

Waldron Mercy Academy Parent and Student Handbook 2018 to 2019

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The purpose of this Handbook is to set forth guidelines for those who enroll their children at Waldron Mercy Academy, and the children themselves. This is not a contract.

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RIGHT TO AMEND

Waldron Mercy Academy reserves the right to amend school policies and procedures. Parents will be notified of changes in policies and procedures.

MISSION STATEMENT

Waldron Mercy Academy, a Catholic school sponsored by the Sisters of Mercy, is a diverse, faith community rooted in the gospel values of mercy and justice. We are a school where the joy of discovery inspires serious study, social responsibility, and strong faith.

Catholic Identity

Waldron Mercy Academy is a Catholic independent elementary school sponsored by the Sisters of Mercy and is recognized by the Archbishop of Philadelphia as a Roman Catholic school.

The primary purpose for the school's existence is the teaching of the Catholic faith in the spirit of mercy. While a primary goal of the school is academic excellence, the academic and all other programs in the school exist within the framework of the Catholic Church.

Catholic liturgy, sacraments, traditions, and prayers are taught as an integral part of the school's curriculum. The liturgy is celebrated regularly, prayers said daily, and Catholic traditions celebrated according to the liturgical season.

The curriculum for theology is consistent with the teachings of the Roman Catholic Church. All supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.

General Policies and Procedures

Non-Discrimination Policy

WMA admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at WMA and WMA does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Anti-Hazing Policy

Hazing involving students, student groups or any individuals at WMA is strictly prohibited.

Definition

Hazing is defined by the State of Pennsylvania (Act 175) as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

Responsibility for Compliance

All WMA students, faculty, staff and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including on privately owned facilities and/or property. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

Reporting of a Possible Violation

Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed or the basis for the suspicion that hazing has taken place, to the principal.

If the hazing has occurred in connection with a School club, organization or sport, then the incident shall also be reported to the person or coach responsible for the club, organization or sport.

Violations and Sanctions

The principal shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the School organization of which they were a member. Discipline and penalties shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal or expulsion. In the case of WMA organizations, penalties may include withdrawal of permission for the club or organization to continue to operate on campus or other school property or to otherwise operate under the recognition or sanction of WMA. Imposition of discipline by WMA does not preclude any criminal penalty which may be imposed for violation of criminal laws and WMA will fully cooperate, and share information, with law enforcement as part of any investigation.

Accident Procedure

If a pupil is injured in an accident, the school nurse or other designated school employee will administer first aid. First aid is interpreted as being the immediate and temporary care given to a pupil who has been injured or has suddenly taken ill.

The principal should be notified immediately by an on-site teacher when a serious accident occurs, particularly in regard to any head injuries that require a visit to the nurse. Parents or guardians will also be notified and informed by the school nurse if the injured child needs transportation by ambulance or other emergency vehicle.

Universal precautions will be taken when dealing with any accidents involving blood or bodily fluids.

The teacher or staff member present and responsible for the child at the time of the accident will complete a report immediately following the accident. The report will be forwarded to the school nurse. The nurse will contact the parent.

Waldron has basic student accident insurance with Berkeley Life and Health Insurance Company. This policy supplements the family's health insurance and may help to cover some out-of-pocket costs. Please see the director of finance and operations for more information.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, WMA reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from WMA. WMA will cooperate with authorities and may share information resulting from any of its investigations.

Inspection Policy

Parents authorize WMA to inspect and conduct a search of any place or item on WMA campus or at a school-related event including, but not limited to, a student's locker, book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize WMA to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of WMA's rules, community standards, and/or local, state, or federal law.

Inappropriate Behavior/Harassment/Violence

Students are expected to act in a manner in which their behavior will reflect favorably on themselves and WMA. They are expected to show respect and consideration to other students, faculty/staff, and WMA. Students must recognize their responsibility in acting in an appropriate manner. **Inappropriate behavior** includes, but is not limited to, disrespectful behavior of any kind toward or about any faculty/staff, student, volunteer or parent, insubordination, fighting, cheating or plagiarism, stealing, use or possession of drugs or alcohol, smoking, triggering false alarms or bomb scares, possession of any weapons, and intimidation, harassment, or threats.

These categories do not cover every possible situation. WMA will determine when behavior is inappropriate.

Harassment of any type is not tolerated. WMA may investigate any complaints of harassment. WMA determines if such a case is present. Students involved in harassing behavior may face disciplinary actions under the discretion of the principal.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest or online) may face disciplinary action.

Engagement in online blogs such as, but not limited to, Instagram, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding WMA, the faculty, or other students.

Sexual Harassment refers to any unwelcome sexual attention, sexual advances, or 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 under the discretion of the principal.

All threats of violence will be taken seriously. Depending on the nature of a threat, the civil authorities may be contacted. Teachers and staff members should report any student threats promptly to the principal.

A student who makes a threat may be suspended from school and required to receive counseling.

Threatening Behavior by a Student

“Threatening behavior” means any statement, communication, conduct, or gesture, including those in written form, directed toward oneself or any member of the school community that causes a reasonable apprehension of physical harm to a person or property. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker’s statement, communication, conduct, or gesture as a serious expression of intent to physically harm.

Any employee who observes or learns of any threatening behavior by a student must report it immediately to the appropriate director who will alert the principal, research the reported incident, and take appropriate action. In all cases the legal guardian will be contacted and the student will not be left alone.

Any student who presents an immediate danger to herself, himself, students, or school personnel will be removed from the school until a medical professional determines it is safe for the student to return.

Child Custody Issues

It is the responsibility of a biological or adoptive parent or guardian to provide the most up-to-date and current Custodial Agreement or Court Order. These Agreements and Orders are on file at the Front Desk, Mercy After Care (if applicable) and Principal’s Offices. Teachers will be notified about any specific details regarding communication, transportation or other issues, to ensure compliance and the safety of the student.

Child Abuse Reporting

WMA teachers and other personnel are mandatory reporters under Pennsylvania child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Electronic Device Policy

Students are allowed to bring electronic devices to school. This includes any and all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet; as well as any new technology developed with similar capabilities. Electronic devices may be used by students after dismissal lines at 3:20 p.m. Electronic devices may not be used during the school day in the hallways, cafeteria, bathrooms, and gym. Abuse of usage of electronic devices will result in an immediate detention and possible loss of technology privileges.

Waldron Mercy provides students with electronic devices to use to enhance their learning. If it is necessary for a student to bring in their own device for educational reasons, the parent must request permission of the director. The student must register the device with Mrs. Scott after receiving approval from the director in order to be able to access the Internet. Waldron Mercy provides filtered Internet for students. Parents must assume any responsibility for a student bypassing this filtered network if they are on their own electronic device. Waldron Mercy is not liable for the loss, damage, or misuse to any electronic device brought to school or school sponsored activities.

WMA reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. WMA also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a School administrator. Do not assume that any messages or materials on your computer or WMA's systems are private.

Email may not be used to harass or threaten others. WMA reserves the right to randomly check email or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be undeleted.

Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with WMA's *No Harassment/No Bullying policy*.

Every effort is made by WMA to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. WMA is not responsible for the transmission of any virus or for damage suffered from a virus.

Science Lab Safety

Students must adhere to the following procedures when working in the Science Lab:

- Equipment or supplies may not be removed from the classroom by students without the teacher's permission.
- Students may not bring food or beverages into the lab.
- Classroom science activities should never be performed at home without parent/teacher permission.
- Experiments may never be performed by students unless the teacher is present.
- Personal safety equipment (goggles, aprons, gloves) must be worn by the students for the duration of the experiment when designated by the teacher.
- When in the Science Lab, students must direct their attention to the lab activity and behave appropriately.
- Students will be removed from the lab activity for inappropriate/unsafe behavior.
- Students must notify the teacher immediately of any accidents, i.e., glassware breakage, solution spills, eye splashes, or cuts.
- Students must notify the teacher immediately of any unsafe conditions i.e., broken glassware, malfunctioning equipment, frayed electrical wires.

- Students need to read and follow directions exactly as presented. They also should listen to the teacher for additional verbal instructions before beginning the activity.
- If the teacher asks for a student's attention during the activity, he or she is to immediately **stop** the activity and listen for further instructions.
- Students are not to work alone unless specifically directed to do so by the teacher. When reading labels or taking measurements, lab partners should double check readings.
- Students must know the proper name and proper use of all science equipment used in the activity. They are never to use a piece of equipment for anything other than for which it is designed.
- Students must have a signed science safety contract on file before participating in any lab activity.

Contact Lens Policy¹

Contact lenses are commonly worn by students and in many instances, are the only corrective eyewear they possess. However, there are hazards associated with the wearing of contact lenses in the Science Lab.

Should a chemical splash to the eye occur, the chemical could be held under the contact lens and against the surface of the cornea, possibly causing permanent eye damage. The involuntary spasm of the eyelid and the “panicked” nature of the student, if a chemical splash occurs, impair the quick removal of the contact lens which may result in irreversible damage.

OSHA and the American National Standards Institute (ANSI) agree that dusty and/or chemical environments (irritating fumes, etc.) may represent an additional hazard to contact lens wearers.

For years these potential hazards prompted safety specialists to prohibit the wearing of contact lenses in the science lab. Recently the American Chemical Society has reversed its stance on this issue. However, the National Institute of Occupational Health and Safety lists more than 400 chemicals in their Pocket Guide to Chemical Hazards that recommend against contact lens use.

Students wear protective goggles when performing some experiments; however, the science faculty at Waldron Mercy Academy recommends that students not wear contact lenses on lab days.

The Contact Lens Policy will be discussed further with students in the Science Lab and a waiver will be sent home to be signed, if necessary. The waivers are on file in the Science Lab.

¹ Information provided through Flinn Scientific Safety Seminars available at <http://www.flinnsci.com>

Attendance

Absences

Consistent attendance is very important for each student's academic progress in school. Since absence interferes with a student's progress, every child must be present daily unless illness, death in the family, or other emergency prevents attendance. Any pattern of suspicious absence will be reported as truancy. This may warrant investigation and result in disciplinary action.

When it is necessary for a student to be absent from school, please telephone school between 7:45 a.m. and 8:30 a.m. to report the absence, at 610-664-9847, ext. 101. **Children must be present at least 3 1/2 hours in school, or they will be marked absent. An absence disqualifies a student in sports and/or extracurricular activities for that day.**

On the day the student returns to school, a note is required for the homeroom teacher. In cases of frequent or prolonged absences (three or more consecutive days), a doctor's certificate is required. If you know in advance that a child will be absent, please send a note prior to the anticipated absence.

Special Types of Absences/Lateness

- Students preparing for the sacrament of Confirmation will be excused for retreats related to the sacrament.
- Students will be excused from school to attend a family funeral.
- Grade 7 students will receive two (2) excused days in seventh grade along with the three (3) excused days in eighth grade, effective immediately.
- Grade 8 students will be excused for three (3) visits to high schools. No excused high school visiting days will be afforded to students who are not in grade 8.

It is suggested that students make medical appointments/treatments during non-school hours. If this cannot be done, the student must submit a note from the physician stating the date and time of the treatment, upon arrival at school. If a note from the physician does not accompany the student, he or she will be marked late or absent.

Certain medical conditions (ex. concussion) in consultation with the child's physician may warrant excused lateness/absence at the recommendation of the director and discretion of the administration.

Perfect Attendance Certificates

Perfect attendance certificates are given at the Achievement Assembly. Students must be in school every day to be eligible for perfect attendance. For perfect attendance purposes, a student must not have any unexcused absences. An excused absence would come under the category of a Confirmation-related absence, family funeral or high school visit (three per eighth grade student), and the like. All other absences are unexcused. Chronic unexcused lateness (10 plus) will prevent a student from receiving this award. Student must be present at least 3 ½ hours in school, or they will be marked absent.

Arrival

Beginning at 7:30 a.m., breakfast will be available for students in the Cafeteria. The person who has Morning Cafeteria duty will walk the students to the Dixon Gym at 8:00 a.m. Formal supervision in the Dixon Gym begins at 7:30 a.m. Faculty and staff are assigned to these duties. Students will travel to their homerooms **no later than 8:00 a.m.**

Students are permitted in the Perry Memorial Library beginning at 7:45 a.m. and will be supervised by the person on duty in the Library. All students must sign in. Students will be sent to their homerooms at 8:00 a.m.

Teachers will take attendance at 8:15 a.m. A child not in his or her classroom at that time will be marked late and should be sent to the Front Desk to formally sign in.

By Car

Parents must go through Car Line and drop all students off at the car line doors. All students who arrive by car should go directly to the Dixon Gym. For the safety of our students, parents must refrain from using cell phones during arrival on campus and remember to maintain a safe speed of 10 miles per hour.

By Bus

Students transported by bus enter the building through the carline door and go directly to the Dixon Gym.

Walkers

Students enter through the main door and proceed to the Dixon Gym.

Lateness

Student Arrival

Success in school is affected by a child being late. Please make sure your child is in school on time. Teachers will take attendance at 8:15 a.m. A child not in his or her classroom at that time will be marked late and should be sent to the Front Desk to formally sign in.

An excused lateness would be any student arriving on a bus or van or inclement weather under the discretion of the principal or a medical appointment accompanied by a doctor's note.

Chronic unexcused lateness (10 plus) will prevent a student from receiving Perfect Attendance Award at the end-of-year Achievement Assembly.

Dismissal

Dismissal begins with prayer followed by instructions for dismissal lines at 2:50 p.m. (11:50 a.m. on early dismissal days).

By Car

Parents are not permitted to pick up their children in the Dixon Gym or the Front Lobby. Please pull into Car Line in the front driveway and form two lines. Do not leave your car for any reason. Display a car ID card in the front windshield with the names and grades of all the children you are transporting. Follow the directions of the teachers in the car line. Teachers will escort your children to the car. Children who are not picked up by 3:20 p.m. will go to Mercy

After Care and be charged accordingly. **Parents must refrain from using cell phones during dismissal on campus and to maintain a safe speed of 10 miles per hour.**

By Bus

Students will be dismissed from the Dixon Gym as their buses arrive. A teacher will walk them to the buses. If a bus does not arrive at school by 3:40 p.m., parents will be notified.

Walkers

Students who live within a one-mile radius of school are permitted to walk to their destinations after school. Walkers will line up in the Dixon Gym near the Montessori door and stairway, and be dismissed from the Gym doors. A faculty member will lead them off campus, crossing them over Montgomery Avenue and Merion Road. **Students who are walking are required to have permissions on file at school. Students who do not have permissions will be required to call their parents and get permission before they will be allowed to walk. Parents who are not walking children home are not permitted to park their cars on campus and pick students up at the door. They must go to car line.**

Early Dismissal

A note stating the reason and time for the early dismissal from an adult who has legal custody is required when a student must be dismissed early from school. Teachers will send students who leave early to the Front Hall. Early dismissal means leaving WMA before 2:30 p.m. No students will be allowed to wait in the Front Hall between 2:30 p.m. and 3:30 p.m.

Weather-Related and Emergency Closings

Waldron Mercy Academy uses the BlackboardConnect Notification Service, which allows members of administration to send a telephone and/or email message/text message to parents providing emergency information, such as delays, early closings or cancellations due to unforeseen circumstances, or inclement weather. There will also be a notice on WMA's website and voicemail.

Please watch the major television networks (6ABC, CBS3, NBC10, FOX29) and listen to radio stations including KYW Newsradio (1060 AM) for WMA's snow number 362. If it becomes necessary to close WMA during a school day, your child must have a prearranged plan. **All extracurricular activities, sports and Mercy After Care are canceled if school is canceled during the school day.**

Transportation

Public school districts are required to provide transportation for non-public school students under Act 372. Not all districts provide transportation for younger children or early dismissals. Please check with your school district for this information.

No student may ride a school bus if they are not registered with the school district. Children may not take a bus other than their own as most school districts do not allow unauthorized students to ride their buses, even with parental note.

Parents need to inform Fran Gallagher fgallagher@waldronmercy.org (8:00 a.m. to 1:00 p.m.) or Lorraine Cox lcox@waldronmercy.org (1:00 to 2:30 p.m.) in writing, if they are changing the form of transportation their child is taking home from school. Teachers do not

always check their emails during the day as they are instructing students. If the primary mode of transportation changes during the year, parents must also contact Lorraine Cox lcox@waldronmercy.org.

Academics

Homework Policy

Written and study homework assignments are integral to a student's complete education. Teachers should design assignments to reinforce and enrich the lessons taught in the classroom.

Specific homework requirements for each grade/subject are to be communicated to students and parents at the beginning of the school year. Homework assignments are an extension and reinforcement of skills and activities completed during class time, and include independent reading and studying.

The following time frame should be used as a guideline for homework and study assignments:

- Kindergarten—15 minutes nightly
- Grade 1—30 minutes nightly
- Grade 2—45 minutes nightly
- Grade 3—1 hour nightly
- Grade 4—1 ¼ hours nightly
- Grade 5—1 ½ to 2 hours nightly
- Grade 6—1 ½ to 2 hours nightly de 7—2 to 3 hours nightly
- Grade 8—2 to 3 hours nightly

Teachers should work with parents and students who are struggling with homework time to develop strategies or make accommodations to help make homework time positive and productive. Homework will be posted by Monday at 3:30 p.m. for the week. Teachers will update their sites throughout the week to reflect any changes in assignments and class activities.

Report Cards

The year is divided into three trimesters. Report cards are distributed in December, March and June. Parents may log in by using their school-assigned username and password to access grades online for students in grades 5 to 8 through NetClassroom, via WMA's website.

Grading System for Grades 5 to 8

A – 93 to 100

B+ – 89 to 92

B – 85 to 88

C+ – 81 to 84

C – 77 to 80

D+ – 73 to 76

D – 70 to 72

F – 69 and below

Academic Integrity

WMA expects all students to abide by ethical standards. Academic dishonesty, including plagiarism, cheating, or copying work, is strictly prohibited. Students found to have engaged in academic dishonesty will be subject to disciplinary measures.

Reading and Math Remediation

Please note that upon granting written permission for your child to receive remedial support in the areas of math or reading, you are acknowledging the commitment to support your child in these areas of concern during the summer months. Your child will be required to attend a summer program or receive a minimum of 10 tutoring sessions. This obligation is designed to strengthen and support reading and math skills. Information regarding this support with a list of programs and tutors will be sent to the parent in March.

Textbooks

Textbook forms must be on file in the Communication Office for every Waldron Mercy Academy student. Damage or loss of a school textbook, CD or other instructional material is the responsibility of the student. A bill will be issued by the Business Office to the family to compensate for the loss.

Cafeteria

Breakfast

Beginning at 7:30 a.m., breakfast is available for students in the Cafeteria. The costs will be deducted from students' food accounts.

Lunch

Students in Montessori, Early Childhood Class, pre-kindergarten and kindergarten eat lunch in their classrooms. All other grades go to the Cafeteria for lunch. Students may bring their lunches or purchase them at school. If a student wants to bring a hot lunch to school, the parent should heat the food at home and place it in a thermal container. Our kitchen staff and lunchroom monitors cannot heat food items brought from home by students due to safety and liability concerns.

Williamson Hospitality Services is our food service provider. Daily offerings include soup, hot entrée, sandwiches, salad bar, fruit and veggie cups, drinks, and desserts. The weekly menu is posted on the WMA website under the "Quicklinks" tab and "Dining Services/Menu."

Williamson Hospitality uses the MyPaymentsPlus program to manage student food service accounts. This program allows parents to view purchases and make payments online with a credit or debit card. Check payments are also accepted and may be sent in to school, made payable to "Williamson Hospitality." Please note that this is a DEBIT account system, not a CREDIT account. All student accounts must maintain a positive balance in order to make purchases in our cafeteria. To register, go to www.mypaymentsplus.com with the student's 4-digit ID. Questions or concerns may be directed to Shawn Burt, the on-site chef manager, at 610-664-9847, ext. 118 or sburt@williamsonhospitality.com.

Communications

All school communication can be found in *The Weekly*, WMA's weekly e-newsletter for parents, which will be sent to the preferred email on file in the database on Thursdays of each week. The online calendar, found on our website, is also a useful tool for information. If your email changes, please log on to the website and update your profile.

Crisis Plan

The safety of your children is our main priority. In the event of a crisis or emergency, parents play a very special role. If communication is operational, every effort will be made to contact each parent. To that end, parents will be notified by BlackboardConnect phone system, which will call all phone numbers (up to five) provided by you if there is an emergency at WMA which causes the evacuation of the building.

Evacuation of School Building (not the campus)

Students will go directly to the gymnasium at:

Merion Mercy Academy
511 Montgomery Avenue
Merion Station, PA
610-664-6655

Parents would use the Meetinghouse Lane entrance which leads to the gym, rather than the Montgomery Avenue entrance, since that would probably be blocked. Faculty and staff will be with the children at all times. Parents should go directly to this location to pick up their children. We ask that parents follow instructions given on-site for orderly dismissal of their children.

Campus Evacuation

Students will walk to:

Cynwyd Elementary School
101 W. Levering Mill Road
Bala Cynwyd, PA
610-645-1430

This school, a designated safe place for the students, was chosen because it can accommodate our entire student and faculty/staff population.

Discipline

The students at Waldron Mercy Academy are taught in the spirit of Mercy, based on the foundation of openness, trust, hospitality and outreach. Students are expected to practice and promote this spirit on a daily basis. Through self-discipline, a student refrains from behavior which would disrupt or hinder the learning atmosphere of WMA. Discipline is enforced in order to help the student change an unacceptable behavior to an acceptable one. Whenever possible, a restorative approach is used to address student discipline issues. A restorative approach is a philosophy that, when conflict occurs, an attempt is made for students to fully understand what their role was in the conflict and how their actions had an effect others and themselves. Some restorative questions that are asked of students:

- What happened?
- What was your role in it?
- What were you thinking at the time?
- Who has been affected by what you have done? In what way have they been affected?
- What do you think you need to do to make things right?

Possible **disciplinary consequences** for student misbehavior include, but are not limited to:

- Loss of privileges (may result in loss of extracurricular activities)
- Detentions (lunch/recess or after school)
- Community service to WMA
- Suspensions (in-school or out-of-school)
- Expulsion

The Mercy After Care (MAC) program is an extension of the school day and, therefore, expectations for appropriate student behavior extend to time spent in MAC. Students attending MAC are subject to the discipline policy as stated in the WMA Parent and Student Handbook. Communication of an infraction and its consequence will be shared with appropriate faculty by a MAC director via email, phone or conversation. If necessary, the student will be responsible for the consequence of his or her actions the following school day.

Appropriate student behavior also extends to riding the bus to and from school, sporting events and any other school-related activity. The discipline policy extends to these activities.

Expectations

While we allow each teacher and each class to develop a set of expectations for good behavior, the following expectations are a basis for the entire school:

- We expect students to be respectful, considerate and polite to all members of the WMA community, including their fellow students.
- We expect students to be polite in the halls, Cafeteria and classrooms. There should be no running, shouting, and/or rowdy behavior to disturb or distract others.
- We expect students to respect the school building and all school property.
- We expect students to arrive on time for classes.
- We expect students to be prepared for each class with completed homework and all materials required by the teacher.
- We expect students to be in proper uniform.

- We expect students to remain in classrooms or supervised areas unless given permission by a faculty/staff member.
- We expect students to follow all playground and Cafeteria rules and to obey instructions of the adults in charge.
- We expect students to refrain from chewing gum in school.
- We expect students to keep cell phones off upon arrival to school until after dismissal at 3:20 p.m. and to keep phones in backpacks during this time.
- We expect students to follow the Acceptable Use Policy concerning technology and the internet.
- We expect students to follow the following policies (Bullying and Cyberbullying, Electronic Devices, School Telephones, and Inappropriate Behavior/Harassment/Violence) as outlined in the *Handbook* following the School Discipline section.

Disciplinary Procedures

All faculty/staff will enter data in the discipline log for infractions. The discipline log is on an internal drive and is only shared among the faculty for the purpose of documenting infractions, detentions, suspensions, and expulsions. The directors and/or principal review the logs periodically. Teachers contact the parent when an infraction has occurred. After the third infraction, the student will be given a detention by the director who will notify the parent.

The directors will report any detentions served by the student to the principal. The infractions leading to the detention will be discussed and reviewed by the directors and the principal.

- **Level 1:** Three infractions of aforementioned expectations will result in parent notification. Notification gets sent, “signed and returned” via email to the parent.
- **Level 2:** If behavior continues after three infractions and parent notification, then the teacher(s), student, and parents meet with the directors(s), and possibly the school psychologist. Consequences will be instated.
- **Level 3:** Continued disregard of expectations will result in a meeting with the student, parent, principal, and any key faculty/staff member(s). Consequences at this level may result in suspension or expulsion.

The principal may get involved at any or all levels. At any time, based on the severity of the infraction, and at the discretion of the director(s) and/or principal, a student may be immediately placed on level 2 or 3.

Bullying and Cyberbullying Policy

A safe, secure and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. As a Catholic school, Waldron Mercy strives to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.

All forms of bullying and cyberbullying by students are prohibited. Anyone who engages in bullying or cyber-bullying shall be subject to appropriate discipline.

Bullying shall mean an intentional electronic, written, verbal or physical conduct directed at another member of the school community that:

- Occurs in a school setting;
- Results in physical, emotional or mental harm; and
- Substantially interferes with a student's education, or
- Creates a threatening environment, or
- Substantially disrupts the orderly operation of WMA.
- School setting shall mean in school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by WMA.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, taunting, intimidating, threatening or terrorizing another member of the school community by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings, including social networking sites. All forms of cyberbullying are unacceptable and to the extent that such actions are disruptive to the educational process, offenders shall be subject to appropriate discipline.

Complaints of bullying or cyber-bullying shall be investigated promptly. Neither reprisals nor retaliation as a result of the submission of a complaint will be tolerated.

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the discipline code, which may include suspension or expulsion.

This policy also applies to off-campus bullying and cyberbullying directed at another member of the school community, if that behavior substantially interferes with a student's education, or causes a substantial disruption of the orderly operation of WMA, or brings discredit or dishonor to WMA.

Off Campus Behaviors

WMA does not wish to unnecessarily involve itself in a student's off campus behaviors. However, WMA's rules and regulations apply at all times a student is enrolled in WMA. In addition, WMA reserves the right to take action to the extent that off campus behaviors impact the individual's ability to continue at WMA or impact other students' or employees' ability to be comfortable at WMA. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off campus Internet activity, criminal activity, sexual activity, use of drugs, alcohol or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from WMA.

Academic Probation

Students who are not progressing successfully in their studies, those whose grades are 75 and below, may be suspended from sports and other extracurricular activities until consistent, academic improvement is made. The teacher, in whose class the student is showing insufficient academic progress, should meet with the director of Lower/Middle School and student to outline a plan for improvement. The teacher and director will meet with the parent and student to communicate this plan. If no improvement is made over the course of two weeks, a decision may be made to suspend the student's activities by the principal. Parents and appropriate teachers/coaches will be notified.

The suspension of activities and their reinstatement is decided upon by the principal.

Drugs and Alcohol

General

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances) on or near WMA property or at School-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify the School nurse and complete the appropriate form when they report to school.

Consequences

In addition to determining the appropriate disciplinary action pursuant to WMA's Disciplinary Rules, WMA reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in WMA; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by WMA's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

Student Medical Needs and Requests

We understand that there may be circumstances when a parent may request that WMA provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, WMA believes that it is appropriate at this time to outline WMA's policy and general guidelines for addressing such requests.

General Policy

In general, it is WMA's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of WMA and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation

For any type of accommodation (including administration of medication at school), the parent must contact the WMA nurse of the need. The WMA nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting WMA to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request

Once the parent's request and medical documentation has been received by WMA, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether WMA will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for WMA's staff, or other associated matters. In addition, WMA may advise the parent that WMA will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that WMA or nurse believe are beyond the scope of WMA's responsibility, WMA may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests

Please understand that WMA is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, WMA reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations

Depending on the nature of the request, WMA may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, WMA may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Release and Waiver

Depending on the nature of the request and the type of the accommodations, WMA may require the parent to execute a release and waiver in favor of WMA as a condition to providing the accommodations.

Concussions

Concussions are both a medical and educational issue. After sustaining a concussion, and before the student returns to school, the school nurse should receive a letter from the physician. The letter should describe the student's injury and the specific and necessary modifications to the student's school day. Additional physician recommendation and documentation must be provided as the student recovers, to continue, make changes to, or discontinue the academic plans that have been put in place. WMA will make every effort to follow the accommodations as directed by the physician to help the student to recover and gradually return to a full course load. WMA will make adjustments to the student's attendance as suggested by the physician recommendations. The initial focus should be return to school before return to sports, so students must be cleared by the physician and written orders provided to the school nurse before the student can return to gym, sports or activities.

Elevator Use by Student

If a student suffers an injury which makes navigating the stairs difficult, they may use the school elevator until the injury is healed. In order to borrow an elevator key on the first day, the student's parent or guardian must present a doctor's note to the Front Desk. The key is to be returned to the Front Desk at the end of the day, and the student may borrow it again the following day, if necessary. Students should always use the buddy system and never ride the elevator alone. Please note that student accounts will be charged \$10 for any lost keys.

Communicable Diseases

The Montgomery County Department of Health shall be notified when a student or employee is sent home because of a communicable disease. In case of absence due to the

reportable communicable disease, a release card from the Montgomery County Department of Health or a letter from the family physician indicating that the applicable regulations have been fulfilled must be presented when the student or employee returns to WMA.

Medications

Medications will not be given in school without specific written orders from a physician and written consent from the parent with legal custody or guardian with legal custody. Completion of a medication form is required. The school nurse keeps the medications in a locked medicine cabinet. The school nurse administers the medication, not the teacher. Epi pens may be kept with the teachers or on their person in the classroom. Students are permitted to carry their inhalers or Epi pens, if needed, in their backpacks.

Food Safety Policy

Food allergies are a growing health concern in our community. In recent years we have experienced a significant increase in the number of children with life-threatening food allergies, in particular to peanut and tree nuts. In order to provide a safe learning environment, we are encouraging a Food Allergy Aware Program on our campus. The success of this program relies on the daily efforts of everyone who learns, works, plays, and visits our campus. By following a few simple guidelines we can make WMA a safe school for all students.

First a Few Facts about Nut Allergies

Peanut and Tree nut allergies affect 1 in 125 children, nationally. At WMA, nearly 30 children are allergic to peanuts and/or tree nuts. There is no cure for nut allergies. Strict avoidance is the only measure of prevention. Nut allergies are rarely outgrown. Nuts are responsible for the majority of fatal food allergic reactions among the school age population.

What is the Allergic Reaction?

Anaphylaxis is a life-threatening allergic reaction. Symptoms can vary, but may include:

- Itching, hives, flushing of the skin
- Swelling of the lips or tongue
- Tightness or hoarseness of the throat
- Cough, wheeze, shortness of breath
- Abdominal cramps, vomiting, diarrhea
- Drop in blood pressure, loss of consciousness, death

What is the Treatment of Anaphylaxis?

Swift and immediate action including the injection of epinephrine, most often supplied as an EpiPen.

How Parents Can Help Create a Food Allergy Aware Campus?

- Do not send food containing peanuts/nuts to school with your child for snack.
- Do not send candy to school for snack or lunch. Candies most often contain, or may contain, nuts.
- Do not send food or candy to school to share with classmates – this is especially important around Christmas, Valentine’s, birthdays, etc.

Thanks in advance for your cooperation and commitment to the children at WMA. If you have any questions, please contact Candace Flowers, R.N., at cbflowers@waldronmercy.org .

Technology Policies

Responsible Use Policy for Technology

(Waldron Mercy Academy hereby incorporates the Responsible Use Policy for Technology of the Archdiocese of Philadelphia. If an employee believes there is a conflict or ambiguity between the Use of Social Media on previous pages, and the Archdiocesan Policy below, the Use of Social Media Guidelines controls.)

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia - Revised June 2018

Preamble

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 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!

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.

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.
- Attempt to circumvent system security or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees

- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Loading personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

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

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

Personal Use of Social Media: This section of the policy refers to the personal use of social media sites such as, but not limited to: *Facebook, Twitter, Youtube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, Kik, and Yik Yak*. Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

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

Policy Violations

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

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Chromebook Policy

The Chromebook is a school-issued computer, so it belongs to Waldron Mercy Academy. WMA carries accidental damage on the Chromebooks, but any intentional damage will be charged to the student's account. Students must report any damage to the Chromebook to Mr.

Marshall or Mrs. Scott immediately after damage occurs. Loss or theft of a Chromebook must also be reported immediately. Peripherals such as chargers (AC adapters), batteries and carrying cases are not covered under the accidental damage warranty. A replacement or repair fee will be charged to the student's account for damaged or lost chargers, batteries and carrying cases. Parents will be notified of any charges to the student's account. **Students will not be issued a Chromebook until the Handbook Signature Page and the Student Internet Access Contract Page have been signed and returned to the homeroom teacher.**

Grades 6, 7, 8

During the school day students are required to carry their Chromebooks in the protective cases issued by WMA. Students must keep the cases on the backs or bottoms of their chairs while in class. At the end of the day, students may choose to either take their Chromebooks home in the school-issued cases, or put their Chromebooks back into the charging station and their cases in their cubbies. Students who take their Chromebooks home are responsible for bringing the Chromebooks to school fully charged. There are no loaner Chromebooks available for students who forget to bring the Chromebooks to school fully charged. Students may use their Chromebooks during advisory period, but not at lunch recess. At all times, students must be on sites designated by their teachers or on sites related to research in an academic area.

Students may personalize their home screens with appropriate images and text. No inappropriate images or text, such as weapons, inappropriate language, or anything of a sexual nature is permitted. The Chromebooks are equipped with webcams. The webcam may be used for approved, school assignments. Any violation of these guidelines will result in detention.

At school, all networks for this device are appropriately filtered. It is the parents' or guardians' responsibility to ensure that the appropriate filters be used on this technology and hardware at home. WMA reserves the right to review the contents of this hardware at any time.

Google Suite for Education

Students in grades 2 to 8 use the Google Suite for Education tools. These apps allow the students to work on projects individually and collaboratively, store files online, and access their files anywhere there is an Internet connection. Gmail accounts issued to the students will be used for academic use only, not personal, and will be disabled when the students graduate after eighth grade or leave the school for another reason. In compliance with the Children's Online Privacy Protection Act for students under the age of 13, the email addresses given to students will not contain any personally identifiable information. The Gmail accounts are configured so that students are not able to send/receive emails outside the waldronmercy.org or wmatigers.org domains. Any parent who would like to monitor his/her child's account will be given the password and instructions on how to access the child's account. Many of the students will be using Google Suite for Education in high school, so we welcome this opportunity to have the conversation with the students on safe practices now and in the future with these digital tools.

Google requires that students under the age of 13 have parental consent to use the Google Education Suite. If your child is under the age of 13, signing off on the WMA Technology

Policy form indicates your consent to having your child have a Google Suite for Education account. In addition, please read the acceptable use policy for the Google Mail below. You can access more information on Google Apps for Education at <http://www.google.com/a/help/intl/en/edu/index.html>.

Students graduating from eighth grade will have their Google accounts deleted on June 8. They should download any documents they wish to keep before that date. When WMA is notified that a student is withdrawing, the student account will be deleted on the date of withdrawal.

Please contact Barbara Scott, director of technology, bscott@waldronmercy.org with any questions or concerns.

Student Email Acceptable Use Guidelines

Philosophy

Waldron Mercy Academy encourages the use of student email to support teaching and learning.

Acceptable and Unacceptable Uses

Student email may be used for academic purposes only. Email may not be used for personal use, unlawful activities, false identification, cyberbullying, or interference with Waldron Mercy Academy technology operations.

Access Restriction

Waldron Mercy Academy maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the principal and director of technology for further investigation.

Privacy

The general right of privacy will be extended to the extent possible in the electronic environment. Waldron Mercy Academy and all users should treat electronically stored information in individuals' files as confidential and private.

Users of student email are prohibited from accessing files and information other than their own. Waldron Mercy Academy reserves the right to access wmatigers.org Google Mail System when there is reasonable suspicion that unacceptable use has occurred. In the normal course of system administration, system administrator may have to examine activities, files and email to gather sufficient information to diagnose and correct problems with system software or hardware.

Signing off on the *2017-2018 Parent and Student Handbook* and technology policy indicates permission to use Google Suite for Education and acceptance of the guidelines.

Web Tools

Online communication is critical to our students' learning, and tools such as blogs, wikis and other web resources will be used in classes to offer authentic, real-world vehicles for student expression and collaboration. Students in the Middle School will be using Edmodo, Quizlet, and Adobe Spark which require that students under the age of 13 have parental

consent. Signing off on the WMA handbook and technology policies indicates your consent for the use of these tools. Expectations for the use of blogs, wikis and other web tools follow WMA guidelines for Internet safety and digital citizenship.

Web Tool Guidelines

Students using blogs, wikis and other web tools are expected to act safely by keeping ALL personal information - full name, address, birthday - out of their posts.

Students using such tools agree to not share their usernames or passwords with anyone besides their teachers and parents and agree to treat blogs and wikis as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog, wiki or other web tool.

Students participating in Skype and video conferencing sessions are expected to treat the person with whom they are communicating with the same respect and attention that they would give a visiting speaker.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the activity and/or be subject to consequences appropriate to misuse.

Visiting Waldron Mercy

Visitors

Whenever parents, relatives, friends or vendors visit during the school day, they need to register by signing the visitor book which is in the reception area in the Front Hall and state the purposes of their visits. They will then be given visitors' passes to wear prominently while in the school building. When they leave the building, they should sign out and note their departure times. **Parents should not visit their children during the school day except for an emergency, volunteer opportunity or with teacher approval.**

Although staff parking may be available because staff members start at various times, please park in spaces designated for visitors only.

Clearances

Under Pennsylvania law, schools are required to obtain the following clearances from volunteers who will have direct contact with children:

1. Pennsylvania Child Abuse History Clearance
2. Pennsylvania State Police Criminal Record Check
3. Federal Bureau of Investigation Criminal Background Check (however, if they have lived in PA for the last ten years, they can instead sign the Disclosure Statement Application for Volunteers which can currently be found at http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf).

In order to comply with the law, WMA requires parents to provide the above clearances before they may engage in volunteer activities at WMA which will involve direct contact with students.

Parents' Association

The WMA Parents' Association (PA) was founded in the late 1980's replacing the previously existing Fathers' Club. The objectives of the Parents' Association are to:

- Promote collaboration, communication and cooperation among the WMA parents, faculty and administration;
- Actively encourage and coordinate parental aid to WMA faculty and administration in developing spiritual, academic, creative, emotional and physical growth of the WMA students;
- Provide an opportunity for parents, faculty and administration to share ideas, information and talents, and to listen and share in an atmosphere that is open and encourages collaboration;
- Enhance the reputation of WMA in the community;
- Help new families assimilate into the WMA community;
- Sponsor social events to support special needs of WMA as requested by the administration; and
- Assist and promote WMA's athletic and performing arts programs and other sports-related extracurricular activities.

2017 to 2018 Parents Association Officers

Suzanne Gallagher - President
Meghan Millard - Vice President
Satin Lambert - Treasurer
Evelyn Sample-Oates - Secretary

Tuition and Fees for the 2017-2018 Academic Year

\$12,300 - half-day Montessori

\$14,100 - full-day Montessori, ECC, pre-k and kindergarten

\$14,350 - grades one through eight

Tuition Payment Policy

WMA has partnered with **SMART TUITION** to offer a variety of ways to pay tuition and fees with online account access, mobile apps, and a 24/7 customer support center.

Forms of payment accepted

Check, direct debit, MasterCard, VISA, Discover and American Express. Please note that a convenience fee of **2.85%** will be added to all credit card payments.

Payment Plan Options

One-Payment Plan

Full payment is due July 15, 2017.

Two-Payment Plan

Payments are due in two equal installments, July 15, 2017, and December 15, 2017.

Ten-Payment Plan

Payments are due in ten equal installments, July 15, 2017, through April 15, 2018. An annual processing fee of \$200 per family will be applied to your July invoice. This processing fee will be waived for families electing to have payments directly debited from their checking or savings accounts.

Late Payment Policy

We are grateful to those families who remit their tuition payments on time, since this allows the school to meet its payroll and other financial obligations. Families may select the 1st or the 15th as their due date for recurring ACH payments. Check payments are due by the 15th of each month. If payment is not received within a 5 day grace period from the due date, a late fee of 2% plus a follow up fee of \$20 will be added to the family's account. Any requests for special payment arrangements must be submitted in writing and approved by the WMA Business Office. Failure to keep a student billing account current jeopardizes your child's enrollment status.

Questions?

Please contact [Nancy Cahill](#), business manager, if you have any questions.

Uniforms and Appearance

Dressing in the Waldron Mercy uniform is an important part of the school day. Teachers will enforce the uniform policy. If it is necessary for a child to be out of uniform, a note should be sent to the homeroom teacher. Dates for uniform changes are noted on the calendar.

Boys' hair should be trimmed so as not to touch their collars. Girls' hair should be neatly groomed, also. Baseball or other hats, bandanas, and headbands decorated with big flowers, etc. may not be worn. Jewelry should be simple and not distracting. No body piercings are permitted, except pierced ears. Earrings should be no larger than 1 1/2 cm and without hoops.

Cosmetics should be sheer or neutral. Clear, sheer nail polish or a French manicure may be worn. Extreme hair coloring and visible tattoos are not permitted. **Students may only wear Waldron Wear (no flannel pants) in place of their gym uniforms for physical education class.** Sneakers with wheels are prohibited.

Standard Winter Uniform for Girls

All-Day Montessori, Kindergarten, Grades 1 to 3

- navy plaid jumper or flat front khaki pant
- white turtleneck
- navy cardigan sweater with embroidered Mercy Shield logo (must be worn with pant option)
- navy tights or navy leggings (snug to leg, but not flair yoga or sweatpants) with navy or black socks

Grades 4 through 8

- navy plaid kilt or flat front khaki pant
- white turtleneck or (grades 7 and 8 white dress shirt)
- navy crew sweater or vest with embroidered Mercy Shield logo, or, in lieu of or in addition to, for grades 7 and 8, navy blazer with school emblem
- navy tights or navy knee socks worn up to just below the knee or navy leggings (snug to leg, but not flair yoga or sweatpants) with navy or black socks

Warm Weather Uniform for Girls

All-Day Montessori, Kindergarten, Grades 1 to 3

- khaki skort (with front panel) or short
- short-sleeved navy golf shirt with embroidered Mercy Shield logo
- navy socks

Grades 4 through 8

- khaki skort (with front and back panel) or short
- short-sleeved, banded bottom, navy golf shirt with embroidered Mercy Shield logo
- white or black athletic socks (just showing or to the ankle)

Standard Winter Uniform for Boys

All-Day Montessori, Kindergarten, Grades 1 to 3

- long-sleeved navy golf shirt with embroidered Mercy Shield logo
- khaki pants
- navy crew socks
- black belt

Grades 4 through 6

- white dress shirt (with WMA school tie) or white turtleneck
- khaki pants
- navy V-neck sweater or vest with embroidered Mercy Shield logo
- navy crew socks or white or black athletic socks (just showing or to the ankle)
- black belt

Grades 7 and 8

- navy blazer with school emblem
- khaki pants
- white dress shirt (with WMA school tie) or white turtleneck
- navy crew socks or white or black athletic socks (just showing or to the ankle)
- black belt

Warm Weather Uniform for Boys

Kindergarten, Grades 1 to 3

- short-sleeved navy golf shirt with embroidered Mercy Shield logo
- black belt
- khaki pants or khaki walking shorts
- white or black athletic socks (just showing or to the ankle)

Grades 4 to 8

- short-sleeved navy golf shirt with embroidered Mercy Shield logo
- black belt
- khaki pants or khaki walking shorts
- white or black athletic socks (just showing or to the ankle)

Boys' and Girls' Gym Uniform

- navy blue mesh shorts with Mercy Shield logo
- white golf shirt with embroidered Mercy Shield logo
- white crew socks or white or black athletic socks (just showing or to the ankle)
- no light-up sneakers
- navy blue sweat suit with embroidered Mercy Shield logo
- Waldron Wear (except flannel pants) is also acceptable

Shoes



Girls in All-Day Montessori, Kindergarten, Grades 1 to 3

- Standard Shoe is Navy Mary Jane Straps.



Girls in Grades 4 through 8

- Standard Shoe is the Burgundy Brush Loafer.



Boys in All-Day Montessori, Kindergarten, Grades 1 to 8

- Standard Shoe is the Brown Nubuck Merrell Jungle Moc

Optional Warm-Weather Shoes

(These shoes do not need to be purchased. Standard shoes may be worn all year.)



Girls in Grades 4 through 8

- Tan Women's Sperry Boat Shoe



Boys in Grades 4 through 8

- Sahara Men's Sperry Boat Shoe.

Appendices

Textbook Loans



Dear Parent/Guardian:

State legislation authorizes the loan of textbooks, instructional materials, and equipment by the Secretary of Education to Pennsylvania children enrolled in kindergarten through grade 12 in non public and private schools. Our school is now in the process of requesting specific textbooks, materials, and equipment to be loaned to your child(ren).

It is required, however, that a parent/guardian of each child attending the nonpublic or private school individually requests a loan of textbooks, instructional materials and equipment. We are, therefore, attaching below the individual request form. Please sign the form, date it, and return it to WMA immediately.

Thank you for your continued assistance and cooperation.

Very truly yours,

A handwritten signature in cursive script that reads "Ann Marie Praca".

Principal

CERTIFICATE OF INDIVIDUAL REQUEST
FOR LOAN OF TEXTBOOKS, INSTRUCTIONAL MATERIALS AND EQUIPMENT

I hereby request the loan of textbooks, instructional materials and equipment
in accordance with the Pennsylvania School Code of 1949 for my child(ren)
attending Waldron Mercy Academy.

Name of Student(s): _____

Parent/Guardian Signature: _____

Date: _____

This program is available to Pennsylvania residents only.
This form is to remain on file at the school.

Handbook Signature Page

I have read the *Waldron Mercy Academy Parent and Student Handbook 2018 to 2019* and I agree to follow all WMA policies and procedures as stated.

Last Name (Please print.)

Parent Signature

Date

Parent Signature

Date

Student Signature

Homeroom

Student Signature

Homeroom

Student Signature

Homeroom

Student Signature

Homeroom

Please print out and return the signed form to your classroom teacher by **Friday, September 14, 2018.**

Student Internet Access Contract

RESPONSIBLE 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 devices, I must adhere to all rules of courtesy, etiquette, privacy and laws regarding the copying of information and the use of information and data as prescribed by either federal, state, or local laws, the Archdiocese of Philadelphia and Waldron Mercy Academy.

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

Student Name: _____ **Grade:** _____

Student Signature: _____ **Room #:** _____

Date: _____ **Graduation Year:** _____

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

Student Access Contract

I hereby release Waldron Mercy Academy 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 *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 Waldron Mercy Academy.

I hereby give my permission for my child to use the Internet and will not hold Waldron Mercy Academy 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** ____/____/____