Saint Genevieve School
Parent/Student Handbook

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Flourtown, PA 19031
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Revised, April 2024

Student-Parent Handbook

The Student-Parent Handbook contains certain policies and procedures for Saint Genevieve 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.

Students and parents must accept and abide by the school's policies and procedures in order for the student to attend Saint Genevieve School and remain at Saint Genevieve School.

Saint Genevieve School Mission Statement

Saint Genevieve School empowers its students to succeed and thrive in an ever changing world. SGS provides a rigorous and relevant education rooted in the Catholic faith and manifested in meaningful relationships with the school family and the global community.

Core Values

The core values/beliefs of Saint Genevieve School are centered around our Catholic faith and the school family.

- We provide a strong and effective faith based education.
- We foster an atmosphere of respect for self, others, and community through Catholic identity.
- We provide a safe, loving, and learning school environment.
- We encourage an educational partnership among the school, students, family, and community.
- We respect the unique learning styles of each student.
- We utilize various methods of teaching necessary for each individual student to achieve his/her potential.

Profile of a Graduate

Upon successful completion of our educational program, Saint Genevieve School students will:

- Make choices that reflect Gospel values.
- Demonstrate respect for self, others, and the environment.
- Recognize the value of service and community involvement.
- Be positive role models that reflect integrity and a strong work ethic.
- Have a strong foundation in all curriculum areas.

- Demonstrate their knowledge and readiness to move onto the next level of education.
- Recognize their individual talents and strengths.
- Be effective communicators and responsible citizens.
- Be prepared to meet the challenges in their new educational environments.

Policies and Procedures

Absences and Excuses

A student who is absent from school must have his/her parent/guardian CALL THE SCHOOL OFFICE EACH DAY OF ABSENCE BETWEEN 7:30 AM AND 8:30 AM or EMAIL TO THE TEACHER.
A doctor's certificate is required before readmission to school for the following: a student has been absent because of illness more than three consecutive days, and or student has a communicable disease.

The school administrator may orarily exclude pupils from school attendance who show symptoms of any communicable disease.

A parent should request class and homework assignments if a student will be absent more than two days due to illness. All assignments will be available for pickup at the end of the day in the main office. **VACATIONS are discouraged during the school year**. No make-up work will be given prior to absence for a vacation. Please send a note prior to an anticipated absence. See appendix for absent note form.

Upon returning to school after absence each pupil must bring an absent note signed by the parent or guardian. The note must state the reason for the absence and the dates of the absence. The note must be submitted to the homeroom teacher. (A phone call to the office does not take the place of an absent note.)

Lateness
Safety is a prime concern. The school building will be secured after the 7:45 AM bell. A student who arrives late must report to the office with a parent/guardian to be signed in and a late slip will be recorded digitally. The student will remain in the Main Office until morning prayer and announcements have been made. (The administration will understand if an extraordinary circumstance arises.)

Appointments during School Hours (medical or dental)
APPOINTMENTS FOR MEDICAL OR DENTAL SERVICES DURING THE SCHOOL DAY ARE DISCOURAGED BY ADMINISTRATION AND FACULTY. A written note from a parent or appointment card from a doctor will be honored as an excused absence. A student leaving school for an appointment will meet the parent or guardian in the School Office. If possible, families should check the school holiday schedule to make appointments.

After School Programs

After school programs (clubs, etc.) will be established throughout the school year and must be approved by the principal. Pick-up time should be respected!
C.A.R.E.S. (Children Are Receiving Extended Services)
C.A.R.E.S. is open from 2:45 PM until 5:15 PM each school day. The extension program provides professional care, supervision, recreation, and homework assistance. It serves working families who desire both a parochial school education and a supplementary day care in a Catholic environment for children enrolled at school. (All school policies and procedures apply to the C.A.R.E.S. Program.)

Books, Computers (any technology hardware) and their care

Students and parents are responsible for all books issued to the student, i.e., textbooks, workbooks, library books, and technology equipment.

All books must be covered by the end of the first full week of school. Students are also expected to have all school supplies by this same date. Students' workbooks and copybooks must reflect pride in their work. Writing, doodling, and stray marks are not permitted on any school property or items used in school such as textbooks, workbooks, copybooks, assignment books, pencil cases, and school bags.

All students must use a backpack. No books may be carried to or from school without the use of a backpack. All lost and damaged books must be paid for in full (i.e., textbooks, workbooks, library books.)

Bullying Policy

Bullying/Harassment Prevention

Purpose
Saint Genevieve School recognizes the importance of having students feel safe, respected, and comfortable when at school, and in transition to and from school. It is important that we maintain a school environment in which bullying, in any form, is not tolerated. It is the policy of Saint Genevieve School to fully support the guidelines prohibiting harassment/bullying, which consists of verbal, written, cyber, graphic or physical conduct relating to an individual in any way when such conduct:

- is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from any educational program

- has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance or learning environment.

Definition

Bullying is defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. The victims do not intentionally provoke these negative acts, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, cyber, emotional or sexual in nature:

- Physical Bullying - includes, but is not limited to punching, poking, hair pulling, beating, biting, and excessive tickling

- Verbal Bullying - includes, but is not limited to such acts as hurtful name calling, threatening, teasing, and gossiping

- Cyber Bullying - includes any technological harassment generated during any school educational program and outside of school when brought to the attention of a classroom teacher or the principal.

- Emotional Bullying - includes, but is not limited to rejecting, terrorizing, rating/ranking of personal characteristics, manipulating friendships, isolating, ostracizing, and peer pressure

When any of the above bullying actions occur and are reported with evidence, the student involved will be suspended from school while the situation is being investigated.

Procedures

Any student, who feels he or she is being bullied, harassed, or discriminated against, or who is aware of bullying, harassment, or discrimination, should report it immediately to the principal, a teacher, a staff member, or the guidance counselor. An incident report will be filed and the matter investigated promptly.

Any student who is found to have engaged in behavior that is related to bullying, harassment, and/or discrimination will be subject to immediate disciplinary action. Actions may include but are not limited to detention, suspension, and/or expulsion from school.

In determining what disciplinary action to impose, consideration will include the severity of the offense, whether the perpetrator knew or should have known that the conduct was not permitted; whether one incident or recurrent conduct was involved; and whether there have been prior warnings or prior disciplinary actions for similar conduct. If bullying is found to have occurred, prompt and appropriate disciplinary action will take place. Retaliation for reporting a bullying, harassment, or discrimination incident will not be tolerated.

Calendar

The school calendar issued by the Archdiocese of Philadelphia, Office of Catholic Education will be observed. A detailed yearly calendar and monthly calendars of events are posted on the

school website, www.stgene.org and on the LMS reporting system.

Communications

School-wide communication will be sent electronically, through the Saint Genevieve School website, email, or LMS reporting system. Parents or guardians are to **update family information** (e.g. changes in name, address, email) through the LMS reporting system.

If a school-related organization has information to be distributed through the school, the following directives apply:

• Information for electronic dissemination is to be emailed to the administrator in pdf format two days prior to posting.

Email Communications

Parent-teacher partnership is a critical component of the educational experience at St. Genevieve School, and the faculty and administration encourage honest, respectful and thoughtful communication between home and school. However, our first responsibility is to our students and to be fully present in the classroom for them at all times. As such, emails cannot be read and replied to immediately. Emails will be read and replied to in a timely manner, as each teacher's class schedule allows.

So that the faculty can better meet the daily classroom educational needs of your children, please note the following regarding email communications:

- Change of DISMISSAL/C.A.R.E.S emails must be sent to your child's teacher prior to noon. Any changes after noon must be phoned into the main office by 2:00pm.
- DO NOT use email for communications that require immediate attention or an immediate response. Phone the main office.
- Check available school resources (SGS website, Option C, teacher's website, another parent) before emailing questions to your child's teacher.
- Include a subject line in all emails.
- Keep emails brief. If the matter cannot be stated briefly then consider requesting a phone conversation and/or meeting with the teacher.
- Do not expect email replies during the evenings or on weekends.

Daily Schedule

All students, K-2, are required to be in the school yard by 7:45 AM bell. Grades K-3 will line up outside, weather permitting. Grades 3-8 are to report directly to their homerooms by the 7:45 AM bell.

Dismissal: 2:30 PM

If there is a change for student transportation on any day, a parent must send a note or call the

school office by noon of the day of the transportation change to authenticate this change. When the children are to be dismissed at noon, dates will be listed on the monthly calendar. Bus transportation is provided in accordance with each school district's policy. See appendix for note form.

Damage or Personal Injury

Parents are liable for any injuries to persons or damage to places or things caused by their child.

Disciplinary Action: Demerit, Detention, Suspension, Dismissal

Demerit/Detention

Grades 1 through 3

Teachers will communicate directly to parents/guardians concerning any non-academic area that needs improvement.

A demerit will be issued for school uniform/dress code violation.

Grades 4 through 8:

A demerit may be issued by classroom teachers and encore teachers which indicates that academic and non-academic progress needs improvement. Demerit slips are of three types: academic, non-academic and **uniform violation.** Three demerits warrant a detention. Demerit slips are in duplicate form. Areas in need of improvement will be stated. Demerit slips are to be signed and returned the next day to the homeroom teacher.

A demerit will be issued for school uniform/dress code violation.

When a student earns three demerits, a detention is issued. If a detention is to be served, the detention will indicate the date and time of the detention on the notice. A parent is responsible to pick up the student at the designated time, 3:30 PM.

An immediate detention may be issued for the following: cheating on a test, plagiarism, and disrespect.

A demerit will be issued for: missed homework assignment, late assignments, chewing gum, other…not limited to the above.

Students are expected to walk in corridors at the change of class, when going to another classroom or another part of the school building.

- To help respect each class working in the learning environment, an atmosphere of quiet is essential in the corridors.
- **Cell Phones, and other electronic devices (including but not limited to Smart watches) must be turned off upon entrance to the school and stored in the students back pack. This is for ALL grades to follow.**

It is important that parents withhold judgment on what appears to be a grievance until all the facts are gathered.

- Discuss the problem with the teacher involved first.
- Arrange a conference as soon as possible so that the problem can be quickly solved.
- If necessary, contact the Principal after contacting the teacher.

Suspension and Dismissal from the School

SUSPENSION: A student may be suspended for a serious behavioral problem. Examples include the following but are not limited to:

- absence without parent knowledge
- bullying of any kind
- stealing
- smoking in the building and on school grounds
- leaving school or classroom without permission
- fighting, physically or verbally
- using profane language and actions
- vandalism or marking school property
- carrying weapons
- carrying or using drugs, including alcoholic beverages
- verbal and non-verbal disrespect for authority
- improper use of technology
- Other behaviors that fail to follow the school Mission Statement can result in suspension.

Principal, teacher, parents, and student will sign a written record of suspension. This record will be kept on file in the principal's office until the end of the current academic year.

DISMISSAL: A student may be expelled for one or more serious behavioral problems. Expulsion is imposed at the discretion of the principal and pastor. Saint Genevieve School reserves the right to enforce its regulations in a manner best suited to the individual situation and in accordance with Archdiocesan policies and procedures.

Dress Code/Personal Appearance

Students at Saint Genevieve School wear uniforms throughout the academic year. Parents are required to label children's clothing and school items. School uniforms may be purchased from Flynn & O'Hara.
901 N. Bethlehem Pike
Springhouse, PA 19477
215-793-9436

FALL/SPRING UNIFORM

Kindergarten Boys and Girls: Gym Clothes

Grades 1-4 Boys
Navy twill pants or shorts
Light blue golf shirt w/logo (short sleeve)
Navy V-neck sweater or vest w/logo (optional)

Black/Brown **tie shoe**, **dark socks**
Boys in grades 3 -4 must **wear a belt**.

Grades 1-4 Girls
Navy twill shorts or jumper
Light blue golf shirt w/logo
Navy cardigan sweater w/logo (optional)
Navy, green **knee socks o**r **tights**

Black/brown oxford **tie shoe**

Grades 5 -8 Boys
Navy twill pants or shorts
Light blue golf shirt w/logo
Navy/green V-neck sweater w/logo (optional)
or **school gym sweatshirt**
Black/Brown oxford **tie shoe**, **dark socks**
Belt

Grades 5-8 Girls
Plaid kilt or shorts
Light blue golf shirt w/logo
Navy/green V-neck sweater w/logo (optional)
or **school gym sweatshirt**
Navy, green **knee socks or tights**
Black/brown oxford **tie shoe**

Fall/Spring Physical Education Uniform
Ash (gray) cotton gym shirt w/logo,
blue mesh gym shorts (Flynn and O'Hara)
white socks, sneakers

WINTER UNIFORM
Kindergarten Boys and Girls: Gym Clothes

Grades 1-4 Boys
Blue golf shirt/logo
Navy V-neck sweater or vest w/logo

Navy pleated twill pants
black/brown oxford **tie shoe**,
dark socks
Boys in grades 3-4 must wear a belt

Grades 5-8 Boys
Blue button down oxford shirt
Green V-neck sweater w/logo or school
Gym sweatshirt
Navy/red/green/tan striped tie
Navy pleated twill pants
black/brown oxford **tie shoe**
dark socks
Boys in grades 5-8 must wear a belt.

Grades 1-4 Girls
Plaid belted tunic jumper
Blue button down collar blouse
Navy crew neck cardigan/logo
Navy or green knee-hi socks or tights
Black/brown oxford **tie shoe**

Grades 5-8 Girls
Plaid skirt
Blue button down collar blouse
Green V-neck sweater w/logo
Navy or green knee-hi socks or tights
Black/brown oxford **tie shoe**

Winter Physical Education Uniform

Ash (gray) cotton gym shirt w/logo
navy sweatshirt and navy sweatpants (SGS)
white socks, sneaker

Dress Code/Personal Appearance Requirements

Only **clear nail polish is permitted**. Make-up is not permitted. Only **small post earrings are permitte**d, no dangles or hoops. Jewelry is to be kept to a minimum and must be appropriate with the uniform.

A demerit will be given to those students, grades 4 through 8, who violate the dress code. Three uniform violations equal one detention. The demerit is to be signed by the parent and returned to the homeroom teacher.

Field Trips

Field trips are scheduled throughout the year. **FIELD TRIPS ARE PRIVILEGES, NOT RIGHTS.** A student can be denied participation if the student fails to meet academic or behavioral requirements. The teacher and/or principal can make this decision. Parents of children participating in school-sponsored field trips are required by diocesan policy to sign a permission form. A child who does not bring the signed permission form to school will not be permitted to go on the trip. Verbal permission or a note will not be accepted as a substitute for the signed school permission slip.

- There will be no visits or purchases at gift shops on field trips.
- Parent chaperones are required to have all clearances to chaperone a class trip.
- Children will be dismissed from the classroom after a field trip.

Fire Drills, Shelter in Place Drills, Internal/External Lockdowns

Fire drills, Shelter in Place drills, and Internal and External Lockdown drills are conducted at regular intervals throughout the school year. Drills help to ensure that every student will be familiar with the emergency signals and respond appropriately without confusion or delay.

Health and Emergency Services

Accidents

An emergency card is sent home at the beginning of each school year. This card must be filled out completely at the start of each school year and kept up-to-date. It is vital that the information on the emergency card be accurate. The information on the card is used to contact parents in the event of an emergency or a student's illness during school hours.

No sick or injured student will be released from school without notifying the family. If the family is unavailable, we will att to contact the emergency parties supplied on the emergency cards. The designated person will pick up the child at the main office.

In minor accidents, authorized school personnel will give first aid. If the administration is unable to contact the parents or the alternate emergency contacts, the school will seek the care needed. Parents will be responsible for any expenses incurred. If an emergency exists, the student will be taken to the hospital by ambulance or by car, and efforts to contact a parent will continue.

Health Services
The School Health Program is intended to assist in the identification and correction of physical defects and in the control of communicable diseases.

The State Health Law requires the following:

- A health screening is conducted yearly. At this time, each child is weighed, measured, and has vision checked.
- Hearing is tested in grades K, 1, 2, 3 and 7. A report is sent home if any medical attention is required. The report is to be returned after the child has received care.
- A scoliosis assessment is provided for students of grades 6 and 7.
- A dental examination is requested in grades K, 1, 3 and 7 and any new students entering the school.

Parents unable to afford medical or dental care should contact the school nurse who will make a referral to the appropriate community agencies.

Children with possible strep infections, impetigo, ringworm, pink eye, or any conditions which might spread may require the student to be out of the school environment until a doctor signifies returning. Children with chickenpox must stay out of school for six days once the disease has been diagnosed.

Children who are sent home from school due to a stomach virus, intestinal issue, or erature, are required to remain home from school for 24 hours.
Notification will be sent home to parents when the child is picked up at school.

Medication
No medication shall be given unless all of the following conditions exist:

- The medication is prescribed by a physician and is labeled with the student's name, dosage, and the time the drug is to be given.
- Written permission is given by the parent/guardian requesting Saint Genevieve staff members to comply with the physician's order and releasing the school personnel from any liability.
- All medications are in a container and appropriately labeled by a licensed pharmacist/physician and housed in a locked cabinet.
- When medication, controlled substances or injectables, such as an "epipen", are refilled, a responsible ADULT must deliver it to the nurse, principal, or secretary.

Students with HIV/AIDS or Related Diseases
Students who are HIV-infected or have AIDS or other related diseases and desire to attend an Archdiocesan elementary school will not be denied admission to or be discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extra-curricular). This will be done on a case-by-case basis by the principal in consultation with the student's attending physician, if it is determined that a student presents a substantial

risk to himself/herself or others. If, for reasons of health or safety, a student can no longer continue to attend classes, the principal and parents will determine arrangements for alternative instruction. The school follows the "Standard Precautions to Prevent the Spread of Infectious Disease" to reduce the risk for employees, students and visitors.

Child Abuse and Neglect

It is the policy of Saint Genevieve School, as well as all of the Catholic schools in the Archdiocese of Philadelphia, to take responsible action to prevent and reduce incidents of child abuse and neglect. Saint Genevieve School will cooperate with the Pennsylvania Child Protective Services (PCPS) and law enforcement officials. All staff members are mandated reporters.

Homework

Each teacher sets up her/his program for home assignments. Written assignments are only one part of homework responsibility. Children are expected to spend time every evening in study, review, reading, and enrichment. If there is a problem about homework, please contact the teacher involved. However, SGS encourages student responsibility. Parents are asked to refrain from bringing to school any forgotten articles, or returning to school to retrieve forgotten books.

Parents are responsible to provide for their children:

- a good study atmosphere
- a definite time for homework each day
- a check of the homework to ascertain the quality of work submitted to her/his teacher

The following time allotments are suggested for homework:

- Gr. 1-2: 30 min.
- Gr. 3-4: 40 min.
- Gr. 5-6: 45-60 min.
- Gr. 7-8: 60-80 min.

All students in grades 1 through 8 will have an Assignment Book in which homework is recorded daily. Parents are asked to **review this book weekly** in order to monitor the student's progress.

Liturgical Schedule

The student body will participate in the celebration of a school-wide Liturgy or paraliturgical service each month. (Check monthly calendar). Parents/guardians are invited to celebrate with us. Grades 4-8 will take an active role in the liturgy: readings, general intercessions, and presentation of the gifts.

Lost and Found

There is a container kept in the school office area for "found" articles. A student who has lost an item may inquire at the office before school, after school, or at lunchtime. Unclaimed items are donated to charity.

Parent-Teacher Conferences

Parent-Teacher Conferences are of vital importance in order to keep the avenues of communication open between home and school.
Formal conferences are scheduled. Please consult the calendar for specifics.
A conference may be initiated any time it is deemed necessary by either the parent or the teacher. Either party should communicate the request for a conference by note, phone call to the School Office, or email. A mutually acceptable date will be set. Conferences will be held by appointment only.

At the end of each parent-teacher conference, a written summary of the conference will be shared with all members present. Parent and teacher signatures are required on the conference form.

Report Cards

Report Cards are issued in accordance with the schedule set up by the Office of Catholic Education (Gr. K-8). Criteria for report card grading includes, but is not limited to, class participation, portfolio samples, teacher observations, and assessments both formative and summative.

Computer generated report cards are issued to inform parents of their child's progress. Parents should study this report carefully and pay close attention to those areas that are in need of improvement. Grades are posted frequently on the LMS system for parents to review.

Restaurant

Proper manners, inside voice tones and observance of restaurant rules are expected in SGS' Restaurant. Placemats, napkins, utensils (spoons, forks) must be provided by parents. When the student demonstrates repeated disregard for rules, the student will be excused from the school restaurant.

Snow Days and Emergency Closings

Ordinarily, SGS will follow the same closings as the Springfield School District for snow days. For inclement weather dismissal, information is available via the LMS emergency notification system (telephone call or email), KYW 1060 radio (school closing #284), Channel 6 television, and the SGS website. When developing weather occurs during the school day, a parental decision is respected. The CARES Program will follow the school closing schedule.

State and Federally Funded Services/Programs

Montgomery County Intermediate Unit provides services for psychological testing, short-term counseling, remediation in the areas of reading and math, and corrective speech services.

State Aid Acts provide for:

- Counseling and psychological services and other auxiliary services

- A certain amount of money for the purchase of various instructional materials for the classroom
- A certain amount of money for the purchase of textbooks
- Busing of non-public school children by the school district in which the children reside

Telephone Calls

The school asks each child to check his/her needs each morning before leaving for school. This strengthens student responsibility. Children will be permitted to use the phone for EMERGENCY cases only.

Transportation

BUS: Each student must be assigned and registered through the school district transportation authority in which he/she resides. A code of bus behavior is issued through the school district. Courtesy, good manners, and promptness are required. The school principal and parents are notified through written referral from the school district if a student's behavior is to be modified. Consistent failure to adhere to bus regulations warrants suspension from the use of school transportation. Information concerning pick-up times and stops is determined and provided by the individual school district.

CARS: (Please keep the flow of traffic moving.)

DROP OFF

- Bethlehem Pike, behind the rectory and drop off children on sidewalk by the church door
- Wissahickon Ave. by the parish hall, drop off children on sidewalk by the school door

PICK UP

When waiting for your child at dismissal, form three lines in the MAIN PARKING LOT. Please wait patiently and proceed in an orderly manner for picking up your child. When the buses have left the lot, a staff member will take your name and call into the office to send your student/s to the sidewalk in front of the main office. You will then proceed to line up along the sidewalk and wait until your student is placed in the vehicle. You are responsible for securing your child securely. We ask that you move off to the side if necessary to secure your student in order to allow for the continued flow of traffic. When exiting use the WISSAHICKON AVENUE EXIT. Please do not get out of line to exit unless you are buckling up a child.

PARKING

If parking for Mass, lunch duty, or all day reasons, use the entrance from Bethlehem Pike behind the rectory, not the Wissahickon Avenue entrance. Please park in order of priority:

1) area directly in front of rectory
2) back part of main parking lot

LUNCHTIME

When entering the schoolyard (11:30-12:30), use ONLY Bethlehem Pike entrance by rectory and park in front of the rectory. (Wissahickon Avenue is off limits for safety reasons.)

Transfers

When transferring to another school, it is necessary to call the school office for an appointment with the principal.

At the meeting with the principal the following information will be shared:

- reason for transfer
- name and address of school child will be attending
- last date child will attend SGS
- tuition payment responsibilities

A copy of the child's Immunization Record will be given at this time. All educational records will be forwarded upon request provided tuition is paid in full.

Tuition

Tuition rates will be published annually prior to re-registration. FACTS Tuition Management billing firm handles all tuition payments.

No records will be forwarded to another school until the school has received the tuition balance due. Eighth grade student tuition payment obligation must be fulfilled to participate in eighth grade activities and graduation. (Deadline: May 15).

Visitors

To ensure student safety, all visitors, parents, and school volunteers must use the school office entrance and use the sign-in book to state their reason for visitation (this includes school service, picking up a child for an appointment, or other departures.)

Volunteer Policy

Saint Genevieve School adheres to the PA law for Safe Environment Regulations for volunteers. ALL paperwork must be completed (and updated where necessary) to be of service during the school year. The requirements include:

1.) PA State Police Criminal Record Check (to be renewed every **5 years)**. To obtain immediate results, https://epatch.pa.us/Home.jsp
2.) PA Department of Public Welfare, Child Abuse Clearance Check (To be renewed every **5 years)** www.dpw.state.pa.us
3.) Safe Environment Training - Attendance at Safe Environment Training is expected within 90 days of beginning service to children. (Sessions are held at various locations and times. Check with the school office or school website for further details.) https://virtusonline.org
4.) Mandated Reporter Training (on-line) www.childyouthprotection.org

5.) Mandated reporter acknowledgement requires signature (attachment)
6.) PA disclosure statement (attachment)

Thank you for your attention to this important request for child safety and protection.

Addendum

Asbestos Notification
The Saint Genevieve School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is located in the main office. The Maintenance Engineer is the school's asbestos program manager. All inquiries regarding the plan should be directed to him.

Policy Changes: Additions or Amendments

Saint Genevieve 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.

RESPONSIBLE USE POLICY FOR TECHNOLOGY PREAMBLE

Saint Genevieve School

A Catholic School 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 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 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

Saint Genevieve School

A Catholic School of the Archdiocese of Philadelphia

Revised June 2018

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. **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.

· Att 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. · Att 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.

· Att 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.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Saint Genevieve School

A Catholic School of the Archdiocese of Philadelphia

Revised June 2018

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and (school name)

.

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

Student Name/ID

Student Signature Date / / Graduation Year

Room Number (if Elementary)

Grade_____

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

Student Access Contract

I hereby release _____ (school name) and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

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

As the parent or guardian of this students, I have read the *Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for Saint Genevieve School. I hereby give my permission for my child to use the Internet and will not hold Saint Genevieve School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature_____ Date ____/____/___

Student-Parent Handbook Contract

I have read and hereby agree to accept and abide by the policies and procedures as stated in this handbook.

_____, _____
(Student name) (Grade)

_____, _____
(Student name) (Grade)

_____, _____
(Student name) (Grade)

(Parent/Guardian Signature) _____

(Date) _____

(Each family must return the form to a student's homeroom teacher by the end of the first full week of school.)

A Note to the School

Teacher/Office: _____

Student Name: _____

Parent/GuardianSignature: _____

Date: _____

Subject/Reason: _____

□ Lateness: Reason _____

□ Absence

Student is returning to school after an absence of _____days

Reason

_____

_____

□ Transportation Change _____

□ Student will be picked up by

_____

at _____AM/PM

□ Student will be going home with

_____

address _____

_____

□ Student will be going to CARES

□ Other _____

_____

Saint Genevieve School

1237 Bethlehem Pike

Flourtown, PA 19031

www.stgens.com

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to and education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

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

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

_____ _____

Parent/Guardian Signature Date

_____ _____

Parent/Guardian Signature Date