



# **ST. DOROTHY PARISH SCHOOL**

**1225 BURMONT ROAD  
DREXEL HILL, PA 19026  
610-789-4100**

**School Website: [www.saintdorothy.org](http://www.saintdorothy.org)**

**Parish website: [www.stdotsdrexelhill.org](http://www.stdotsdrexelhill.org)**

**School Closing Number: 491**

**St. Dorothy School is fully accredited by the Middle States Association of Colleges and Schools.**

## **PARENT – STUDENT HANDBOOK**

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

**IN ORDER TO ATTEND ST. DOROTHY SCHOOL, STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES.**

**Revised September 2015**

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## **MISSION STATEMENT**

St. Dorothy Roman Catholic School offers students in grades kindergarten through eight a vibrant, challenging curriculum which is deeply rooted in Catholic faith and values. In cooperation with parents, we prepare students to be critical, creative, and moral thinkers so that they can face and respond to the challenges of the future.

## **BELIEF STATEMENTS**

The St. Dorothy School community believes that:

- Catholic schools share in the mission of the Church and are called to develop the whole student by instilling Catholic identity and values, with an understanding of the priority of service.
- The success of our efforts derives from collaboration among faculty, administrators, parents, and members of the parish community to educate our children and to develop their faith.
- Parents are the primary educators of their children and are called to be models of the Catholic faith.
- Catholic values must be integrated across a curriculum that inspires a joy for learning and an appreciation of the arts.
- To help them succeed in the 21st century, our students are taught to be life-long learners, to be leaders, and to be risk takers as they confront change.
- While striving for academic excellence, we must also recognize and respond to individual learning styles and abilities. A supportive and challenging environment that maintains the dignity of the student is in keeping with our Catholic faith.

## **HISTORY OF ST. DOROTHY SCHOOL**

Saint Dorothy Parish School, located in a suburb of Philadelphia, was established in 1949, two years after Reverend Joseph Duross was appointed founding pastor of the new parish to serve the comparatively undeveloped areas of Drexel Hill, Havertown, and Springfield.

Mother Marie Kathleen and Sister Charles Miriam, Sisters, Servants of the Immaculate Heart of Mary commuted daily from Sacred Heart Convent in Manoa to teach the first pupils, using classroom space provided on the third floor of neighboring Saint Bernadette Parish School. By April 1950, the present school building was dedicated and opened its doors in September to an enrollment of 234 elementary school children.

.In 1996, the Sisters, Servants of the Immaculate Heart of Mary left Saint Dorothy School and, in 1997, a Sister of Mercy became principal for one year. In 1998, a lay person became principal and remains to this day. The influence of religious in the parish and school continues through the presence of the Sisters of Mercy who minister as liturgist, and Director of Religious Education.

Presently, Saint Dorothy School has a lay principal, 18 full time and 5 part time lay faculty.

## **ADMISSION**

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

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.

The school follows the Upper Darby Township age requirements for admission. In this case, a child must be six years of age by August 31 for admission to first grade. The age for admission to kindergarten is age five by August 31.

### **Parental Commitment to a Catholic Faith Life**

The decision to enroll children in Saint Dorothy School entails several serious responsibilities beyond the significant financial investment families make in support of their children's education. The parents of our school children are expected to embrace the spiritual responsibility of modeling adult Catholic living by their commitment to regular and active participation in the sacramental life of the Church, to integrity and consistency in everyday moral decision-making, to a personal and family prayer life, and to a generous stewardship of time, talent and treasure in service of others, both within and outside our parish community.

Parents foster their children's faith development both by consistently encouraging their children to continue learning about the Catholic faith and by their own personal example of living the faith day to day. These two together form a strong foundation and support to the religious education and faith formation provided to children enrolled in Saint Dorothy School. As the blessing of parents at the end of the Rite of Baptism proclaims: "May you, who are the first teachers of your children in the ways of the faith, also be the best of teachers, bearing example to the faith by all you say and do in Christ Jesus, our Lord".

### **Kindergarten**

Our kindergarten follows the curriculum presented to us by the Office of Catholic Education of the Archdiocese of Philadelphia. We offer a full-day program.

### **Non-Parishioners**

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

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

- a. The permission of the pastor is obtained.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- c. The parents/guardians agree to permit their child/ren to attend religion classes and religious functions that are offered as part of the school program.
- d. The parents/guardians commit themselves to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- e. The parents/guardians agree to assume responsibility for all financial obligations

### **REGISTRATION OF NEW STUDENTS**

Registration for students new to our school takes place at the end of January. Registration information is communicated through our web site, the principal's newsletter, and the parish bulletin.

### **Re-Registration**

Families registered in our school are required to re-register annually. Re-registration information for the following school year is forwarded to each family. All financial obligations must be current before re-registration can be processed.

### **After-School Care Program**

CARES, which means Children Are Receiving Extended Services, is available to those children enrolled in St. Dorothy School, and is designed to meet the need for children to remain in a loving and caring atmosphere under the supervision of a qualified care-giver. The program operates from 2:45 p.m. to 6:00 p.m. every regular school day. Parents will be notified regarding the time CARES is in operation on early dismissal days.

### **Class Requests**

Requests for a specific teacher will not be acknowledged or honored. Every effort is made to see that students are placed in the most appropriate class. Assigning a student to a certain class/teacher is a matter not taken lightly. Much thought and consideration is given to the placement of each student. Should you have special circumstances or considerations that we are not aware of, please feel free to pass these along, in writing, to your child's classroom teacher who will forward the concern to the principal.

## **ATTENDANCE**

**School hours 7:50 a.m. – 2:45 p.m.**

**No student should be dropped off before 7:35 a.m. because there will be no student supervision.**

Irregular attendance and lateness interfere with a student's academic progress. It is important that students are present and punctual each day.

If your child is absent, please call the school before 8:30 a.m. Leave a message that includes your child's name, grade, homeroom number, and reason for absence. If your child is not in school, and we have not heard from you, a call to your home or place of work will be made to verify the absence.

Upon the child's return to school, an absence note, which is required by state law, must be given to the homeroom teacher. The note should include the dates of and reason for the absence, signature of the parent, and the date note was written. If the child is absent for more than three consecutive days, a doctor's note is required upon the child's return. If we do not receive a note explaining the child's absence, he/she will be considered truant and the Truancy Office of the School District in which the child resides will be contacted.

Punctuality is of prime importance. Children who are consistently late for school disrupt the class schedule and, often begin their day in a harried, disorganized manner. In addition, they are not learning to act responsibly. If a child is late three times, he/she will receive a demerit, which will affect the conduct grade. If three demerits are given to the child because of lateness, a parent conference will be scheduled.

### **Perfect Attendance Policy**

In order for a student to receive a Perfect Attendance certificate, he/she must be present and on time each instructional day.

## **ACADEMIC POLICIES**

### **1. Preparation for Class**

Students are responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will result in demerits and/or detention, and will ultimately affect students' 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, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use their copybooks as a drawing or scribbling pad.

### **2. Class Participation**

**Students are expected to:**

- Give attention and respect to the teacher at all times
- Show respect and concern for other students by a willingness to listen, share, and take turns
- Actively participate in class by responding orally or in writing as circumstances dictate.

### 3. Homework

Educational research has shown that homework is an essential ingredient to academic success. Homework is assigned so that concepts and material previously taught will be reinforced. Homework includes both written and study assignments. Students should work independently on homework assignments and projects. While this does not preclude parental help or interest, the assignment should not require undue parental assistance or supervision. **Parents should not complete the student's assignment because this action deprives the student of an important educational experience and it teaches them to be dishonest.**

Following are the time allotments for homework:

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

A structured, scheduled homework period is strongly recommended, and homework should always take precedence over other activities. The message should be that school is the number one priority.

Consistent failure to complete homework assignments will adversely affect the student's effort grade.

When students are absent, it is their responsibility to obtain homework and whatever else was missed. Regulations regarding this will be discussed in each homeroom early in the year. If, in an emergency, you must call the office for homework, do so before 9:30 a.m., so that the teacher has ample time to gather the student's work and books for pick-up after 1:30 p.m.

**The planning of family vacations during the academic school year is strongly discouraged. If there are special family circumstances, please contact the principal. Teachers are not expected to provide assignments in advance. All work, however, must be made up after the child returns to school. Students may access the teacher website for homework assignments or ask for the assignments upon their return. The student will have 10 school days from date of return to make up the assignments. It is the responsibility of the student to make up any schoolwork that has been missed during vacation. Any work not made up may affect the grade that the student receives in a particular subject area. Teachers cannot re-teach the material missed by vacationers, but will assist students in their efforts to complete assignments in a timely manner.**

### 4. Progress Reports

A summary of students' progress is available on line through My Students' Progress, the



online communication system. This program allows parents to monitor their child/children's progress on a regular basis.

## 5. Report Cards

Report cards are issued three times a year, in December, March, and June. Parents are asked to sign the report card envelope and return it to school the following school day.

ACADEMIC HONORS - Students in grades 5-8 will be awarded honors at the end of the third trimester.

First Honors - 93 cumulative average or above in each subject and a 3 or 4 in effort and conduct.

Second Honors - 88 cumulative average or above in each subject and a 3 or 4 in conduct and effort.

An Awards Assembly will be held during the last week of school and the following awards will be given:

Highest General Average - One child in grades 5-7 from each homeroom.

Effort - one boy and one girl from each homeroom - grades 1-7

Christian Attitude - one boy and one girl from each homeroom - grades 1-7

**Infractions for conduct will not be used to deduct points from any academic subject; however, it will be reflected on the Personal Development Behavior section on the report card.**

Arrangements for parent-teacher conferences can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. Parent conferences are not to be conducted before school or after school unless requested by the parent or by the teacher in advance. The time before school should be dedicated to teacher preparation. When requesting a conference, please state the nature of the concern, so that the teacher will be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority – the teacher, the principal, or the pastor. Due to confidentiality, please make an appointment to discuss your child's progress or any concerns that you may have. Stopping a teacher in the hall, lunch room, and recess yard or when he/she is with a class breaks that confidentiality.

## 6. Standardized Testing

The Terra Nova test is administered each year to students in grades 3-8. The results are communicated to parents and are utilized by the school for curriculum planning.

**7. 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.

**8. Field Trips**

These educational experiences are planned by the teacher to enhance students' academic development. Permission forms for the trip must be signed by the parent; if a child fails to return the signed form to school, he/she will not be permitted to attend. Any student whose behavior has been consistently uncooperative or disruptive may lose the privilege of participating in a field trip. In the event a student is not permitted on the field trip, he/she must come to school and complete work that has been assigned by the classroom teacher.

**9. Graduation**

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation, if all financial obligations have been met. Procedures for graduation are determined by the Administration and 8<sup>th</sup> grade teachers.

**10. Closing Exercises**

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

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

A yearly calendar, listing the important events of the year, will be posted on the St. Dorothy School website <http://www.saintdorothy.org> prior to the beginning of the new school year. On those rare occasions when changes need to be made on the calendar, parents will receive ample notification.

All communication from the school will be posted on the website <http://www.saintdorothy.org>.

Any organization wishing to post information on the website must obtain permission from the principal.

An automated Parent Notification Service allows us to contact all our families within minutes. This service keeps families updated quickly and efficiently with personalized messages concerning upcoming events, weather-related closings/delays, and emergencies.

The principal and faculty are eager to discuss any concerns you have regarding your child, The procedure for handling questions or concerns is as follows:

1. Arrange a meeting with child's teacher or teachers by calling the office or emailing/sending a note to the teacher.
2. If further discussion is deemed necessary, contact the principal to set up a conference with her and teacher.

It is vital that we all work together in an atmosphere that is mutually supportive, since our commitment is to do what is best for the students.

### **Emergency Closing**

In the event that the school must close due to an emergency, parents will be notified via the electronic notification system. KYW (1060) will also announce closings, using St. Dorothy School's number 491, and the closing will be posted on the St. Dorothy School website <http://www.saintdorothy.org>.

Children will be dismissed based on the instructions parents provided on the Emergency Closing Forms which are filled out in the beginning of the school year.

With such a closing, **CARES** will not be in session.

### **Emergency Contact Form**

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 be accurate and updated so that the school can contact the parent/guardian in the event of an emergency.

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. The form can be downloaded from the school website [www.saintdorothy.org](http://www.saintdorothy.org) in the Form section.

### **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. Absent a subpoena or court order, school records of the child may be disclosed only upon written consent of the parent/guardian with legal custody.

### **Release of a Child**

A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in St. Dorothy 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.

## CONDUCT

### MORNING PLEDGE

**I know that Jesus is present in each of my classmates and all of my teachers; therefore, all my actions will show my respect for Jesus.**

We base our conduct code on the Golden Rule: "Do unto others as you would have them do unto you". We are a community dedicated to the teachings of Jesus Christ and living His message; therefore, we must work together to insure that everyone with whom we come in contact feels accepted, included, respected, and welcomed. We are called to be "instruments of His peace".

Being faithful to our Catholic tradition, we promote acceptance and practice of the Ten Commandments and the Beatitudes as laws for living. We strive to guide each child in a positive manner, affirming the good that is done in an effort to encourage positive behavior.

It is our prayer that each student will come to accept rules and regulations as a necessary part of our society and understand that these are in place to promote the general well-being of all in the Saint Dorothy school/parish community.

The code of conduct applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school/parish community.

All students at Saint Dorothy are expected to:

- Be aware that their first responsibility is to serve God and others.
- Cooperate with all school personnel by following directives willingly.
- Give proper respect to all school personnel: administration, faculty, staff, and volunteers.
- Accept correction graciously as that which makes one learn and grow.
- Respect schoolmates and the individuality of each student.
- Use class time as effectively as possible, taking pride in their contribution to the learning environment.
- Be responsible for the timely completion of all assignments and projects.
- Take pride in their school, caring for the building, equipment and supplies at their disposal.
- Respect the dignity of human life by avoiding illegal substance use, fighting, foul language, and abuse of any kind.
- Display the characteristics of patriotism and citizenship, while at the same time, honoring the cultural diversity that makes America great.

Classroom discipline is handled by the individual teachers. **Some** consequences for students' failing to follow school policies and procedures include: demerit, after school detention, conduct referral. **Some** infractions include: violation of dress code, failure to complete homework and/or assignments/ projects, lateness, invading the privacy of another's desk, failure to return tests and/or have them signed, excessive talking or misbehavior in class. Students who receive three

demerits for any of these types of misbehaviors will be required to remain for a Friday detention. Demerit slips are to be signed by the parent and returned to school. Parents will be notified of the detention via a note on the third demerit.

Misbehaviors involving disrespect of adult authority figures or other students, and ridiculing or harassing others will warrant an immediate Friday detention upon reception of one demerit. Again, parents will be notified of the detention via a note on the demerit. Demerits will also affect the conduct grade on the report card. Three demerits given for these types of behaviors will result in the issuance of a Conduct Referral.

Conduct Referral forms will be issued for serious and/or repeated infractions of our conduct code, and they must be signed by the parent and returned to the homeroom teacher. The issuance of these forms will result in an automatic drop in the conduct grade on the report card.

**Some** reasons for the issuance of a Conduct Referral are: inappropriate/irreverent behavior in church, fighting, hitting, ridiculing students, abusive/obscene language and/or gestures, cheating or plagiarism, forgery, stealing, misbehavior on bus, failure to observe playground rules, blatant and consistent disrespect of an authority figure, failure to return promptly to class, damaging/defacing any school, church, personal property, or damage to neighborhood property on the way to and from school.

The reception of three Conduct Referral forms will be grounds for a suspension, and the recipient may lose the privilege of participating in a class trip.

## **SUSPENSION**

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

The principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

## **SOME GROUNDS FOR IMMEDIATE SUSPENSION**

1. Verbal or physical abuse toward authority (administration, faculty, lunch room monitors, parent volunteers).
2. Possession and/or use of weapons, drugs, alcohol, inhalants, cigarettes
3. Theft
4. Leaving the school grounds without permission, or leaving the school prior to dismissal
5. Harassment of students (verbal, physical, sexual)
6. Destruction/vandalism of school/student property
7. Violent/threatening/harassing actions
8. Fighting with/ hitting students
9. Infractions of a serious nature, as determined by the school
10. Cell phone/Internet –unacceptable use of cell phones or the internet (including email and text messaging) both on and off school property and outside of school hours.

To be a member of St. Dorothy's Athletic Program is a privilege and represents a long-standing parish tradition. Students are expected to represent the parish in a Christian manner both on and off the playing field, honor the school code of conduct and comply with CYO and St. Dorothy guidelines.

A student who is suspended from his/her school will be suspended from participating in an Athletic Association activity for the day(s) he/she is suspended from school. In the event the suspension runs from Friday to Monday, the student will be suspended from all weekend activities, including, but not limited to, games, practices, tryouts, and All-Star games.

A student who is expelled from his/her school will not be eligible to participate in St. Dorothy's Athletic Association Sports Program for that school year. The student must apply to the St. Dorothy Athletic Association Board prior to the start of the following school year in order to regain his/her playing status. The Board reserves the right to decline this application.

## **DISMISSAL**

### **Grounds for Dismissal**

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

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 of the student will be informed in writing of the dismissal as soon as practicable.

### **PROTOCOL FOR HANDLING STUDENTS WHO EXHIBIT VIOLENT AND/OR THREATENING BEHAVIOR**

Violent and/or threatening behavior (verbal and/or physical) will not be tolerated and the following protocol will be followed:

1. Student will be immediately removed from the site where behavior (verbal and/or physical) occurred.
2. Parents will be notified.
3. Police will be contacted.
4. An investigation by school personnel will take place, and students or adults who were present during incident will be questioned.
5. Disciplinary action, ranging from suspension to expulsion from school, will occur depending

on severity of incident. If student is suspended, counseling to determine if student is a threat to himself/herself or others will be required before student is re- admitted to school.

6. If guns, knives, or any type of weapon was involved in the incident, and/or infliction of physical harm resulted, police will be contacted and the student will be expelled immediately.

**N.B.** Any threatening, harassing, or violent acts by parent(s)/guardian(s) would constitute grounds for immediate dismissal of the child. Any student whose behavior, on or off school premises, brings disrepute to St. Dorothy School will face consequences ranging from the reception of demerits to dismissal.

### **Harassment**

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

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

### **Cell phones/ Electronic Devices/ Handheld Electronic Games**

Handheld electronic games, personal CD players, iPod/MP3 player or iTouch, and any other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted in the school. Kindles, Nooks, Netbooks and iPads are permitted for educational use only. The school however, does not take responsibility for such items in the event they are damaged, lost, or stolen.

While we do not encourage carrying cell phones, we do respect the right of each parent to provide one for emergency use only. This is indeed a privilege and any abuse will not be taken lightly. A child who comes to school with a cell phone must keep it in his/her school bag and in the off mode. Any phone in view and/or in use for calling, text messaging, or gaming during the course of the day, will be confiscated. The parent of the child will be required to come to the school office to retrieve the phone.

**Please note: The school reserves the right to search anything brought on school premises.**

### **Dress Code**

In wearing the uniform of Saint Dorothy School, each child represents to the public the values of the school. Those who wear the uniform proudly make the statement that here at Saint Dorothy, we dress up for learning. Manner of dress can have a strong influence on classroom environment and we believe that our uniform adds to the positive calm.

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of parent and child. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the principal.

A student's appearance, self-respect, and performance tend to complement one another; hence, reasonable care and neatness in regard to dress and appearance are required of all students.

**Girls (K-4)** - plaid jumper, white blouse with Peter Pan collar, green cardigan sweater, ankle socks (green, black, white, navy), green knee-hi socks, tights (green, navy, black), and black or tan **Bucs** or **Merrell** slip-on shoes

**Girls (5-8)** - plaid kilt (knee length), white blouse with button-down collar, green V-neck sweater; ankle socks (green, black, white, navy), green knee-hi socks, tights (green, navy, black), and black or tan **Bucs**.

**Boys (K)** - grey uniform pants, white/green golf shirt with logo, green pullover sweater, black or white ankle socks, and black or tan **Bucs**.

**Boys (1-8)** - grey uniform pants, white shirt, belt, green pullover sweater, tie, black or white ankle socks, and black or tan **Bucs**.

**Gym Uniform** - School sweatsuit consisting of long sweatpants, T-shirt, and sweatshirt with the Saint Dorothy School logo, in cold weather; in hot weather, the pants may be replaced by dark green shorts with the Saint Dorothy School logo. **All students are required to wear plain white or black solid colored ankle socks. NO SPORT SOCKS.** Gym uniforms can be purchased at C&M Sporting Goods which is located in the Manoa Shopping Center.

A summer uniform, consisting of white/green golf shirt and plaid uniform shorts is permitted in warm weather for anyone wishing to wear them. September through October 1 and May 1 through June are considered summer weather times.

**Special Note:**

No colored tee shirts, or tee shirts with printing or pictures, are permitted underneath the boys' or girls' shirt or blouse. A plain white tee shirt is permissible. Violation of this will result in the students' being required to remove the tee shirt and the reception of demerits, which will affect the conduct grade on the report card.

Shirts and blouses must be tucked in at all times. The waistband should rest on the waist. Violation of this will result in the reception of demerits and/or conduct referrals.

**Pierced Earrings: (girls only)** – **one pair** of small post earrings; no dangling or hoop earrings or stud earrings are permitted. Earrings must be placed on the ear lobe, not anywhere else on the ear. Boys may not wear earrings.

**Make-up:** no make-up of any kind is permitted. A student wearing it will be sent to the bathroom to remove it.

**Nail Polish:** No colored nail polish is permitted. Students wearing colored nail polish will be sent to the office where they will be required to remove it. No acrylic nails.



**Jewelry:** No beaded necklaces, bracelets, or chains are permitted for boys or girls.

**Hair:** hair must be well groomed and neat with no extreme styles or color. Boys' hair must be no longer than top of collar. **Any eighth grade student who comes to graduation with extreme hair styles or color will not be permitted to attend graduation ceremonies or the dance.**

### **Dress Code Violation**

Violation of the dress code will result in the student's receiving a violation notice. Upon receipt of 2 notices, the student will receive a Friday detention. Upon receipt of 3 notices, the student will receive a Friday detention plus a Conduct Referral, which will affect the conduct grade on the report card.

## **GOVERNMENT SERVICES**

Act 89 provides us with a Reading Specialist, Speech/Language Therapist, a Counselor, and a Psychologist who administers Educational and Psychological Testing. These services come to us through the Delaware County Intermediate Unit.

Title VI provides us with funds to purchase library books.

Acts 90/195 provide us with instructional materials - workbooks and textbooks. Religion books must be purchased by the school.

## **NON-PUBLIC INSTRUCTIONAL SUPPORT TEAM (NP-IST)**

NP-IST is a team approach to a problem-solving process that allows educators with special training to work together, in a partnership with parents, to help improve the school performance of their children.

The IST team is made up of the school's principal, four faculty members who have gone through the IST training process, consultants from the Delaware County Intermediate Unit who are assigned to give services to our school (IU staff may include a school psychologist, counselor, remedial reading or math teacher and speech therapist) and the teacher and parents of the child being referred. In this way, the team, with different expertise, can address problems and come up with strategies for the teachers and parents to put in place. Monitoring of the child's progress is done on an ongoing basis and strategies are adjusted accordingly.

## **HEALTH**

### **Head Checking**

Please cooperate during our periodic head checks for lice. It is most helpful if parents check their child's head on a regular basis. If lice are detected, please contact the school immediately so that we can check other children and prevent an outbreak.

### **Immunizations**

All students are required to have the following immunizations prior to entering school:

Diphtheria/Tetanus – 4 required, including one after age 4

Polio – 3 required

Measles/Mumps/Rubella – 2 required, the first must be after age 1

Hepatitis B – 3 required, properly spaced

Varicella – 1 after age 1 required if under 13, 2 doses required if over 13 years old or history of chicken pox disease.

Students who attend Catholic schools in the Archdiocese of Philadelphia are required to receive all vaccines that are identified in the immunization policy.

In addition, all students in grades K and 6 are required to have a physical examination.

### **Nurse**

A school nurse is provided two (2) days per week by the Upper Darby School District. If a child has a specific medical problem, it should be brought to the attention of the nurse. The school nurse will screen all students in grades K-8 for height, weight, and vision. In addition, grades K-3 and 6 are screened for hearing and grades 6 and 7 for scoliosis. Any results from these screenings that do not fall within the normal range are reported in writing to parents for a follow-up with a physician. If you receive a report from the nurse regarding a screening, please have your doctor complete it and return it promptly to the nurse via the school office.

### **Accident/Illness at School**

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent 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. Parents must be contacted immediately if there is any question regarding an injury. If the illness or accident appears serious, the school will immediately call 911.

Emergency cards are kept on file for each student and new ones are sent home each year in order to keep the information current.

A doctor's note is necessary for the student to return to school following: streptococcal infections, including scarlet fever, scarletina, chicken pox, measles, mumps, German measles,

and eye infections. An absence of three or more days also requires a doctor's note for readmission to the school.

Whenever possible, doctor and dental appointments should be scheduled at a time when school is not in session. If it is absolutely necessary for a child to leave for an appointment during school, the student must bring in a written note requesting permission to leave school.

Any child who leaves school for an appointment must be accompanied by an adult. No child may leave school alone.

### **Dental Screening**

Students in grades K, 3, and 7 are screened by the Upper Darby School District Dental Hygienist once a year.

### **Medication**

School District policy, in accordance with PA School Law, requires school personnel, including the school nurse, to give medication ONLY when a doctor's note is on file at the school. The note from the physician must indicate the name of the drug, dosage, how it is to be given, time to be given, along with the student's name and written permission from the parent to give the medication at school. **The medication must be in the original container and clearly labeled with the child's name, the name of the drug, and the dosage. This policy includes all medication, even non-prescription items. Medication must be dropped off by a parent or responsible adult.**

## **LEGAL CUSTODY ISSUES**

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

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

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

This school abides by the provisions of the Buckley Amendment in respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child/children. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of

the court order.

If there is a divorce or child custody litigation, the custodial parent is required to file a court-certified copy of the child custody information with the school.

## **LUNCH**

Children eat their lunch in the annex and there are two lunch periods:

K, 1 - 4 -- 11:45 - 12:25

5 - 8 -- 12:15 - 12:55

In the event of inclement weather, the children eat in their classrooms.

A hot lunch program is offered through the Archdiocesan Nutritional Development Program. A listing of lunch offerings for the month is sent home with each child. Milk may be purchased.

Following are lunchroom rules:

- Observe good table manners
- Converse quietly while eating
- Remain in seats while eating and waiting to go to recess
- Leave the table and surrounding area clean
- Place trash in the proper containers
- Leave the cafeteria in an organized manner

No student is permitted to go back into the building at lunchtime because there will be no supervision. If a child forgets to bring his/her lunch to the annex, a lunch volunteer will escort the child back to the school.

If a student forgets to bring his/her lunch to school, it may be dropped off at the school office. Please write the student's name and grade on the lunch.

## **LOST AND FOUND**

All students should have their names on all personal belongings: coats, sweaters, hats, etc. All unclaimed articles of clothing will be placed in a Lost and Found box in the Annex. If items are not claimed, they will be donated to a homeless shelter.

## **SAFETY PRECAUTIONS**

### **Fire Drills**

Fire drills are required by law and are an important safety precaution. It is essential that when the alarm is sounded everyone (including parent volunteers) obeys promptly and clears the building as quickly as possible by the prescribed route. Absolute silence must be observed during the drill. Fire drills are conducted on a frequent basis.

### **Lockdown Drills**

All external doors and classroom doors are locked for protection. Lockdown drills are practiced several times a year. One of those times will be an unannounced drill conducted by the Upper Darby Police Department.

### **Shelter-in-Place**

Students are removed to designated location (annex) where all doors are locked. Shelter-in-Place occurs if there is a release of a chemical substance into the air. Shelter-in-place practice occurs once during the school year.

## **STEWARDSHIP**

### **Development Committee**

The committee, which is comprised of the pastor, principal, faculty member, and former and current parents, focuses on relationship building and fundraising to support St. Dorothy School.

### **Home & School Association**

The Association follows the guidelines of the Archdiocesan Home and School Association via elections and by-laws. They support the school through various fundraisers. They provide professional development for the faculty during the school year by financially supporting workshops, conferences, etc. They give monetary gifts to the faculty on various occasions and provide books to each classroom at Book Fair time. Because of the Home and School's efforts, educational programs, such as Young Author's Day, have been introduced into our school. H&S Executive meetings are held on the first Monday of each month in the Library.

### **Volunteers**

Volunteers are valuable assets of a school program. The assistance of parent volunteers is greatly appreciated and encouraged. A volunteer should enjoy working with children and relate well with people. In respecting the rights of children and their parents, confidentiality is essential on the part of any volunteer. Any disciplinary action involving students will be handled by teachers or the administrator.

## **Volunteer Requirements**

In the Archdiocese of Philadelphia, all volunteers who function in activities in which children are present are required to have on file in the rectory the following information:

- (1) PA State Police Criminal Record Check and PA State Child Abuse History Clearance, both of which, are subject to renewal every 3 years
- (2) Safe Environment Program, **Part 1**: “Protecting God’s Children” (2 ½ hr classroom instruction) with signed copy of ‘Standards of Ministerial Behavior and Boundaries’ from above program,
- (3) Safe Environment Program, **Part 2**: Mandated Reporter Training 2015 (on-line course) with printed certificate of above on-line course (The Archdiocese does not recognize programs from other institutions).

FBI Clearance is required for volunteers who live or who have lived out of state in the last 10 years. All training and paperwork must be complete and on file at the rectory prior to any interactions with children at St Dorothy. Policies are subject to change as laws evolve.

## **TRANSPORTATION**

**Any changes in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes will not be made over the phone.**

### **Busing**

Busing is provided by the Public School District for students who live one or more miles from St. Dorothy School. In compliance with Archdiocesan and State laws, students are to remain seated on the bus, speak in moderate tones, keep their hands and other limbs inside the bus, refrain from throwing objects inside or outside the bus, be respectful of bus property, and act in a courteous and respectful manner to the bus driver. If a child receives two misconduct referrals from the bus driver, he/she will not be permitted to ride the bus for one week. If a child receives three misconduct referrals, he/she will not be permitted to ride the bus for the rest of the school year. If such a situation occurs, it is the responsibility of the parent or guardian to find transportation for the child. No child may remain at school after dismissal.

If a child who does not normally ride the bus is going home with a bus rider, two notes must be given to the school principal: one from the parent of the child who will be going home with a bus rider indicating that the parent gives permission for his/her child to do so, and one from the parent of the student whose house the student will be visiting, stating that permission has been given.

### **Bicycles**

Riding a bicycle to school is strongly discouraged for safety reasons. Any child under the age of 12 who rides a bike to school must wear a helmet. If the child refuses to wear one, and rides the bike to school, a telephone call will be made to the parent who will have to come and get the bike. Children riding their bikes must walk them in and out of the schoolyard. The school assumes responsibility neither for students who are injured while riding a bike nor for the bike's being stolen or damaged.

### **Car Drop-Off and Pick-Up**

Families who drop-off their child/children in the morning are to use the lane which is designated for that purpose. Students in grades K-4 are to exit the vehicle on the driver's side and walk directly into the gym. Students in grades 5-8 are to exit the vehicle on the passenger's side and walk directly to the teacher at the end of the lane. No student may walk unsupervised in front of a vehicle.

Families who wish to walk their child/children into the gym are to park in the area to the left (facing the rectory) of the parking lot lights.

Cars are not permitted in the front of the school building for drop-off or pick-up.

Students who go home by car at dismissal are to exit the school using Car Line, which dismisses via the gym. Students in grades 5-8 will exit the gym when the buses leave the parking lot. Parents of students in grades 1-4 must come into the gym and walk their child/children to the car. Children in those grades must be escorted from the gym by an adult.

Families who pick up their child/children are asked to park in the designated area and to form a line directly behind the car in front. Do not leave spaces between cars.

## **VISITORS**

Parents are always welcome in the school to help with many volunteer projects and activities. Parents, however, are not permitted to visit classrooms during instruction time as this causes a distraction to the students and teacher and interferes with the proper teaching of the students. If parents need to deliver something to their child, they are asked to bring the item to the office where the secretary will make sure it is taken to the child. Anyone volunteering in the classrooms must register in the school office upon arrival and obtain a visitors pass, which is to be returned following the visit.

# ARCHDIOCESE OF PHILADELPHIA

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OFFICE OF CATHOLIC EDUCATION

Director of Technology K-12

## ACCEPTABLE 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 and cyberbullying 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 Acceptable 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 Acceptable Use Policy and may be subject to the disciplinary measure found herein. N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

### GOAL

The school's goal is to prepare its members for 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 and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for internet safety and digital citizenship
- 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.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

## **TECHNOLOGY USE GUIDELINES**

**Educational Purpose/ Appropriate Use:** School technology is to be used to enhance student learning.

Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

**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

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely 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:** 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 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.
- 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.

**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 to 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 and Myspace.

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' of current students by teachers is forbidden on a **teacher's personal social networking site**.

Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

**Policy Violations**

Violation of the above rules will be dealt with 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.

Revised June 2012

**ACCEPTABLE USE POLICY  
FOR TECHNOLOGY**  
*Catholic Schools of the Archdiocese of Philadelphia*

**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 St. Dorothy School.

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 St. Dorothy School and the Archdiocese of Philadelphia, its personnel and any other institutions 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 accessing materials that are outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for St. Dorothy School. I hereby give my permission for my child to use the Internet and will not hold St. Dorothy 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 \_\_\_\_/\_\_\_\_/\_\_\_\_



## 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 an 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

## St. Dorothy School Handbook Signature Page

### Parent/Student Signature Form for the St. Dorothy School Handbook

Student Name \_\_\_\_\_

Grade/Room \_\_\_\_\_

Student Name \_\_\_\_\_

Grade/Room \_\_\_\_\_

Student Name \_\_\_\_\_

Grade/Room \_\_\_\_\_

Student Name \_\_\_\_\_

Grade/Room \_\_\_\_\_

I have reviewed the information in the St. Dorothy School Handbook.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

This form should be returned to the homeroom teacher.

**Note: The school reserves the right to use student pictures and interviews. If you do not want this for your child, please send handwritten notification to the office by the end of**

**September.**