

Our Mother of Consolation Parish School
Handbook
Of
School Policies



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MISSION

Our Mother of Consolation Parish School is dedicated to the mission of educating the children of parishioners as well as others who entrust their children to its care. As an institution of Catholic education, its purpose is to assist in the formation of Christian individuals who live and proclaim the message of our Lord Jesus Christ. Through a fully integrated curriculum, a qualified faculty is committed to the teaching of Catholic values that foster the intellectual, moral, and spiritual potential of students. By maintaining a strong identity as a parish school, we create a faith-filled academic community that promotes mutual respect and social responsibility.

BELIEF STATEMENTS

We believe:

- All children can learn.
- Educating the whole child is essential to success.
- Children deserve knowledgeable teachers to pursue their purpose in God's plan.
- Children need the opportunity to reach their individual potential in a safe, loving and spiritual environment.
- School is an environment that fosters life-long learning in students and faculty
- Differentiated learning allows students to learn at their own pace.
- Children are given the opportunity to develop a social conscience through community outreach.
- Students, families and educators are a TEAM... Together Everyone Achieves More.
- Students see the face of God in themselves and in all others.
- Respect for diversity allows us to embrace our differences and celebrate our similarities

- Provide instructional processes that encourage learning through listening, inquiry and problem solving
- Offer experiences through which students will learn to use leisure time creatively and well.
- Provide an atmosphere where exploration and greater self-determination are encouraged by positive adult instruction and guidance.
- Develop a living community of faith providing opportunities for study, sharing and growth in the Gospel message.
- To live our commitment by reaching out to others in need through activities that provide intellectual, cultural, spiritual, and socially-conscious experiences for our students and our faculty.

ADMISSION

Our Mother of Consolation School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, its admission policies, or in any school-administered program.

Admission is based on the following criteria:

- (1) that the Catholic parents desire to raise their child(ren) in the Catholic faith;
- (2) that the parents agree to cooperate and uphold the rules and regulations of the school;
- (3) that parents of non-Catholic children permit their children to study the Catholic faith and participate in all liturgical and religious programs according to the school schedule;
- (4) that the parents agree to support the Home and School Association;
- (5) that children of parishioners will be given first preference if a waiting list is necessary at any grade level.
- (6) that the parents agree to support the school and child's educational efforts.
- (7) that the child's needs are within what the school can provide.

Age Regulation:

Pupils will be admitted to Kindergarten if they are five years of age by September 1, and to Grade One if they are six years of age by September 1. There can be no exceptions to this regulation.

Official documents required:

- (1) Birth Certificate or passport
- (2) Certificate of Baptism if Catholic and if not baptized at Our Mother of Consolation
- (3) Official record of immunizations
- (4) Documented proof of a complete physical examination
- (5) Letter of permission to register from your pastor if Catholic and if not a member of Our Mother of Consolation Parish.

Acceptance

All students are accepted at Our Mother of Consolation School based upon acceptance of our philosophy and procedures and on a **trial basis for the first year for academics and behavior**. During this period at its discretion, the school administration may require withdrawal of a student who exhibits academic and/or behavioral difficulty.

Withdrawal

Whenever a student is withdrawing from school, please...

- (1) Notify the Principal.
- (2) Pay all debts.
- (3) Submit a written request to the tuition administrator for an overpayment refund.
- (4) Return all books and materials that belong to the school.
- (5) Obtain a transfer card at the school office.
- (6) Sign a release form authorizing us to send records to the new school.

ARRIVAL OF CHILDREN

No student is permitted in the school yard or on the school grounds before 7:45 AM. **There is NO school staff supervision for any child prior to 7:45 AM. If you bring your child to school prior to 7:45 AM you must remain with your child until school staff are present.** After 7:45 AM, students of all grades are to remain in the school yard in the areas designated by grade. This is not a time for physical activity, ball-playing, or rough play. At the **8:10 AM bell**, teachers will meet their class lines in the school yard and accompany them to the classrooms. **All lines are expected to enter school in silence.**

In case of inclement weather, all students will enter the building upon their arrival after 7:45 AM and report to the main level corridor. By 8:10 AM students will be sent to their homerooms. **Pre K students are not accepted before 8:10AM. Parents are to bring their children directly to the Pre K classroom.**

ASSEMBLIES

Assemblies are held at various times during the school year for a variety of purposes. Students are expected to act with courtesy and decorum and abide by the following rules:

- (1) Enter quietly and sit in assigned seats.
- (2) Sit quietly while waiting.
- (3) Show appreciation by applauding at appropriate times and in an acceptable manner.
- (4) Avoid voicing negative remarks or sounds.
- (5) Leave in a quiet and orderly manner.

ATTENDANCE

For the safety of students, parents are required to call the school office on the morning of absence before 8:00 AM. Leave a voice message including the child's name, grade, and reason for absence. Upon a child's return to school, **a note from the parent or guardian MUST be presented that contains the name, grade, dates of absence, and reason for absence.** Please be specific as to the nature of the illness.

Tardiness: A detention will result after *three, unexcused latenesses in one trimester* and for each subsequent late arrival in the same trimester. *Five or more unexcused, late arrivals in one trimester can lead to a grade of "1" in Personal and Social Growth on the report card. An "unexcused lateness" is described as arriving after 8:15AM and not having an excuse beyond your control.* In the event of severe inclement weather, students will be admitted to class without penalty until 8:30AM.

If a child has been **absent three consecutive days or more, a physician's certificate must be presented before admission to school.** If an extended absence from school is necessary, the school should be contacted for class work and homework assignments.

If a student is absent for *Take your Child to Work Day* this is considered an **unexcused absence** as per Archdiocesan directives. An "*excused absence*" is only for deaths in the **immediate** family as per Archdiocesan directives. *As per PA law a child absent more than 30 days can be assigned to repeat a grade.*

BUS TRANSPORTATION

School bus transportation to Our Mother of Consolation is provided by the school district of residence with state funding. **The Philadelphia School District provides transportation for grades 1 through 8.** A form will be sent by the school to parents near the end of the school year for a request for busing for the next school year. These requests are forwarded to the transportation directors for review. The transportation departments make decisions on bus eligibility and set schedules and stops. For reasons of safety and insurance purposes, *students are not permitted to ride buses of other school districts.*

Students and parents are reminded that good behavior on the bus is of paramount importance to the safety of all. Students who receive 2 written notices by the bus driver will be suspended from bus use for one week. A third notice results in loss of bus privileges for the remainder of the school year.

CARE OF BOOKS

All books must be covered and have the child's name on the inside cover of the book. Please check books periodically and encourage children to take care of the books loaned to them. **There is to be no drawing or graffiti on books, book covers, notebooks, or folders.** All students must have a book bag by the first full week of school

CHILD CUSTODY

It is extremely important for the protection of students and parents that the terms of legal separation regarding custody of children and visitation privileges are on confidential file in the Principal's office. In the absence of access to these court records, the school must presume that either parent has equal access to the child.

CLASS TRIPS/FIELD TRIPS

Only those trips that are educational are approved by school authorities. A permission slip is sent home in advance for the parents' signature. **This form is to be completed and signed by both parents if possible and returned before a student is permitted to attend a trip. A personal note of parent permission is not acceptable.**

Teachers and the school administration reserve the right to exclude students from class trips for reasons of conduct or incomplete schoolwork. *Students not attending a class trip are required to report to school and are expected to complete assignments provided by the teacher(s). Failure to report to school will result in a marked absence.*

COLLECTION OF MONEY

As a rule, money is not collected by the classroom teacher (with money needed for a class trip as an exception).and parents are not to collect money from other families in the class

Milk and Lunch money are to be placed in separate envelopes with the child's name, grade, date and amount indicated, and sent to the classroom via the Home Envelope. They are collected on a monthly basis. Tuition and registration monies are not collected by the classroom teacher.

We discourage children from bringing amounts of money to school. The children are not permitted to leave money in their desks when they are out of the room. The school cannot assume responsibility for missing cash.

INTERNET ACCEPTABLE USE POLICY

With right of access to the school's computers comes the responsibility to use the computers appropriately.

All school computers are equipped with software that blocks objectionable web sites; however, the possibility remains that some inappropriate material could come up in spite of this precaution.

All students and parents are required to sign the “Acceptable Use Policy” before students are permitted access to the Internet.

DISCIPLINE

The system of discipline at Our Mother of Consolation School exists to maintain an orderly learning environment that is conducive to learning. The child's self-discipline is our goal. Parents are to support the staff in creating a climate of *mutual respect, courtesy, good manners and personal responsibility*. Parents are expected to instruct students to conduct themselves according to the school **Code of Courtesy**, and to work to achieve the following:

- (1) Abide by all school regulations and policies
- (2) Be appreciative of the sacrifices made on their behalf by using their God-given talents to the best of their ability
- (3) Respect all faculty, staff, and other adults who work at the school
- (4) Be considerate and respectful of other students
- (5) Be attentive and prepared for class

- (6) Adhere to the school's dress code
- (7) Respect school property
- (8) Be on time for school
- (9) Complete daily class and home assignments
- (10) Be truthful and appropriate in speech
- (11) Avoid any contact with or use of drugs or alcohol
- (12) Be considerate of the school bus driver and other students on the bus
- (13) Refrain from littering and from damaging school
- (14) The School reserves the right to review anything brought on school property.

*All families are required to sign and return an agreement with the School's Anti-bullying policy provided under separate cover at the start of each school year.

Detention

Detention is punishment for the student's failure to observe school rules or policies. Teachers may detain any student who disregards class or school rules. General detention will be held from 3:00 PM to 4:00 PM. At least one day's notice will be given to parents before a detention is held. Typically, a detention slip will be given to the child stating the reason for detention, name of teacher assigning the detention, and the date and length of time for the detention. **This slip should be signed and returned to the issuing teacher. Failure to return the detention slip will result in the child calling the parent and remaining for the detention on the day scheduled without further written communication.**

Detention is a school-imposed punishment and does not require parental permission, and is **not held at the student's convenience**. *A parent is expected to pick up the child at 4:00 PM or specify in writing how the student is to get home at that time.*

Suspension

When deemed necessary for the morale and good order of the school, the Principal may suspend pupils from class. Suspension is a major step toward possible expulsion. This means that the student may not be in school. **There are no in-school suspensions**. The student is required to complete all school and homework assignments which can be obtained through the school office.

In order for a suspended child to be reinstated, parents must report for a school conference, the date and time of which will be determined by the school Principal. Students may not resume classes until this conference has been held.

Note – Teachers determine acceptable classroom behavior in line with the School Code of Courtesy and Anti-Bullying Policy. Any behavior that limits or repeatedly interrupts the teacher's ability to conduct lessons is unacceptable. Teachers hold the right to determine and establish what is acceptable. Students are informed of all classroom policies and procedures within the first 3 days of school. Students are reminded of such throughout the school year

Expulsion

A minimum of two suspensions during the academic year can lead to student expulsion. In certain incidents, the seriousness of the offense can warrant immediate expulsion. The pastor alone has the authority to expel a student from school.

Major disciplinary infractions include, but are not limited to, the following:

- immorality
- gross defiance
- truancy
- unauthorized leaving of school grounds or school sponsored events
- theft
- vandalism
- cheating
- forgery
- conduct failures
- possession and/or use of weapons
- possession and/or use of illegal substances
- verbal, physical, or sexual harassment
- verbal, written or physical threats or fighting
- profanity or disrespect in word or action directed to school employees or other adults

In some of the above circumstances, the seriousness of the offense may incur immediate expulsion.

DISMISSAL OF CHILDREN

Students in Kindergarten through grade two are dismissed at 2:50 PM. Students in Grades Three through Eight are dismissed at 3:00 PM.

Lines are called over the P.A. system. Students participating in after-school activities will be called after other dismissal lines have been called. These students may not be in the hallway until students for after-school activities are called.

Dismissal is to occur in silence. Students must form straight, orderly lines during dismissal and **follow the directions of the teacher responsible for their particular dismissal line.**

Students picked up by car **can not be picked up on Chestnut Hill or Norwood Avenues.** This is for the safety of the child(ren). If for some *special* reason you need to pick up your child in the front of school, you **MUST** come into school and personally escort your child to your car.

It is expected that parents arrive on time to pick-up their students. Teachers have duties and responsibilities after school and are not available to sit with children.

EARLY DEPARTURE

A child may leave early upon the *written* request of the parent or guardian, and with the principal's permission.

Students will be permitted to leave school early only with a written note signed by the parent submitted to the school office.

A parent or legal guardian must be the one to pick up the child unless otherwise stated in the note. If someone other than a parent or legal guardian is designated to pick up the child, *identification may be requested.*

In picking up your child from school, please report to the main office. The school administrator will contact the classroom teacher and your child will come to the main office.

If there is an emergency at home which requires your child to leave school, please contact the school administrator prior to arriving. If there is an early dismissal from school due to snow or any other emergency situation, the *School Reach* phone system will be initiated and you will be notified.

EMERGENCY INFORMATION

It is essential that an emergency information card be kept current in the school office for each child. Parents should complete the card and return it to school at the beginning of each school year. *If **changes** are made to that information during the course of the school year, parents should inform the school office in writing of such changes.*

SUPPORT SERVICES

Support Services supply an Educational Psychologist, a Reading Specialist, a Guidance Counselor and a Speech Specialist to our school on a limited basis. Therefore, these services are focused on grades K through 3. We have no IEP or Wrap-around services.

EMERGENCY SITUATION DRILLS

Fire Drills are generally held monthly in accordance with state law. Students must not run or talk for the duration of the drill.

Shelter-in-Place drills are practiced in case there is ever a need for students to be sheltered at school. See Appendix A for details

School Closings

If school is closed due to weather conditions KYW radio will announce “*All public and parochial/Archdiocesan schools are closed.*” If there is no such announcement, school is open unless a *SchoolReach* alert is received at home from OMC.

LATE PICK-UP OF CHILDREN

Children being picked up by **car** will remain in the school yard with a teacher, weather permitting, until 3:15 PM. In the case of inclement weather, the children will be brought into the building and can be picked up by contacting the main office.

We ask that all children be picked up promptly at 3:00 PM.

If a situation arises where a parent or legal guardian cannot arrive by 3:15 PM, the parent is to call the main office to advise us of the situation. After 3:15 PM the children will be brought into a school classroom with a teacher to wait. **After ONE such incident in a trimester, parents will be charged \$10.00 per incident per half hour. *Children not picked up will not be admitted to the CARES program***

DRESS CODE

All students are expected to arrive at school every day wearing the School Uniform.

Warm Weather Uniform (can be worn from the opening of school to October 14th and then from April 17th to the end of the school year)

Boys (K-8):

Navy blue uniform shorts or dress pants worn with white uniform golf shirt (with school name) **tucked in** and a belt. One of the three uniform shoe options worn with navy, black or white socks extending above the ankle.

OR

Regular School Uniform (* see below)

Girls (K-8):

Girls also have the option of wearing the navy blue uniform shorts or uniform skirt (grades 5-8 only) and the golf shirt (with school name) **tucked in**. White or navy socks may be worn which cover the ankle – **no anklets**.

OR

Regular School Uniform (* see below)

Regular School Uniform (worn from October 17th to April 14th)

Boys (K- 8)

Navy dress pants worn with a belt (not below the waist) and white, dress shirt (long or short sleeve tucked in) with striped school tie. One of the three uniform shoe options worn with navy, black or white socks extending above the ankle. **No athletic shoe or boot or boot-like shoe of any kind may be worn. Note: The golf shirt may be worn year-round in grades K through 2.**

A white turtleneck may be worn tucked in **accompanied by a uniform sweater**. Uniform sweaters include:

Navy blue sleeveless sweater with school name
Navy blue long sleeve V-neck with school name
Navy blue long sleeve button-down with school name

Girls (K-4):

Blue plaid jumper with OMC patch and white, short or long-sleeve blouse (Peter Pan rounded collar). One of the three uniform shoe options are worn with navy blue knee-highs or navy or white tights. * **See note below regarding jumper.**

A white or navy turtleneck may be worn with the uniform sweater as stated previously. A sweater may also be worn with the blouse and jumper. **Note:** The sleeveless sweater is not an option for girls.

Girls (5-8)

The same as above except that in place of the jumper a navy blue plaid skirt is worn with **an oxford collared shirt. Shirts must be tucked in.** *Note: Skirts and jumpers may not be worn more than 2 inches above the knee.*

The following are not permissible girls or boys:

1. **Makeup of any kind may not be worn or BROUGHT TO SCHOOL This includes but is not limited to lip gloss, lipstick, nail polish, face and hand creams, eyeliner, and eye shadow.**
2. **Excessive jewelry – only POST earrings for girls. Boys are not permitted earrings, mohawks or hair beyond shoulder length.**
3. **Extravagant hair styles or excessive hair length.**
4. **Athletic shoes or socks with the warm weather or regular school uniform. (Can be worn on Tag Days.)**
5. **Boots or boot-like shoes. high heels, platform shoes, slip-ons, flip-flops or shoes with wheels.**
6. **Shirts hanging out of skirts or pants**

Decisions regarding excesses and extravagances remain at the discretion of the school administration. Students in violation of the school uniform policies will receive a Uniform Violation notice. A detention is assigned if a student accumulates three Uniform Violations and for each subsequent violation thereafter. Five uniform Violations within a trimester can result in a grade of “1” in the area of Personal and Social growth on the student’s report card. For extenuating circumstances that prevent the student from being in the proper uniform, parents should send a note to the homeroom teacher. **We ask that all parents and students cooperate with the school dress code fully as it helps to maintain a more formal and focused learning environment.**

HEALTH INFORMATION

If new information becomes available concerning your child’s health, parents are to put that information in writing to the Principal who will communicate it to the school nurse. Your child’s teacher will be advised of any condition the knowledge of which would be necessary to maintain the safety of your child while in school. **Children who remain home due to fever or vomiting are to remain at home for at least a 24 hour period after these symptoms have disappeared.**

School Nurse

The Philadelphia School District provides a school nurse one day a week. The nurse is also on call in emergency situations. The nurse will conduct vision, hearing, and scoliosis testing in grades designated by the district health department. The nurse will also keep records of student height, weight and general growth progress.

Medical Appointments

Parents are asked to make appointments for children outside of school hours whenever possible. The principal must approve appointments scheduled during the school day.

Medication Policy

It is recommended that prescription and other medications be given to the student before or after school. In those instances when it is absolutely necessary that medications be administered by school personnel, permission must be obtained from the student's physician and submitted to the school to be maintained on file.* **ANY medication for a child must be brought to school by the child's parent along with written directions for administration. Medication and instructions must be handed to the school administrator by the parent-NOT THE CHILD.** Medication must be in the original, labeled pharmacy container

** All proper forms must be completed and returned to the school office before any medication will be administered in school. The forms are available from the school office.*

HOMEWORK

Homework, both written and studied, shall aim at deepening, strengthening and broadening the knowledge already acquired and is not given in the place of instruction. *It is expected that parents/guardians supervise student homework in **all grades**. Television should be turned off or at the very least be limited during the school week and the emphasis placed on school and home work.* The approximate amount of time to be spent on written and studied homework is as follows:

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

LIBRARY

A library period is scheduled for grades K-3 per week. ELA teachers for grades 4-8 will utilize the library in conjunction with their curriculum. Students are encouraged to become members of their local public library. Students with overdue books from the school library will be billed five cents per day that the book is overdue. If a student has been absent, no charge will incur if the book is returned on the day the child returns to school. Lost or damaged books will result in the parents being billed for the current cost of the book

LUNCH

OMC is a NUT-FREE school. All lunches, snacks, birthday treats, etc. MUST be NUT-FREE. No exceptions.

Parents are requested to provide paper napkins and other necessary utensils for their child. **Glass containers of any kind are NOT permitted in school.** Soda is discouraged. Students are encouraged to bring a nutritious lunch to school. **Lunch deliveries are strongly discouraged.** Children are expected to demonstrate polite table manners.

LUNCH RECESS

Students are permitted outside play activities during their scheduled lunch recess. Appropriate conduct is expected of all students during lunch recess, as enforced by school staff and parent volunteers on yard duty.

No child is to leave the school grounds without the expressed permission of the principal.

A child is not allowed in the school building during the lunch recess without permission from a faculty member.

Procedures for the end of Lunch Recess

Grades K-4: First bell – stop all activity
Second bell – walk to the line
Third bell – become silent

Grades 5-8: First bell – Stop activity and walk to the line

Second bell - Become silent

No candy, food, or drink is permitted in the school yard at any time.

MAKE-UP WORK

Students in grades 4-8 should consult their teacher(s) for assignments missed during the period of absence. Students in upper grades should find a reliable “**homework buddy**” who will get assignments for that student. The student is responsible to:

- (1) Make up any work s(he) missed during the time of absence by the following Monday.
- (2) See that projects are submitted on the day assigned. Students should expect a lower grade for projects submitted after the due date.
- (3) Take all tests that are missed on the day/time assigned by the teacher.
- (4) See that all homework is completed on the day it is required for class. Late homework assignments must be completed; however, a lower grade may result.

If a student does not adhere to the above, the student should expect that his or her grades will be averaged according to the number of tests/assignments administered to the entire class.

The student and guardian, not the teacher, are responsible for seeing that all make-up assignments are completed.

Taking children out of school for vacations and extended holidays is strongly discouraged. Teachers are not required to supply assignments in advance for anticipated absences.

Home Communication

Weekly communication will be posted on the school website under the ***Knightly News*** link. Parents and students are encouraged to review this online communication for information regarding school events and important dates to note. Forms and other types of correspondences may also be posted here for download.

MESSENGERS

Students are never sent off the school grounds for messages or errands without the permission of the parent or guardian and the principal.

NOTEBOOKS

Work placed in notebooks should be purposeful. Doodling and graffiti on or inside notebooks is not permitted.

PHYSICAL EDUCATION

State law requires children to participate in a physical education program. Children are excused on the following conditions:

- (1) Physician's excuse
- (2) Parent's note with approval by the Principal

Physical Education (Gym) Uniform

Our Mother of Consolation School logo sweat shirt.

Navy blue sweat pants with school logo/Navy blue shorts with school logo

Our Mother of Consolation School logo t-shirt or school Spirit T-Shirt

Tied sneakers and athletic socks extending above the ankle

Substitutions for the Gym Uniform are not permitted for any reason. If, for any reason, the Gym Uniform is not available for Gym Day, **the student is expected to be in the school uniform and may bring sneakers and athletic socks for the Gym period.**

Note: CYO Sports shirts are not permitted.

REPORT CARDS

The Report Card (Grades 1-8) used is approved by the Archdiocese of Philadelphia Office of Catholic Education. It is distributed on a trimester basis and is to be signed and returned to the homeroom teacher promptly after review by the parent or guardian. *Tuition payments must be up-to-date for a child to receive his or her report card.* Teachers hold the authority to determine report card grades. Report card grades once issued will not be changed as a rule.

Parent Conferences

Parent conferences are scheduled for parents or legal guardians once, mid-year. Parents or teachers may request a conference at any time during the school year.

Interim Progress Reports

Interim Progress Reports are issued *as needed* at the mid-point of each trimester. These indicate the possibility of failure for the trimester.

Academic Honors (begin at 4th grade)

1st Honors – 90 or above in all subjects with 3 or 4 in all other areas. 2nd Honors – 85 or above with 3 or 4 in all other areas.

RESTRICTED AREAS FOR STUDENTS

Students are not permitted near the teacher's desk when s(he) is out of the room. The Faculty Room is for the exclusive use of the teachers and school staff. Students are not permitted in the Faculty Room or Faculty lavatories.

Students are not permitted beyond the reception area in the Main Office.

RESTRICTED ITEMS

Restricted items include, but are not limited to, the following:

- **No gum, food, candy, or drink are permitted in the school yard. No gum is permitted in the school.**
- **No candy is permitted in the school building unless distributed by the teacher.**
- **No knives or weapons of any kind are permitted.**
- **No cell phones (unless registered) or other electronic device are permitted in school.**

RETENTION

Students completing a grade's work to the extent of their ability are generally to be promoted to the next grade. Parents will be kept informed about the inability of a child to progress. The decision to retain or promote a student is made by the Principal in consultation with the teacher(s), support personnel, and parents.

SEXUAL/VERBAL HARASSMENT/ABUSE

Sexual harassment, bullying (including via the Internet), name calling and/or "slam books" are not tolerated. All employees, students and parents of this school are responsible for ensuring that it remains free of these kinds of harassment. The school is mandated to report suspected home abuse to *Childline and/or the Philadelphia Department of Human Services*.

The principal will respond to questions about this policy, investigate complaints, and take appropriate action including possible dismissal where it is determined that a violation of this policy has occurred. See **Appendix C**

STATIONERY

Teachers will provide a list of student’s stationery needs for the coming school year. Some stationery items are available for purchase at school.

SPORTS

Sports activities are provided through the CYO Program. Academics, however, remain the school’s priority. In order to participate in sports activities, students must maintain passing grades including a grade of at least “2” in Special classes. Averages less than 80 place an athlete on probation and teacher advice should be sought in regards to sports participation.

TAG DAYS

Periodically throughout the year, students are permitted to come to school out-of-uniform if they have contributed a specified amount (usually one dollar) to a fundraiser. These days are commonly referred to as “tag days”. Tag Days will typically follow a particular theme, and **students are expected to wear appropriate casual clothes that follow the theme of the day**. Parents are notified about Tag Days.

The teachers and principal reserve the right to prohibit a student from participating in a Tag Day if a student has not followed the theme of a previous Tag Day or has been in violation of the school uniform.

TEACHERS' AUTHORITY

A teacher's authority is not confined to the classroom. All teachers and school personnel have the authority to supervise any student not conforming to school regulations anywhere in the school building or on the school grounds.

TELEPHONE CALLS

Students may make telephone calls only in an *emergency* and from the telephone in the Main Office. Calling home for permission to visit a friend or bring a friend home, to have a parent sign a test paper or bring forgotten homework or books are NOT examples of emergencies.

Students are not permitted to have cell phones on the school grounds until the 3rd grade level. In general, the possession of cell phones is discouraged. If, for some reason, you find it *absolutely* necessary for your child to carry a cell phone, ***a cell phone Registration Form must be completed and returned to the school office.*** The phone MUST be kept turned off and in your child's school bag AT ALL TIMES. Phones found in the possession of a student and not in the school bag will be taken and stored in the school office. Parents will need to come to school to retrieve the phones.

PreK, Kindergarten and First Grade are not permitted cell phones for any reason.

TESTING

Instruction and subsequent assessments are guided by the curriculum and Common Core Standards as presented on the Archdiocesan website.

Classroom Testing

Periodic testing in each subject area is determined by the classroom teacher. Students are generally given several days notice to prepare.

End-of-Year Tests

Archdiocesan End-of-Year tests are administered in June in major subject areas for grades one through eight.

Standardized Tests

The Terra Nova standardized test is administered in the spring of each year. Tests results are made available to parents once scores have been received from the test agency.

TUITION AND FEES

Each year in early spring a registration process is conducted for the next school year. A tuition policy registration form is completed and signed. **A non-refundable fee of \$200.00 per family is collected at the time of registration. *For re-registration to be considered complete, all financial responsibilities from a previous school year must be fulfilled.***

As part of the registration process, Catholic families will need to make an appointment with your pastor to discuss the subsidy (if any) that your home parish will pay to educate your child(ren) at OMC. School. This applies to all families of OMC Parish as well. **Your Pastor must sign your registration form in order for it to be processed.**

Tuition payments will be processed through *SMART Tuition Management Services*. Families will have the option of paying their tuition in full to Our Mother of Consolation on **July 1st**. Otherwise, **all families** will participate in the *SMART* program using one of *SMART's* payment plan options. Tuition payments to *SMART* are made on a ten-month plan beginning June and ending in March.

All tuition payments must be up-to-date before a family may re register for the school. Re registration for school families traditionally takes place during February of each year.

VISITORS

For the safety of the children, all visitors including parents must *always* enter the building at the *front entrance* and are required to sign in at the Main Office before visiting other parts of the building. Visitors must have current clearances to stay in the building

Parents are not permitted to come to a classroom while class is in session, unless arrangements have been made in advance with the teachers and Principal.

Meeting with a teacher before or during school hours is not permitted unless this arrangement has been made in advance with the teacher.

VOLUNTEERISM AND GIFT CARD PROGRAM

Volunteering is a way of life at our school. **Each family is expected to participate in at least one volunteer activity during the school year.** Our school cannot function without this support. The particulars of the School Volunteer Program are provided under separate cover at the start of each school year. The program describes procedures for obtaining the clearances required for one to have contact with students.

Parents are also expected to participate in our GIFT CARD PROGRAM. *Through this program our school receives funds and parents receive credits towards their tuition payments.* **This program is at no cost to parents.** Information about this program will be sent through the family envelope and is available in the school office.

WRITTEN WORK

Parents are asked to support teachers in expecting and stressing to the children that all written work be neat, legible, and complete. Please stress spelling, penmanship, and correct sentence structure in all

APPENDIX A **CRISIS MANAGEMENT**

Fire

The student body practices Fire Escape Drills on a monthly basis under the supervision of teachers and staff and in cooperation with the Philadelphia Fire Department. The Fire department will observe at least two drills and make any necessary recommendations.

In School Violence

In the event that a student or students become violent or aggressive beyond the control of school personnel the Elwyn Crisis Team will be called to respond. This team, upon arrival, assumes control of the situation. Parents will be called to come to school immediately to remove the student from school. Under the direction of the Elwyn Crisis team parents are informed of the procedures necessary for the student's possible resumption of school activity.

It should be noted that Our Mother of Consolation Parish School maintains a Code of Courtesy Program designed to teach the students in each grade appropriate behavior. To this date, the Elwyn Crisis Team has not been called to our school.

Internal Lockdown

This would occur if a person gained access to our school who posed a threat or a student presented danger. Our school is equipped with a security camera and doors which can only be opened from within. Students are not permitted to open an outside door unless in the presence of a teacher who grants permission. Should an internal threat exist, teachers are informed via a code over the intercom, students proceed to their classroom if not already there and all classroom doors are immediately locked. Police are notified. Doors remain locked until an all-clear is given by the authorities.

External Lockdown

This would occur if a person, persons or substance (i.e. gas or hazardous substance) outside the building posed a threat to the school community. All outside doors are secured. In this situation, the teachers are informed via another code over the intercom and all students are secured in classrooms while all school and classroom doors are locked. Internal Lockdown procedures are included. Authorities are notified.

Shelter-in Place

Each classroom is equipped with an emergency kit in the event students are sequestered for a time beyond the normal school day. This could be due to Internal or External School Lockdown, chemical or biological release, regional explosion or severe weather. The kit includes a medical kit, radios, blanket, flashlight and some nonperishable food. A clean, sealed water supply is kept in the school for distribution. Lockdown procedures are initiated which will include moving all students on the bottom floor to more secure locations in the first and second floors.

Please note as per the Philadelphia Fire Department Hazardous Material Unit – *“Parents must never attempt to come to school. If they do, they will only become part of the problem, exposing them to a potentially dangerous atmosphere. Nor should parents telephone the schools. This would only tie up much needed telephone lines and distract the faculty from providing the students with their assistance at these very critical times.”*

Once the all-clear has been announced by the authorities, normal school procedures will resume. Parents will be notified via the School Reach system.

Evacuation

In the event that a danger within the building exists and students can safely evacuate, the students and staff in grades K,1 and 2 will proceed to Norwood Fontbonne Academy on Norwood Avenue. Students and staff in all other grades will proceed to Chestnut Hill Presbyterian Church on Germantown Avenue just beyond the hospital. Again parents will be notified of events via the *SchoolReach* alert system once authorities give clearance.

APPENDIX B

FOOD ALLERGIES AND SPECIAL MEDICAL CONDITIONS

Parents are responsible to notify the school in writing of the nature and extent of a child's allergy or special condition. A physician's letter indicating any accommodations is required. The school nurse will maintain a file of all notes and keep teachers informed of any changes or updates in accommodations. The school will make all reasonable accommodations that are medically necessary on an individual basis. Teachers are provided a list of all students with allergies or special conditions when school opens. Teachers and staff are provided with regular updates on health related issues by medical personnel. *Parents of allergic children are expected to instruct their child about what he or she may not eat and to instruct their child not to accept food from other children.* When the school provides food for students (e.g. Hot Lunch Program, special events) parents are informed in advance. In the case of an allergic reaction or symptoms, the school will immediately call the parent and physician, and if necessary, will administer Epi-Pen or other medication. If necessary, the child will be transported to the hospital for further evaluation or treatment. *School policies and procedures regarding food allergies are posted on the school website for further review.*

APPENDIX C

Our Mother of Consolation Parish School Anti-Bullying Policy

As an institution of Catholic education, Our Mother of Consolation Parish School teaches Catholic values and contributes to the formation of educated Christian persons who live and proclaim the message of our Lord Jesus Christ. Catholic Schools have been established to provide an environment of faith, which brings all of life together within the grace and love of God, With that in mind, a school Anti-bullying policy has been established to promote a school environment that is safe for all and conducive to learning. Our Mother of Consolation Parish School views bullying as un-Christian behavior and it will not be tolerated. Behaviors as noted below are unacceptable and subject to disciplinary action.

Our Mother of Consolation Parish School defines “**bullying**” as deliberate and sustained/repeated acts that may encompass any of the following:

1. Intended to isolate, hurt, or humiliate another individual or to increase social standing at someone else’s expense.
2. Hurtful to another individual in any of the following ways:
 - i) Physically - pushing, hitting, kicking, spitting, or any other use of violence, using hurtful gestures, taking items forcibly, purposely damaging another person’s property, writing hurtful comments about a student, forcing someone to do something or in any way intimidating another.
 - ii) Verbally - teasing, name calling, using sarcasm, threatening, excluding, initiating or spreading mean comments, rumors or gossip, or in any way intimidating another.
 - iii) Through use of technology, (i.e. cyber-bullying) – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, Facebook, text messaging, or website. This includes using any technology to create or send unkind or unflattering comments or pictures of anyone.

As with any educational endeavor, success is only realized if all those involved in the process – school, student and parents - are working collaboratively. A triangle of mutual support must exist. If any party does not hold up their side, obviously the triangle collapses and the effort of the others is wasted. In that regard, the OMC community maintains the following expectations of each party:

School - All School personnel will support and uphold the School Anti-bullying Policy and Code of Courtesy. This policy and the School Code of Courtesy will continue to be practiced, taught and reviewed by all teachers throughout the school year. The Net Smarts program will continue to be taught each year to all grades. The Shalom Program, which teaches proper interpersonal communication skills will continue each year. Teachers will be in-serviced yearly on bullying topics. Outside anti-bullying presentations for students will be engaged yearly as finances permit.

Parents- All parents or guardians will support the School Anti-bullying policy and Code of Courtesy. Parents or guardians will review both of the above with the student(s) throughout the school year. If parents provide technology to their student(s) in any form (computer, cell phone, Ipad, Ipod, etc.) they will be responsible to teach the proper use of that device as per iii). Parents will direct their student(s) to uphold the Anti-bullying policy AND the Code of Courtesy at home, in school, on the school bus, at any school-related activity and even outside of school. The ONLY technology allowed to be brought to school is a cell phone for those in 3rd grade and up. (See School Handbook for cell phone registration policy)

Student– All students will uphold the School Anti-bullying Policy and Code of Courtesy. These policies will be followed whether in school, on a school bus, at home or at any school –related activity and even outside of school. All students will stop or report any acts of bullying they witness. No student is a bystander to acts of bullying. The ONLY technology allowed to be brought to school is a cell phone in 3rd grade and up. (See School Handbook for registration)