only)</i></li> <li>• No fake or sculptured nails</li> <li>• No plastic/rubber “support” bracelets</li> </ul>

**1. Hair Styles/Grooming**

A student’s hair must be neat, clean and well groomed. Hair color must be one that is found naturally on human beings and must be one color. Boys’ hair length in back must not extend below the collar. Facial hair, specifically beards, mustaches and extreme sideburns are not permitted.

2. No body tattoos or piercings are acceptable.

**3. Out of Uniform**

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child’s teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

**Uniform Supply Stores:**

- Boys Town/Girls Town 1708 E. Passyunk Avenue
- Cramer’s Kids 1711 S. 12<sup>th</sup> Street
- Edie’s 200 McKean Street

**EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. Afterschool clubs are held at various times during the school year. Some of the activities include:

- Student Council
- National Junior Honor Society
- CYO Sports Programs
- After School Clubs
- School Play
- Band



*Share your talents and get involved!*

Participation in extracurricular activities does not excuse students from homework or schoolwork. A student absent from school may not participate in afterschool or evening activities. A child may not participate in CYO sports if their grades are failing in any subject area.

**FAITH FORMATION**



The Bishops of the United States have called the schools to a ministry of message, community, service, and worship. Since Liturgy is one of the most powerful educational instruments at the disposal of the Church, it is expected that the parish and school will make participation in the liturgy and the sacraments readily accessible to its students, developing personal sanctity and building a community of faith. Families are encouraged to participate in all school Friday masses held monthly and Family Grade Masses celebrated once a year at 10:00 a.m. Grade 2 students receive the sacraments of Reconciliation and make their First Holy Communion. Grade 6 students receive the sacrament of Confirmation. Students attend by grade, monthly masses, and receive the sacrament of reconciliation.

The Pastor, priests, deacon, and seminarian teach Religion to various grades once a week. There is instruction in grades 4-8 for altar servers. The priests and Sisters are present and active in the school community giving witness and service to our school children.

All are welcome to celebrate with our students in special liturgical experiences, which include a living rosary in October, Thanksgiving Prayer Service, the Christmas Pageant, Catholic Schools Week Mass, Stations of the Cross, May Procession, and the Patriotic Rosary.

### **FIELD TRIPS/CLASS TRIPS**

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

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

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



### **GYM / P.E.**

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the principal.

The gym uniform consists of plain blue sweats and imprinted (light blue) tee shirt or imprinted blue sweatshirt, white sneakers with ties and white socks. During times of extreme heat, regulation shorts may be worn with the permission of the principal. Sneakers must be tied to the top during the school day. Tee shirts must be tucked in while class is in session. Pins or buttons are not permitted for safety reasons. No jewelry may be worn on gym day. Students must be in full regulation uniform to participate in gym class. If for reasons of health, parents wish a child to be excused from gym class, the student is to present a doctor's note to the office.

### **HEALTH**

#### **1. Medical Records**

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

- Diphtheria, 4 doses Toxoid - one after the fourth birthday
- Tetanus, 4 doses Toxoid - one after fourth birthday
- Polio, 3 doses Trivalent Oral Vaccine
- Measles, 2 doses of vaccine
- Rubella, 2 doses of vaccine
- Mumps, 2 doses of vaccine
- Varicella, 2 doses
- Hepatitis B, 3 doses of vaccine



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



The State does not require Pertussis, Haemophilus influenza B (HIB) or Smallpox vaccination but parents should check with physician for current practices.

## 2. Nurse

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

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

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

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

## 3. Accident/Illness at School

Accidents or illnesses occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Those "boo-boos" that require only a Band-Aid will be handled without a call. Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school.

## 4. Medications



It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it should be taken by the student in the presence of the school nurse or secretary/administration.

Parents/guardians are required to sign an authorization form, which is available from the school, if the student must take medication at the school. No medications should be placed in lunch boxes or school bags for students to self-administer. All medications must be taken in the main office of school.

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

## HOME AND SCHOOL ASSOCIATION

The Home and School Association, HASA, of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the school's children. It strives to enhance the parents' and teachers' role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities.

Members of the Home and School Association can be contacted through the school office. Every family is expected to be a member of the Home and School Association, to pay the necessary fee, and to participate in the activities scheduled for the year.

The Home and School Association has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.

### **LIBRARY**

The school library is staffed by a librarian and is available to the students during the school day. Books may be taken out once a week. All books must be returned before additional books may be checked out. A fine will be levied on overdue books. Damage or loss of books will result in the parent(s)/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.



### **FOOD SERVICE**

St. Monica School provides a breakfast and lunch program through the Archdiocesan Nutritional Development Service. This service is free to all students. Students may eat the provided hot lunch or bring lunch from home. Please include in your child's lunch box two napkins, one for the lap and the other for a placemat.

A menu is sent home monthly for both breakfast and lunch. The **40** minute lunch period is divided between lunch and play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and forwarded to the office.

Respect, courtesy, and good manners are to be shown during this time. All rules for lunchtime routine are to be followed.

### **PARENTS/GUARDIANS INVOLVEMENT**

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

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

- Sending their child to school physically fit, clean, and properly dressed and fed
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline
- Discovering their child's special interests and talents so that they may be developed to the fullest
- Sending a written explanation each time their child is absent from school
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings, or the law
- Taking an active role in the Home and School Association

### **SAFETY**



#### **1. Fire Drills**

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area.

## **2. Crisis Plan**

St. Monica School has a Crisis Plan in the case of emergencies to include lock downs, evacuations, shelter in place, and severe weather. This plan is reviewed and revised regularly and drills are practiced with the students yearly. Parents will be informed at the beginning of the school year of the plan and procedures.

## **3. Regulations**

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

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- All visitors must report to the school office.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for lunch recess.
- Students line up at the sound of the bell. We ask that parents do not enter the schoolyard, but wait outside the fence. Students are dismissed in line and walked to the corner with the assigned teacher. Junior school children are picked up at one of three corners: 17<sup>th</sup> & Ritner, 18<sup>th</sup> & Ritner, and 17<sup>h</sup> & Porter. Please do not take students out of line.
- Please adhere to the parking regulations. Parking in crosswalks and at intersections is a danger and must be avoided.

## **SCHOOL BOARD**

The purpose of the St. Monica Board of Limited Jurisdiction is to promote and advance the mission of the school for the education and instruction of its students. The board, with the pastor, is a participatory, policy-making body, which fosters the highest possible standards of academic and religious education for all students. Current and former parents are welcome to be members.

## **SMOKING**

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

## **STATIONERY**

During the school year, copybooks and theme books can be purchased in the school office. During the course of the year, your child may need additional supplies or replacements. Please review your child's pencil case periodically in order that they have the necessary materials to complete their work.

## **TELEPHONE - SCHOOL OFFICE**

The telephone in the school office is for business only. A student may use the phone only with the permission of the principal or school personnel. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

### **TRANSFER OF STUDENTS**

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish. The student will be given a transfer slip on his/her last day of school. School records will be forwarded to the child's new school upon request from that school. Every change of address, phone number, or family name must be reported to the principal as soon as possible. Up-to date records are needed in case of an emergency.



### **TRANSPORTATION**

Most students attending St. Monica School are within walking distance. Limited busing is provided and students who qualify by distance may apply for TransPasses.

#### **1. Car Pick-up**

Parents who pick up students must park their cars and meet the students at the school dismissal area. Running is prohibited. A teacher will oversee car pick-up procedures daily. Students must be at the end of the walking lines and remain with the teacher until they are picked up.

#### **2. Walkers**

Students must remain in line, follow the directives of the assigned teacher, and obey the crossing guards.

#### **3. Crossing Guards**

Crossing guards are provided by the local public school district. They are not employees or under the direction of our School. The School is not responsible for the conduct of crossing guards or for insuring that crossing guards are posted as scheduled.

## **TUITION**

Saint Monica Parish has partnered with FACTS Management Company to manage our tuition payment program. All tuition payments are made through FACTS at [online.factsmge.com](http://online.factsmge.com). (1-866-441-4637)

### **FACTS**

- Tuition payments are automatically deducted electronically on the tenth of each month.
- Payments can be made from checking or savings accounts or from a variety of credit cards. (There is a 2.75% convenience charge. Visa is not accepted.)

The Pastor and Administration review the tuition records on a regular basis. The school reserves the right to take action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely manner.

### **TUITION ASSISTANCE**

Every parent who wishes a Catholic Education for their child should not be deprived of this for financial reasons. Parents may apply for assistance from the St. Monica School Education Fund for hardship cases. We encourage all parents to seek assistance by applying on line with BLOCS at [www.BLOCS.org](http://www.BLOCS.org) (Deadline March 15) and Children's Scholarship Fund at [www.csphiladelphia.org](http://www.csphiladelphia.org). (Deadline March 1.)

## **USE OF STUDENT INFORMATION/PICTURES**

The school reserves the right to use student pictures and interviews in publications, and on the school's website. If you do not want this for your child, please send a signed notification to the office by the end of September.

## **VALUABLES**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school cannot assume responsibility for valuables brought to school; this includes articles of clothing, personal electronic devices, trending or fad items, etc.

## **VISITORS**

All visitors, including parents, must enter school through the main door, report to the main office, sign the Visitors Book, and receive a visitor's pass. Parent volunteers are asked to do the same.

Parents coming to school to bring forgotten articles or to relay messages must report to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 7:55 A.M. and 2:55 P.M., unless the Principal or office personnel gives permission for such a visit.

## **VOLUNTEERS**

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community. In order to provide service as a volunteer, St. Monica School requires that the adult submit/complete the following:

- PA Criminal History Clearance (<https://epatch.state.pa.us>)
- PA Child Abuse History Clearance
- Archdiocese of Philadelphia Safe Environment Training
- Fingerprinting – Necessary if you reside out of the state of PA or if you have lived outside of PA during the previous ten years)

For more information regarding clearances, please call the school office.

## **PARENT COOPERATION**

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child.

## **CONCLUSION**

The principal is the final recourse in all disciplinary situations and matters in this Handbook and may waive any rule or statement for just cause at her discretion.

Parents will receive a Handbook Signature Page at the beginning of each school year. If it is not returned and signed by the end of September it is presumed you understand and accept the policies and procedures of this handbook.