

**NOTRE DAME DE LOURDES SCHOOL**

**990 FAIRVIEW ROAD  
SWARTHMORE, PA 19081**

**610-328-9330**

**610-328-3955 (fax)**

**www.notredamedelourdes.net**



**Notre Dame de Lourdes School**

**2018-2019**

**STUDENT-PARENT HANDBOOK**

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

**STUDENTS AND PARENTS MUST ACCEPT AND  
ABIDE BY THE SCHOOL'S POLICIES AND  
PROCEDURES IN ORDER FOR THE STUDENT TO  
ATTEND THE SCHOOL**

**ADMINISTRATION**

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## **MISSION STATEMENT**

*Notre Dame de Lourdes  
is a Catholic school where  
Jesus  
is the reason for our existence.*

*We live our Gospel values  
through a strong commitment to  
service.*

*Our vibrant and challenging  
curriculum develops  
creative, critical and moral thinkers.*

*Together we strive to meet the  
challenges of the future.*

*Notre Dame de Lourdes School*  
*Student-Parent Handbook*

*PHILOSOPHY*

*Notre Dame de Lourdes is a Middle States Association accredited Philadelphia Archdiocesan parochial school that seeks a balance of academic disciplines realized in a curriculum where social, personal, physical, and spiritual activities and programs interrelate and augment one another. Our purpose is to develop the whole, Catholic person, and priority is given to fostering each child in his/her best expression of self in academic terms.*

*Through faith, hope, and charity, we strive to create a joyous environment where both the educator and the educated can expand their minds and hearts. While guiding students to acquire skills, learn concepts, and make judgments, we honor responsible freedom.*

*Academic excellence is paralleled by the opportunity for the student to nurture his/her relationship with God. Working in partnership with the home, we encourage students to be faith-filled learners. Through the daily lived-out Christianity we share, we admire and esteem the goodness in one another with a reverence based on faith and understanding. This dynamic infuses our relationship with the parish and civic community, forming the complete educational environment for our children.*

## **ACADEMIC RESPONSIBILITIES**

Our school encourages all students to reach their fullest potential through the academic program. Each student is responsible for the satisfactory completion of projects, class work, and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability.

### **ACADEMIC POLICIES**

1. **Preparation for Class**

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will affect the student's effort grade on the report card.

Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must use copybooks properly. Students may not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

2. **Class Participation**

Students are expected to:

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

3. **Homework**

Homework refers to an assignment given by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

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

The School realizes that teachers, students, and subjects vary. The objective is not time, but the extension of learning beyond class time.

In the event of absence or suspension, all homework and missed assignments are to be made up. Parents may call the main office to request homework before 9:00 a.m. Student work may be picked up in the main office at 3:15 p.m.

4. **Progress Reports**  
Because learning not only cultivates intellectual skills, but also responsibility for one's actions, Progress Reports are issued three times a year for every student in Grades 1 to 8. These reports will outline the progress made by each student and will be made available for parental viewing on the **Option C** website.

5. **Student Recognition**  
Academic Award Certificates are given each trimester in recognition of student accomplishments according to the following criteria:

**Trimester Award Criteria**

**Grades 1 to 3:** Certificates will be distributed for:

**Outstanding Honors:** Every grade is an O or a VG

Personal & Social Growth and Effort & Study Skills are a 3 or a 4

**Very Good Honors:** Every grade is a VG or a G

Personal & Social Growth and Effort & Study Skills are a 3 or a 4

**Effort Award:** At the discretion of the teachers

**Grades 4 to 8:** Certificates will be distributed for:

**First Honors:** Every subject average is 93% or above

Personal & Social Growth and Effort & Study Skills are a 3 or a 4

Art, Music, Physical Education and Technology are a 3 or a 4

**Second Honors:** Every subject average is 88% or above

Personal & Social Growth and Effort & Study Skills are a 3 or a 4

Art, Music, Physical Education and Technology are a 3 or a 4

**Effort Award:** At the discretion of the teachers

All certificates are sent home inside report card envelopes.

All recipients' names will be published in the weekly parish bulletin each trimester.

6. **Academic Probation**

A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for the next trimester. Academic probation is a designated time period during which evaluation of a student's progress is monitored, as follows:

- a. The teachers will note the student who is experiencing academic difficulties in either assignments or test scores, and contact the parent(s)/guardian(s) to inform them of the possibility of academic probation.
- b. The progress report issued prior to the report card will include a written notification citing the possibility of academic probation.
- c. Written verification that the child will be on probation will be forwarded to the parent/guardian.

**Conditions and Consequences of Academic Probation**

- a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
- b. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:
  - parent contact
  - trimester progress reports
  - periodic meetings with the student
  - trimester report cards

- c. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- d. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the School.
- e. Any student who fails a major subject for the school year will be required to fulfill an academic make up requirement in that subject that meets the approval of the school in order to be promoted to the next grade.
- f. Any student in 8<sup>th</sup> grade who fails a major subject for the school year will be required to fulfill an academic make up requirement in that subject that meets the approval of the school in order to graduate. Transcripts forwarded to the high school will show either a failure or incomplete. Once successful completion of the requirement is fulfilled, the transcript will be updated and resubmitted to the high school. Whether that student would be permitted to participate in graduation exercises and related graduation activities is subject to a decision by the principal and pastor on a case by case basis.

7. **Promotion or Retention**

Student progress is monitored throughout the school year. During the First Trimester report card period, the parent/guardian is informed of the student's academic, social and emotional progress. During the Second Trimester, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration.

Promotion or retention is at the discretion of the administration in consultation with the teacher.

8. **Report Cards**

Report cards are issued three times a year to students in Grades 1 through 8.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

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

9. **Standardized Testing**

The Terra Nova Test is administered each year to students in Grades K through 7.

The results are communicated to parents and are utilized by the school for curriculum planning.

10. **Test Grades**

In order for parents to be aware of the academic progress their child is making with regard to weekly assessments, folders are sent home to be seen and signed by parents and returned promptly.

Assessment results for Grades 4 to 8 are available for parental viewing on the computer with the use of the **Option C** website.

11. **Graduation**

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial

obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teacher.

12. **Closing Exercises**

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

**CODE OF CONDUCT**

**Discipline Code**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians both in school and at school-sponsored events where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School. Parental support and cooperation is most important in establishing and maintaining a well-disciplined atmosphere. Please encourage your child to abide seriously by school rules and regulations thus affording all members of our school community an opportunity to learn in a caring, safe environment.

The School reserves the right to search any person or any article brought onto school property.

**Disciplinary Procedure for Pre-K to Grade 5** will be handled individually by the classroom teacher.

**Disciplinary Procedure/Demerit System for Grades 6 to 8** is as follows:

**Procedure for Demerits**

When a student receives a demerit, the parent/guardian must sign it on the night issued. It must be returned the following day to the issuing school official. **A parent/guardian's signature indicates that the parent/guardian has seen the demerit. It does not indicate the parent/guardian's permission for the student to receive the demerit. The teacher issuing the demerit and the principal already has made that decision.**

Each student will begin each marking period with an outstanding conduct grade. Points will be deducted with each rule infraction.

**Infractions**

Students will receive a slip stating the violation and the number of points deducted. Each student will then be able to track his/her own pattern of behavior.

### Accumulation of Points

10 points	Detention (one hour after school)
15 points	Detention (one hour after school with Principal) Parent Teacher Conference
25 points	Administrative Intervention (Probation)

A continued pattern of misconduct is subject to expulsion from Notre Dame de Lourdes. More serious acts of misconduct will result in immediate dismissal.

### Detentions

Detentions will be served weekly following the accumulation of ten/fifteen points. Detentions will extend from 3:00 to 4:00 p.m. on an assigned day. Parents are responsible for transportation.

### Probation

A student will not be permitted to take part in class trips, Field Day activities or the like.

### Suspension/Possible Expulsion

The following are considered major disciplinary infractions. However the list is not limited to the following:

- ◆ immorality
- ◆ gross defiance
- ◆ contraband
- ◆ truancy
- ◆ unauthorized leaving of grounds or school sponsored events
- ◆ theft
- ◆ vandalism
- ◆ conduct failures
- ◆ possessions and/or use of weapons
- ◆ verbal, physical, or sexual harassment
- ◆ threats against the faculty, staff, volunteers, students, or administration
- ◆ possession and/or distribution of illegal substances

**In some circumstances listed above, the seriousness of the offense may incur immediate dismissal and/or notification of law enforcement officers.**

### Harassment

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

**Sexual Harassment is unacceptable conduct and will not be tolerated.** Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the Principal and is available upon request.

### Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a student or a parent/guardian - includes, but is not limited to, the following:



- a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
- b. insubordination
- c. fighting
- d. bomb scares or triggering other false alarms
- e. cheating or plagiarism
- f. use or possession of drugs or alcohol
- g. smoking
- h. stealing
- i. bullying
- j. intimidation, harassment or threats of any kind and possession of any weapon.

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

### **Suspensions**

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

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

#### **Procedures for student suspensions:**

- a. Infractions of a serious nature, as determined by the School.
- b. Parents/Guardians of the student will be informed in writing of the suspension as soon as possible.
- c. Suspensions will be implemented in School, at the discretion of the Principal.
- d. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted to the classroom before a parental interview has been conducted and all other conditions for readmission have been satisfied.
- e. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- f. Where possible, a student will be referred to a counselor or a teacher for counseling.
- g. Signed agreement of parents and a written report of the suspension will be filed in the student's record.
- h. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

### **Dismissal**

- a. After two (2) formal suspensions, a student may be dismissed.
- b. Students who are dismissed may apply for readmission after one full year. The School will determine whether readmission is appropriate.
- c. In certain instances the infraction may warrant immediate dismissal. The School reserves the right to dismiss any student at any time where the School considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community, or Catholic teachings.

Parents/Guardians of the student will be informed in writing of the dismissal as soon as possible.

### **ADMISSIONS**

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

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

The School follows the Archdiocese of Philadelphia age requirements for admission. Children must be fully toilet-trained. The necessary forms and certificates for admission are:

- a. Birth Certificate.
- b. Social Security Card
- c. Baptismal Certificate (if not baptized at OLP/Notre Dame de Lourdes)
- d. A certificate of immunization that must be updated and available for confirmation.

### **REGISTRATION GUIDELINES GRADES 1-8**

Parents wishing to enroll their students in Notre Dame de Lourdes School may make an appointment with the principal by calling the school office. A non-refundable registration fee and application packet must be submitted.

Families are accepted into the School in the following preferential order:

- a. Children registered in the parish
- b. Catholic children residing in another parish where no school exists
- c. Non-Catholic children living within parish boundaries

### **Registration**

Registration for Pre-K and Kindergarten students and other students new to our school takes place in the second trimester. Registration information is communicated through the school communication envelope and the parish bulletin. There is a non-refundable fee due at the time of registration.

### **Re-Registration**

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the weekly communication envelope in March prior to the next school year. All financial

obligations must be current before re-registration can be processed.

#### **ADMISSION OF NON-CATHOLICS**

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

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

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

#### **ATTENDANCE**

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

- a. **Absences** - The policies regarding this area are as follows:
  - i. A student who has been absent from school, even for one day, is required to present a written note to his/her homeroom teacher.
  - ii. A doctor's certificate is required for absence of an extended nature of three days or more.
  - iii. If your child is going to be absent or arrive late at school, parents are required to call the school at 610-328-9330. Messages may be left on voice mail. All calls must be made before 9:00A.M.  
If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, the school office will call to verify the absence or check on your child's whereabouts. Your child's safety and welfare are of great importance to us.
  - iv. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
  - v. Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
  - vi. In order to arrange for assignments of children who are absent due to illness, kindly call the school office by 9:00 A.M. This work may be picked up by the parent at the school office no earlier than 3:15 P.M. It is the responsibility of the student to complete work and tests that have been missed due to absence.
- b. **School Grounds**  
Parents/guardians are responsible for insuring that they and their children are not on the premises when school is closed. The School has no responsibility for students or parent(s)/guardian(s) on the premises during

unsupervised times.

c. **Arrivals**

A child must come directly into the school building between 8:00 and 8:20 A.M. Children are not permitted on the school grounds before 8:00 AM. Following our established traffic pattern is essential for the safety of all our students.

d. **Daily Schedule**

Morning Session	8:20 A.M.
Lunch/Recess	12:15 P.M.
Afternoon Session	1:05 P.M.

e. **Dismissals**

Children are dismissed from their classroom by their teachers at 3:00 P.M. No child may leave the building prior to dismissal without the Principal's permission.

f. **Early Dismissal - Individual Students**

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the "Early Dismissal Book," in order to have your child released from school.

g. **Early Dismissal/Emergency Closing**

In the event of an Early Dismissal/Emergency Closing parent/guardians will be notified by the school office. Information and instructions will be communicated through the **Option C Rapid Communication Service System**. No student will be permitted to leave with anyone other than parent/guardian unless school has written notification. Students using public school bus transportation will not be allowed on bus until parent/guardian has been notified.

h. **Emergency Contact Forms**

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

i. **Lateness**

A student who arrives late for school must:

- report to school office for an admission slip
- present the admission slip to the teacher in the class

Consistent unexcused lateness will be considered parental neglect, which will be reported to the local school district for further investigation. Lateness, of course, impacts on a perfect attendance record and constitutes a serious infraction.

Students in Grades 6 to 8 will receive a demerit for lateness.

j. **Vacation Policy**

**The school does not concede to parents the right to alter the school calendar for their convenience.** The planning of family vacations is strongly discouraged during the school year. Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for dismissal. **In the event that a child does go away, all work must be made up when the child returns to school. No assignments will be sent home before the last attended school day.**

## **BOOKS AND MATERIALS**

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name and grade.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the School. Parents are welcome to visit the lost and found located in the office of the school.

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

## **CELLULAR TELEPHONES/HANDHELD ELECTRONIC GAMES**

Cellular telephones, handheld electronic games, personal CD players, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted to be used during school hours. School hours are defined as... the moment the student enters the school grounds until the time the student leaves the school grounds... If your child(ren) travel to and from school on a school bus, said electronic devices may not be used until the student(s) are on the bus. If your child(ren) walk to and from school, said electronic devices may not be used until the student(s) are off of school property. If your child(ren) bring(s) a cellular phone to school, the cellular phone will be powered off by the student and collected by your child's teacher where it will be safely stored in a cell phone corral. The cell phone corral will be locked in the classroom closet by the teacher until the end of the day. This will ensure that all devices will remain safe. Students are expected to be honest and trustworthy when it comes to bringing these devices to school. Any student who is found to have brought a cell phone to school and did not declare it will have the device confiscated by the Principal and returned to the parents. The student will then receive a one day in-school suspension. The student will not be permitted to bring the device to school for the rest of the Trimester. The school administration reserves the right to change this policy at any time.

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

### **a. Legal Custody Issues**

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

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

The School requires parents/guardians to sign an agreement regarding the

administration of parental participation issues and payment of tuition.

b. **Conferences**

Parent-teacher conferences are scheduled during the first trimester period for Grades 1 to 8. Sign-ups and schedules are posted on the **Option C** website.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the teacher, the principal, or the pastor, in that order. When home and school utilize good communication it is easier to assist your child in his/her educational endeavors.

**Teachers may not be interrupted during the school day.** It is the intent of the school to see that all students recognize their individual responsibilities and obligations thus no child will be permitted to call home for any missing or forgotten items or assignments. Should the need arise, the school office will accept and deliver student owned items to the classrooms at their designated break times. Please label items with child's name and grade.

c. **Family Communication Envelopes**

Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of

communications include this handbook, a monthly calendar of events, communication folders which go home bi-weekly, email, school website, parent-teacher conferences, Home and School meetings, Progress Reports, Report Cards and the **Option C** web site.

It is the responsibility of the youngest child in each family enrolled at the school to provide the parents with all written communications. **Parents are asked to check book bags and folders regularly for such communications.** Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

d. **Student Records**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child (ren) may be disclosed only upon written consent of the parent/ guardian with legal custody.

e. **Release of a Child**

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

## COMPUTERS–ACCEPTABLE USE POLICY

### a. Purpose and Goals

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth below:

- i. to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology
- ii. to encourage critical thinking and problem solving skills, which will be needed in this increasing electronic and global society.

### b. Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our **Acceptable Use Policy**. Monitoring and controlling all such materials is impossible. The School will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

### c. General Requirements for Use of the Internet

- All users are required to take simple Internet training from the computer coordinator or his/her designee.
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the School.
- Only students issued passes or permission that have completed training may use the School's computers to access the Internet.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from the School without express permission of the owner may be a violation of federal law. The user must insure that this does not incur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- E-mail accounts through the School may be restricted and/or monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the School.
- The system operator has the right to monitor all computer activity

without prior notice to the user.

- The School may impose additional rules and restrictions at any time.

d. **Student Rules**

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or School computers is prohibited.

e. **Discipline**

Violations of these rules will be handled by the computer education coordinator and the School administration.

Violations of any of these rules may result in any or all of the following at the discretion of the School:

- Loss of Internet access privileges
- Disciplinary and/or legal action by the School, law enforcement or other involved parties.

f. **Student Access Contract**

Use of the School's computer resources requires that the student and his/her parent(s)/guardian(s) sign a **Student Access Contract**. (Copy attached)

**DRESS CODE**

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly.

**The School does not concede to parents the right to alter the school uniform for their convenience or at their discretion. The Flynn & O'Hara Uniform Company is the school's official uniform distributor. Any student not in compliance with the dress code will risk disciplinary action. Personal appearance that constitutes a distraction is not permitted. Final approval/ disapproval is at the discretion of the Principal.**



### **FORMAL UNIFORM**

Girls in Grades 1-5 wear a plaid jumper with a light blue or white polo shirt and navy blue cardigan sweater monogrammed with the school name.

All girls wear navy blue socks or tights and black buck-style shoe.

**(Black sneakers are not permitted.)**

Girls in Grades 6, 7, 8 wear the plaid kilt, light blue or white oxford blouse and Navy blue V-neck sweater monogrammed with the school name. All girls wear navy blue socks or tights and black buck-style shoe.

**(Black sneakers are not permitted.)**

Boys in Grades 1-8 wear navy blue pants, light blue or white shirts and navy blue V-neck sweaters or vests monogrammed with the school name. Navy blue ties are required in grades 6, 7, and 8 only. All boys wear navy blue socks and black buck-style shoe. **(Black sneakers are not permitted.)**

Sweaters need not be worn until November.

### **INFORMAL UNIFORM**

The informal uniform is optional (worn September thru October and April thru June) and consists of navy blue walking shorts and light blue or white polo shirts for both girls and boys. Navy blue socks and uniform shoes are required. The polo shirt may also be worn with pants and kilt until the formal uniform goes into effect in November.

Kindergarten and Pre-Kindergarten students wear any suitable play clothes.

They may wear our gym uniform as an alternative.

### **GYM UNIFORM**

All students in Grades 1-8 wear a gym uniform. All pieces are monogrammed with the school name.

### **FORMAL UNIFORM**

Navy Blue Sweatpants, Navy Blue Sweatshirt, Sneakers, Sweat Socks

### **INFORMAL UNIFORM**

Navy Blue Nylon Mesh Shorts, Gray T-shirt, Sneakers, Sweat Socks

a. **Hair Styles/Grooming**

Student's hair is to be neat and clean, and groomed conservatively. No extreme styles, such as razor cuts, mohawks, tails or dyed hair. Length of hair for boys should not cover the eyes or touch the shirt collar. Makeup, artificial nails and nail polish are prohibited.

Students are expected to come to school in a state of cleanliness.

b. **Jewelry**

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each ear). Boys are not permitted to wear earrings. Bracelets, ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist, and ankle bands. A religious medal or cross on a small chain is permitted.

- c. **Uniform**  
 Uniforms are required for all students in Grades 1 to 8. Appropriate length of skirts is required for all girls. If at any time during the year an exception in uniform is necessary, a note of explanation **must** be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

**EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. The following programs are available:

Choir/Band	Student Council	Safety Patrol
Glee	Altar Servers	Peer Mediation
Lego League	Kids for Kids in Jesus'	After School Enrichment
Chess/Checker Club	Name Service Club	Classes: Art, Drama, Math and Spanish
	CYO Sports	

**FIELD TRIPS/CLASS TRIPS**

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

A field trip parent consent form must be signed by both parent(s)/guardian(s) and the student. **A parent may only attend a trip in the role of a chaperone. All parents wishing to chaperone must have the proper clearances on file in the school office. Please contact the school office for further assistance in acquiring the necessary documentation.**

A class trip is a privilege, which can be taken away if a teacher and/or the administration deems it appropriate.

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

**Duties of a Chaperone**

**This role is to be taken seriously and adherence to the following guidelines is mandatory:**

\*\*\*The children's safety is your main concern and focus at all times.

\*\*\*When you are accompanying a group of children on a trip, you are an agent of Notre Dame de Lourdes School. All the school rules and regulations apply and are

enforced. The health and welfare of the child/ren in your group is your responsibility. You are no longer assuming the role of a parent when on a class trip.

\*\*\*You may not at any time consume alcoholic beverages. Nor may you patronize a bar while chaperoning a school sponsored trip.

\*\*\*Your group must be with you at all times. When using restroom facilities, eating meals, shopping, etc. you must be present to handle any problems that may arise. You must report any and all problems to the teacher at once.

\*\*\*It is your responsibility to adhere to the itinerary given to you by the teacher.

## **HEALTH**

### a. **Medical Records**

The Commonwealth of Pennsylvania has mandated that all children entering the school present documented proof that required immunizations have been received. No child will be admitted to school without this documentation.

### b. **Nurse**

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

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found.

The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the State-mandated program. Student physical examinations are required upon entrance into school and the sixth grade. Student dental examinations are required upon entrance into school and in the first, third, fifth and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

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

### c. **Accident/Illness at School**

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the student by school personnel. Only basic first aid may be administered. Parents will be contacted immediately if there is any question regarding an injury.

### d. **Medications**

**It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it should be taken by the student in the presence of the nurse or parent/guardian. Parents/guardians are required to sign a medication authorization form, which is available from the School.**

Students requiring medical attention must report to the nurse.

**No medications should be placed in lunch boxes or school bags for students to self-administer.**

### **LUNCH**

All students may stay for lunch during the school year. Respect and courtesy are to be shown to the parents who supervise and assist during this time. Students who do not adhere to school rules during lunch will lose the privilege of staying for lunch. A Hot Lunch Program is offered to all students at a minimal cost. Students may also choose to bring their own lunch from home.

If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and forwarded to the office. The child must have an adult with him/her when leaving for and returning from lunch.

### **INVOLVEMENT OF PARENT/GUARDIANS**

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

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

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics, and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school. Every change of address, phone number, or family name must be reported to the principal as soon as possible. Up-to-date records are needed in case of an emergency.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the law.
- Taking an active role in the Parent Association.
- The failure of a parent/guardian to take seriously his/her responsibilities in this area are grounds for action by the School, including dismissal of the student.

### **SAFETY**

### FIRE/SAFETY DRILLS

Fire/Safety drills are conducted on a monthly basis. The students are instructed to leave the building or go to a designated area in the school building quickly and in silence when the alarm rings or signal is given according to directions posted in each area. Failure to cooperate is considered a serious matter.

### SMOKING

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

### TELEPHONE - SCHOOL OFFICE

The telephone in the school office is for business use only. A student may use the phone only in the case of an emergency with the permission of the Principal. **Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.** Please do not request that a child phone home during or after school for any reason.

### TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish. The student will be given a transfer slip on his/her last day of school. School records will be forwarded to the child's new school upon request from that school.

### TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child (ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes will not be made over the phone.

a. **Bicycles**

Fourth to eighth grade students are permitted to ride bicycles to school. Bike locks are required. Students must follow state and local bicycle laws, including the wearing of appropriately sized helmets. A teacher will escort bike riders to the designated crossing guard immediately outside the school at dismissal.

b. **Bus**

Some local public school districts provide bus transportation for students. Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district. A note to the office indicating this change is required.

c. **Car Pick-up**

Parents who pick up students must follow the designated traffic pattern established by the school administration to ensure the safety of all

students. If the need arises to park one's car it may not be left in the traffic lane.

d. **Walkers**

Students who walk to and from school will be dismissed by their teachers.

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

**TUITION**

Our school provides quality Catholic education through the efforts of our parish priest, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in March for the following school year. The School also may impose fees for other items, such as extracurricular activities, field trips, books, and registration. This information is communicated to the school parents/guardians through the weekly communication folder. In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the School. The Pastor and Administration review the tuition records on a trimester basis. Report cards may not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Pastor or the School. In addition, the School reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely manner.

**VISITORS**

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

Parents coming to school to bring forgotten articles or to relay messages must come to the school office. Classes will not be disturbed for these reasons.

All visitors must report to the school office, sign in the Visitor's Log and receive a Visitor's badge when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

**VOLUNTEERS**

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community. **All parents wishing to volunteer must have the proper clearances on file in the school office. Please contact the school office for further assistance in acquiring the necessary documentation.** Volunteers assist in some of the following ways:

- Library Aides
- Classroom Aides
- Teachers' Aides
- Lunch Aides
- Computer Lab Aides
- Homeroom Parents

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be sent home in the family envelope at the beginning of the year for those parents or family members that would like to share their time and talents with us. Every student is expected to show courtesy and respect to all volunteers.

## **AUXILIARY SERVICES**

### **Delaware County Intermediate Unit - Non-Public School Services Division**

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, guidance and counseling services, speech, and psychological services to a non-public school student in Delaware County. These services are provided to all students who have a need in any of these areas. Teacher recommendations are required for all services.

### **Instructional Support Team (IST)**

Notre Dame de Lourdes School Instructional Support Team assists teachers and parents who are concerned about students who are experiencing difficulties in the classroom. Teachers and parents develop strategies for student success. The team consists of the school principal, specially trained faculty members, personnel from the Delaware County Intermediate Unit and the referring teacher.

## **HOME AND SCHOOL ASSOCIATION**

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

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

## **ASBESTOS EMERGENCY RESPONSE ACT**

Notre Dame de Lourdes School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA.) A copy of the plan is available for your inspection at the school office during regular office hours. Acer Associates, LLC is the school's asbestos program manager. (See Below)

**Federal regulations issued by the Environmental Protection Agency (EPA) under the Asbestos Hazard Emergency Response Act (AHERA) require that we notify you, on an annual basis, of the availability of the Management Plan and related updates that have been undertaken relative to asbestos containing materials located in the school building.**

**The Management Plan was originally prepared as required by AHERA to outline our intended activities with respect to asbestos containing materials. This plan is periodically updated to show inspections, response action activities, post-response action activities and the results of any periodic reinspection or surveillance activities that are planned or are in progress.**

**A copy of the Management Plan and other related documentation is available in the school's main office, for your inspection by appointment, during our normal school hours.**

