Mission Statement of
Our Lady of Good Counsel School
Southampton, PA

Dedicated to Mary, the Mother of our Savior, Our Lady of Good Counsel School is the source and ground of academic excellence, where we foster the spiritual, intellectual, social, and emotional development of our children. Recognizing the uniqueness of each child, we challenge our students to reach their fullest potential in a Christ-centered atmosphere and fortify them to be young heralds of the Good News. We live out the Gospel values each day, as we treasure human dignity and provide a safe environment for the children entrusted to our care. Students share their time and talents as they serve others. We work with the parents of our students in a collaborative effort to achieve our mission, and to build a genuine Community of Faith. Our Lady of Good Counsel School empowers our students, through self-actualization and confidence, to have the courage and leadership skills to be morally responsible Catholics and productive members of society.
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1. ADMISSION

NON-DISCRIMINATION POLICY
In compliance with the Archdiocese of Philadelphia, Office of Catholic Education, Our Lady of Good Counsel
School, mindful of the primary mission as an effective instrument of the educational ministry of the Church
and the witness to the love of Christ for all men, shall not discriminate on the basis of race, color, national or
ethnic origin in the administration of educational policies and other school-administered programs.

PRE K 3 YEAR OLDS, PRE K 4 YEAR OLDS, & KINDERGARTEN
AGE:
A student who is 3 years old by September 1st is eligible for the 3 year old Program (must be toilet
trained)
A student who is 4 years old by September 1st is eligible for the 4 year old Program.
A student who is 5 years old by September 1st is eligible for the Kindergarten Program.

REQUIREMENTS:
Birth certificate
Baptismal certificate
A copy of immunization records
Registration Fee (non-refundable)

FIRST GRADE
AGE:
A student who is 6 years old by September 1st is eligible for first grade. The age for admission of
students is aligned with the admission age of Pennsylvania Public Schools.

REQUIREMENTS:
Must be a member of OLGC Parish, St. Cyril’s, St. John Bosco or St. Vincent de Paul Parish
(if outside of these parishes, the Out-of-Parish tuition fees will be applied)
Birth certificate
Baptismal certificate if student was not baptized in OLGC
A copy of immunization records
Registration Fee (non-refundable)

GRADES 2 THROUGH 8
REQUIREMENTS:
Must be a member of OLGC Parish, St. Cyril’s, St. John Bosco or St. Vincent de Paul Parish
(if outside of these parishes, the Out-of-Parish tuition fees will be applied)
Transfer slip from previous school and copy of latest Report Card
Birth Certificate
Baptismal certificate
Immunization card from previous school
Registration Fee (non-refundable)
2. **ATTENDANCE**

Regular attendance and punctuality are expected of each student throughout the school year. If you drive your child to school in the morning, please note the children are expected at school by 8:15 AM. All students must be in their classroom by first bell.

**Bell Schedule “A” Schedule**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bell</td>
<td>8:15 AM</td>
</tr>
<tr>
<td>Prayer Bell</td>
<td>8:25</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
<td>8:30 to 9:22</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
<td>9:25 to 10:17</td>
</tr>
<tr>
<td>Break</td>
<td>10:20 to 10:30</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
<td>10:30 to 11:22</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>11:25 to 12:17 (Grades 5-8)</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>11:25 to 12:10 (Lunch Grades 1-4)</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>12:20 to 1:05 (Lunch Grades K, 5-8)</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>1:08 to 2:00</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>2:03 to 2:55</td>
</tr>
<tr>
<td>Prayers</td>
<td>2:55</td>
</tr>
<tr>
<td>Closing</td>
<td>3:00 – Busses called/Car Pick-up</td>
</tr>
</tbody>
</table>

**Lateness**

Students will be marked “Late” if they arrive after **8:25 AM**. A student will be sent to detention for every three (3) tardy slips. Detentions are held on Tuesday afternoons from 3:15 to 4 PM. If you are unable to do so, your child will be sent to CARES. All fees for this service will be the responsibility of parent/guardian.

**ARRIVAL TO SCHOOL**

Parents are asked to send children to school so that they arrive at the time of the first bell - 8:15 AM. Bus riders’ schedules will be provided by the public school district. Car riders should not be dropped off before 8:15 AM, if your child is dropped off before 8:00 AM, he/she will be sent to the CARES program with all applicable fees billed to the parent. Children are not permitted to enter the classrooms before the bell, with the following exceptions:

- Emergencies - report to the office
- Inclement weather - rain, snow, extreme cold - report to homeroom
- Special arrangements with teachers
- Students who arrive after 8:30 AM will be considered tardy and must report to the school office for a classroom admission slip.

**SAFE ARRIVAL PROGRAM**

If your child is going to be absent or arrive late at school, you must call safe arrival and leave a message. The number to call is **215-357-1300, ext 286**. Please call by **8:15 AM**.

Some parents have volunteered to check out the messages against the teachers’ absentee report first thing in the morning. If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Your child's safety and welfare are of great importance to us.

Any student who has been absent must present to the teacher a note on appropriate stationery explaining the absence, signed and dated by a parent or guardian. This note must accompany the student the day he/she returns to school.
EARLY DISMISSAL FROM SCHOOL
If a student has a change in his/her dismissal routine, the student must have a note confirming the change. If there is no written note, the student will go home by his/her normal routine.

After dismissal, pupils should proceed directly home unless written arrangements have been made by the parents and teachers. Children remaining for extra-curricular activities are reminded that running and excessive noise in the building are not permitted. Children participating in extra-curricular activities or retained for detention must be picked up by their parents at the appointed time. No buses are available to transport such students.

Requests for early dismissal of a student for doctor or dental appointments are granted by the principal. Written notice from the parent must be presented a day in advance. Try to limit these requests. Parents are required to report to the school office to sign out the student during school hours. Family trips and vacations during the school year are strongly discouraged especially during standardized testing and exams. It is the responsibility of the student to make up all missed work. If a student is absent 3 days or more, they must return with a doctor’s note. No dismissals between 2:30 and 3 PM.

CHANGE OF ADDRESS
Every change of address and phone number MUST be reported to the school immediately so that records may be kept up to date. If there is legal documentation with regards to custody, the school office must have a copy of such documentation.

3. CAR PICK UP

For the safety of all children, it is imperative that all parents picking up their children at car pick-up time follow the “Car Pick Up” process. Car Pick Up is 3 PM. If a child is not picked up by 3:15 PM, he/she will be sent to the CARES program with all applicable fees billed to the parent.

A teacher is assigned to escort to the gym, those children that will be car pick up.

Parents are asked to enter and leave the premises by way of Knowles Avenue only. Please pull up to the front of the traffic lanes and exit your car.

For security reasons, the gym doors will not be opened until the teacher or principal is prepared to dismiss the children. Please do not try to summon someone to open the doors prior to this time.

At that time, parents/guardians will be asked to come into the gym and escort their children out of the building. Children will not be called or dismissed from the front office area.

Please do not utilize this time to have extended conversations with the teachers or other parents during the dismissal process. This will slow down the dismissal process and will not allow traffic to promptly exit the premises.

No cars are to be parked in the “No Weekday Parking” lanes, the Faculty/Staff parking lot (located in front of the rectory) or the lot by the Church, for the purpose of car pick.

Under no circumstances will children be allowed to exit the building without a parent.

Reminder: Unless your child has been designated as a daily car pick in the beginning of the school year, please send a note to the teacher on the day of the car pick up in order to inform them of the change in dismissal process. If a note is sent, an additional call to the office is not necessary. If you determine during the school day that you need car pick up, please call the school office no later than 2:30 PM. Your child will be notified by way of their name being called as part of the end of the day school announcements.
Once again it is imperative that the procedure is followed. We depend on everyone’s courtesy and cooperation in order to ensure a safe and smooth dismissal.

4. Building Layout

Junior High

<table>
<thead>
<tr>
<th>Room</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rm 5D</td>
<td>Gr 8</td>
<td>Mrs. Marchetti</td>
</tr>
<tr>
<td>Rm 3D</td>
<td>Gr 8</td>
<td>Mr. Madison</td>
</tr>
<tr>
<td>Faculty Lounge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honors Math</td>
<td>Mrs. Imms</td>
<td></td>
</tr>
<tr>
<td>Rm 1D</td>
<td>Gr 7</td>
<td>Mr. Mee</td>
</tr>
</tbody>
</table>

Middle Grades

<table>
<thead>
<tr>
<th>Room</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rm 5C</td>
<td>Gr 6</td>
<td>Mr. McGhee</td>
</tr>
<tr>
<td>Rm 3C</td>
<td></td>
<td>Ms. Lab</td>
</tr>
<tr>
<td>NURSE</td>
<td></td>
<td>Mrs. Hoffman</td>
</tr>
<tr>
<td>Rm 6C</td>
<td>Gr 5</td>
<td>Mr. Smith</td>
</tr>
<tr>
<td>Rm 4C</td>
<td>Gr 5</td>
<td>Mrs. Acker</td>
</tr>
<tr>
<td>Rm 2C</td>
<td></td>
<td>Mrs. Longabucco</td>
</tr>
</tbody>
</table>

Primary Grades

<table>
<thead>
<tr>
<th>Room</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rm 6B</td>
<td>Gr 3</td>
<td>Mrs. Yerkes</td>
</tr>
<tr>
<td>Rm 4B</td>
<td>Art</td>
<td>Mrs. Mitchell</td>
</tr>
<tr>
<td>Rm 2B</td>
<td>Gr 1</td>
<td>Mrs. Baird</td>
</tr>
<tr>
<td>Rm 5B</td>
<td>Gr 3</td>
<td>Mr. Szwedo</td>
</tr>
<tr>
<td>Rm 3B</td>
<td>Gr 1</td>
<td>Mrs. Kaiser</td>
</tr>
<tr>
<td>Rm 1B</td>
<td>Gr 2</td>
<td>Mrs. Sholette</td>
</tr>
</tbody>
</table>

Early Childhood

<table>
<thead>
<tr>
<th>Room</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rm 6A</td>
<td>Music</td>
<td>Mr. Walzer</td>
</tr>
<tr>
<td>Rm 4A</td>
<td>Kgtkn</td>
<td>Mrs. McMenamin</td>
</tr>
<tr>
<td>Rm 2A</td>
<td>Kgtkn</td>
<td>Mrs. Esbensen</td>
</tr>
<tr>
<td>Copy Center:</td>
<td>Mrs. McMullen</td>
<td></td>
</tr>
</tbody>
</table>

Auditorium

<table>
<thead>
<tr>
<th>Room</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK3 and PK4</td>
<td>Mrs. McGill</td>
<td></td>
</tr>
</tbody>
</table>

Boiler Room

<table>
<thead>
<tr>
<th>Room</th>
<th>Grade</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK3 and PK4</td>
<td>Mrs. McGill</td>
<td></td>
</tr>
</tbody>
</table>
Transportation assignments are provided by local school districts, which are mailed directly to parents by late August. Students may not for any reason interchange busses of different school districts or within their own school district. If a driver reports misbehavior, the result will be suspension of bus privileges. The principal will notify the parents when such action is necessary and the parents will be responsible to provide transportation for their child.

**EMERGENCY CLOSING**

DO NOT CALL THE RECTORY OR SCHOOL OFFICE. In the event of snow, Centennial School District notifies us that their schools are closed and will not provide transportation to OLGC. Since Centennial buses 95% of our students we would close our school. Our Lady of Good Counsel School has implemented a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. Please listen for school administration message regarding school closing due to weather. You may also check our website at [www.school.olgc.org](http://www.school.olgc.org). In addition, the information will also be posted on channels 3, 6, 10 KYW Newstation.

If the public school district in which you reside is closed and our school is open, there will be no transportation for your child to our school. For example, if your child rides Neshaminy buses and #753 was announced as closed, then your child would not have transportation to OLGC. If your public school district opens 1 hour late and OLGC is open, then your bus schedule will be delayed 1 hour. If the bus fails to arrive on time, students should wait at least 30 minutes.

If weather reports indicate that snow is expected to continue and hinder transportation, it is likely that schools will be dismissed early. This decision for OLGC students is made by the school districts providing transportation for our students. Once this decision is made, obtaining a sufficient number of drivers for the school buses becomes a problem for the school districts, since most drivers have other non-school positions while classes are in session. The speed with which pupils can be taken home will depend upon the supply of available drivers as well as road conditions.

**IN THE EVENT OF AN EARLY DISMISSAL AND YOU ARE NOT AT HOME, YOUR CHILD SHOULD KNOW AT LEAST ONE ALTERNATE PLACE TO GO, CLOSE TO HOME, AS CHILDREN WILL NOT BE PERMITTED TO RIDE DIFFERENT BUSES.** In such a case, please avoid calling the school because it will be impossible to deliver messages to students.

Kindergarten students may attend the PM session if we open with no transportation. OLGC does not follow the Philadelphia Archdioceses school closing or early dismissals.
6. **CARE OF MATERIALS, CLOTHING, BOOKS, ETC.**

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 training. All clothing, sweaters, lunch cans, etc., should be marked with the student's name. Books are to be carried in a school bag. All school books must be covered, with the exception of copybooks. All covers must be neat and clean.

7. **CLASS ASSIGNMENTS AND HOMEWORK**

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. Any class assignment not completed in class will be finished for homework. It is the responsibility of the student to complete all homework and classroom assignments. Neglect of completion of homework assignments may reflect on the Effort and Study Skills on report cards.

Since learning is a process which should not only cultivate only intellectual skills but also responsibility for one's actions, it will become necessary to issue a deficiency report for the following reasons:

1. Neglect of written homework
2. Student not working to ability
3. Failure to listen to and follow directions after repeated warnings
4. Lack of responsibility in handing work in on time or failure to return a test paper signed by parent/guardian
5. Absence work not made up after a reasonable amount of time
6. Carelessly completed class work after explicit directions have been given by the teacher
7. Carelessly written or incomplete homework assignments
8. Doing homework in class
9. Neglect of study homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and these assignments should be such that they can 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.

As recommended by the Office of Catholic Education, the following time allotment is suggested for homework. This includes both written and study assignments. Reinforcement of concepts presented in class.

| Grades 1 and 2 | 30 minutes |
| Grades 3 and 4 | 60 minutes |
| Grades 5 and 6 | 90 minutes |
| Grades 7 and 8 | 120 minutes |
If at any time your child is consistently taking an abnormally long amount of time to complete the assignments, kindly notify the teacher in writing. Communicating this fact to us can be a service in helping us to provide better limitations.

In the event of absence or suspension, all homework and missed assignments are to be made up.

8. **CODE OF CONDUCT**

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 a fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration 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.

- **Disciplinary Procedure for PREK, KINDERGARTEN, GRADES 1 TO 8**

A detailed description of the demerit system follows.

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

The following chart is only a guideline for the classroom teacher in the issuance of demerits. The number of demerits may be adjusted accordingly by the teacher/principal.

The following infractions may warrant at least one (1) demerit per infraction:

1) Not prepared for class -- not having proper supplies or books for class repeatedly. One verbal warning must be given to individual students if the child is not prepared for class. Once this takes place, a demerit may then be issued for the next incident without a “formal” warning.

2) Improper behavior -- including, but not limited to disturbances in class/playground/lunchroom/bus; i.e. note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.

3) Cheating -- the taking or giving of schoolwork/homework that is not one’s own---or if the teacher has probable cause to suspect such an action.

4) Improper attitude displayed towards any teacher, staff member, volunteer parent, plagiarism, administrator or fellow student.

5) Improper wearing of uniform -- length of skirt, shirt hanging out, unkempt look, and improper earring style (no earrings for boys), nail polish, any makeup, wrong shoe type.

6) Abusive language -- any inappropriate language/obscene gestures used on school premises.

7) Invading the privacy of another’s property--- teacher or student.

8) Gum chewing/eating in class at an inappropriate time--- gum is not permitted on campus; this includes school/church/Trinity Center/bus, etc. ---snacks may be eaten only at the designated time.

9) Damaging school/church property---this includes textbooks etc.

10) Failure to return a signed demerit slip---demerit on second day.

11) Unsigned test papers/mark sheets--- demerit on second day. Points for unsigned test papers will not be deducted from the test grade. However, this may impact “Listens and Follows directions” under effort and study skills.

12) Out of bounds---wrong place/wrong time e.g. water machine other than at lunchtime.

13) Other---any other inappropriate behaviors not specified on the above list.

The following behaviors will merit immediate detention.

1) Gross disrespect – directed toward any adult in the building.

2) Any type of behavior deemed “violent” by teacher/staff/principal.
Improper attitude towards faculty/staff/lunch monitor/principal.
4) Any mischievous behavior deemed inappropriate/unchristian by school authorities.
5) Forgery—the signing of a parent’s/guardian’s name to any school paper or handing in any paper known to be signed by another student.

Serious Infractions which can result in immediate suspension/dismissal apply to both on campus or on bus or at school sponsored function.

1) Truancy—unexcused absences
2) Violent behavior/physical injury through fighting with the intent to harm.
3) Blatant disrespect for authority—any adult in the building.
4) Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus/or suspicion of possession.
5) Irreverence.
6) Vandalism—destruction of defacing of Parish property.
7) Profane/obscene language or gestures or engaging in immoral conduct.
8) Possession of any item which may present a danger to others in school or out—-weapons, matches, lighters etc.
9) Indecent exposure—on school property or on bus.
10) Cutting class/school day.
11) Leaving campus without permission from a school authority.
12) Bullying

Conduct by students or parent/guardians, or by 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.

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidations, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical behavior, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school.

Parents will be called immediately after student has had a conference with the principal/parties involved. If unable to be reached by phone, a note will be sent to the parent detailing the outcome of the conference and action taken by the school.

Procedure for demerits:
When a student receives a demerit from a school official, it is to be signed by the parent/guardian and returned the following day to the school official issuing that demerit. For every five (5) demerits received, a student will serve a mandatory 45 minute detention after school. This detention will be held weekly from 3:15-4:00 on Tuesday afternoons and will be monitored by a faculty member. Parents will be notified in writing and will be expected to pick up their child from the detention promptly at 4:00 pm.

Conferences with parents, teachers, principal and student will be held if a student has been attending the weekly detention on a consistent basis (more than three (3) detentions per marking period.) Demerits will be accrued per marking period. If a student is nearing a suspension, the teacher must notify the principal in writing. This should occur prior to the meeting with parent.

Conduct grades will be affected by demerits/detentions as follows:

- Every 5 demerits = 1 detention
- 1 detention = “S” in conduct
- 2 detentions = “I” in conduct
- 3 detentions = “U” in conduct

The demerit system runs from Monday morning to Friday at dismissal. Teachers will notify parents by Monday that his/her child will be attending the Wednesday weekly detention by way of a detention slip. This slip will be returned by Tuesday morning. If a teacher has not received a signed detention slip back from a student, that teacher must notify the parent by phone so every child will be picked up from the detention. Teachers will notify the Office ext. 104 voice mail only, or by email at frank.mokriski@olgc.org of those children who will be attending the Tuesday
detention no later than Monday at noon so a list can be generated and sent to the faculty member monitoring the weekly detention by Tuesday morning. Teachers will alternate monitoring of the weekly detention.

**SUSPENSIONS .....**

Just disciplinary policies are essential educational processes which include procedures which are more remedial than punitive, yet include the necessary provisions which protect the common good of the school community. As part of any disciplinary program, it is important that a concise and clear policy governing student suspensions and dismissals be established. While ordinarily the Principal would be the competent authority to suspend a student, only a Pastor may expel a student from school.

Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Suspension is a major step toward possible dismissal. Therefore, it is the responsibility of the Principal to inform the parents of the seriousness of suspension and to seek their immediate cooperation in a corrective program designed to resolve the student's problems. The Principal must inform the Pastor when a student has been suspended.

Procedures to be followed in student suspensions:

1. Infractions for which suspension is imposed must be major.
2. Parents or guardians of the student must be informed of the school's action. If in the judgment of the school Principal, the student's action warrants removal from the school community for a period of time, the parents or guardians are to be notified immediately in writing of the school's intent.
3. All suspensions will be out of school.
4. Following suspension, parents or guardians are to be interviewed by the appropriate school official. Students removed from the school community cannot be readmitted until a parental interview takes place.
5. Parents are to sign a formal agreement in which they signify their understanding of the problem and agree to assume responsibility for the student's future behavior.
6. Where possible, a student should be referred to a counselor or a teacher for counseling.
7. Signed agreement of parents and a written report of the suspension are to be filed in the student's record.
8. Suspension records are not a part of the student's permanent or cumulative record. Records should only be made available to authorized school personnel and parents.

**DISMISSAL**
1. After two formal suspensions, a student is liable to dismissal. Such dismissal is not required if school authorities judge it is not appropriate.
2. Ordinarily a minimum of two suspensions must be incurred before possible expulsion.
3. If a student is dismissed and a review of the case is requested by the parents, all records indicated in the above procedures should be available at the request of the Office of Catholic Education.
4. Students who are dismissed may apply for readmission after one full year.
5. In certain instances the infraction, because of extraordinary circumstances, may warrant immediate dismissal. Procedures to be followed for expulsion in extraordinary cases are as follows:

Expulsion from school should not be formalized until an interim period of time has elapsed to allow for discussion, investigation and evaluation by the Principal and Pastor.

a. The Principal and/or Pastor should inform the parents personally that such a drastic decision was necessary for the good order and morale of the school.
b. In cases of this kind, prior to taking action, the Principal and Pastor must contact the Office of Catholic Education to advise them of the seriousness of the case and to inform them of their impending action.
c. Parents may appeal the decision to the Office of Catholic Education and should be informed of their right to do so.
d. A written record should be maintained of all proceedings.

If a review is requested by the parents, written records should be available at the request of the Office of Catholic Education.
8a. Anti-Bullying Policy
Our Lady of Good Counsel School recognizes the importance of having students feel safe and comfortable when at school, including conveyance to and from school property. This includes all after school activities which take place on school property. It is the policy of the school to maintain an environment in which bullying, in any form is not tolerated. Bullying is defined as intentional, repeated, hurtful acts, words or other behavior, such as name calling, threatening or shunning or exclusion committed by one or more children against another. These negative acts are not intentionally provoked by the victims. For such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying consists of verbal, emotional, written, cyber, graphic or physical conduct, or any behavior which may be perceived as humiliating another student which in any way may interfere with an individual’s ability to participate in or benefit from any Our Lady of Good Counsel program.

- Verbal bullying includes but not limited to name calling, threatening, teasing and gossiping about another student or students
- Emotional bullying includes but is not limited to rejecting, terrorizing, rating/ranking of personal characteristics, manipulating friendships, isolating, ostracizing, exclusion from participation in recess or other school activities for the purpose of being hurtful or mean, public humiliation, pranks or actions which may humiliate another student, and peer pressure
- Written bullying includes but is not limited the use of notes or words to threaten or demean another
- Cyber bullying includes any technological harassment generated during any Our Lady of Good Counsel School program
- Graphic bullying includes but is not limited to the use of photographs or drawings used to demean or humiliate another
- Physical bullying includes but is not limited to punching, poking, hair pulling, beating, biting, or other physical harassment of another student
- No touch policy will become part of the anti-bullying policy ---this includes but not limited to improper or inappropriate touching of another student with the intent to physically harm, annoy or embarrass that student. These include but are not limited to acts such as headlocks, pulling on another student’s uniform or hair, tripping or jumping on another student and other physical horse play. Likewise, no student should engage in any of the above behaviors during the course of normal play.

Procedures
Any student who feels he or she is being bullied, harassed or discriminated against or who is aware of bullying, harassment or discrimination, should report it immediately to the principal, a teacher, staff member or school counselor. Any student who is found to have engaged in behavior that is related to bullying, harassment, or discrimination will be subject to immediate disciplinary action. Actions may include but are not limited to detention, suspension, or expulsion from Our Lady of Good Counsel School. A disciplinary review board composed of faculty and administrators will convene to determine the appropriate disciplinary action to be taken against the student or students. In determining the disciplinary action to impose, consideration will include the severity of the offense, whether the perpetrator knew or should have known that the conduct was not permitted, whether one incident or recurrent conduct was involved and whether there have been prior warnings or prior disciplinary actions for similar conduct. If it is determined that bullying is found to have occurred, prompt and appropriate disciplinary action will be taken. Retaliation for reporting bullying, harassment or discrimination will result in punishment for that student. The Pastor and Principal will be the final arbitrator in all matters.

9. TECHNOLOGY AND INTERNET USAGE

Technology resources are provided for the purpose of supporting the educational mission of OLG School. The school’s goal in providing technology, including computers and iPads, is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those listed in the school handbook. It is understood that all members of the school community will use all types of computing devices and OLG School’s network in a responsible, ethical, and legal manner at all times. Students are given access to the OLG computer network to assist in performing education related activities. Students should not have an expectation of privacy in anything that is created, stored, sent, or received on the computer system. The computer system belongs to OLG School and may only be used for educational and
professional purposes. Without prior notice, OLGC may review any material created, stored, sent, or received on its network or through the Internet or any other computer network. Every user of OLGC’s computers, iPads, wireless network and Internet connection has the responsibility to respect and protect the rights of every user in our community and on the Internet. OLGC School computer/iPad/network/Internet users are expected to act in a responsible, ethical and legal manner, in accordance with the Our Lady of Good Counsel Code of Conduct and the Archdiocesan Acceptable Use Policy.

CELL PHONES/MOBILE DEVICES
Cell phones are not allowed to be used while on campus between the hours of 8:00 AM and 3:00 PM. Cell phones and mobile devices must be kept in the students backpack turned off. Students will be able to call or text only after granted permission by administrator, faculty or staff member of OLGC School. Violation of OLGC School policy will result in cell phones/mobile devices being confiscated, and can be retrieved from the office or teacher after a conference with the administration. Any subsequent infraction of this policy may result in a conference with parent or guardian. Students will not be permitted to accept text messages as a way of changing dismissal routine; parents need to communicate this with the school office before 2:30 PM. OLGC will not be responsible for any lost or damaged of personal cell phones and/or mobile devices.

10. COMMUNICATION

- **K.I.T. (Keep In Touch) ENVELOPE FOR SCHOOL NOTICES**
  Any and all information from the school will be listed on the school website school.olgc.org (examples: monthly newsletters and calendars, Home & School information, special announcements and activities) Some items (example, fundraisers, hot lunch orders) will be supplied in the envelopes. These will come home with your youngest child on Fridays and are to be returned the following Monday. Please remove all information from these envelopes.

  Since communication is two way, you may send any and all correspondence from home by way of the K.I.T. envelope (examples: tuition payments, letters to faculty/staff, etc. Please mark clearly on the envelope where the correspondence should be directed to) Please look for these envelopes weekly. We will be transitioning to an online KIT by the end of the current school year.

- **MARKETING/DEVELOPMENT/NEWSLETTER**

  Mrs. Sheila Boucher (Campbell) and Mrs. Cindy Williams may be contacted at our Marketing/Developmental office at extension 202.

  The Good News

11. CONFERENCES

Parents may request a conference with a teacher at any time by emailing the teacher. Parents should not expect teachers to confer with them during school hours. **Parents are advised to discuss their concerns with the individual teacher by you, before consulting with the Principal.** A mandatory academic progress conference will take place at the end of the first trimester in October. All other report card conferences for subsequent marking periods will be scheduled at the discretion of the individual parent/teacher.

**No parent may go directly to a class at any time.** All visitors to the school should report to the greeter or the School Office directly if no greeter is present. Parents bringing lunches, etc. must bring these items to the office and they will be delivered – **PLEASE PLACE CHILD’S NAME AND ROOM NUMBER ON ALL LUNCHES.**

Positive comments, a concern, an idea or a question to the Principal can be handled by calling the Principal (extension #104), or through written correspondence via the K.I.T. envelope.
12. CUSTODY OF CHILDREN

Parents are asked to inform school personnel when 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 restraining orders if the need arises.

13. Policy for School Visitors

To insure safety, all parents, visitors and volunteer aides must enter the building through the main door and sign in at the greeter desk. A greeter will be present at the front doors during a portion of the school day, otherwise report directly to the front office. A visitor’s pass will be issued and must be displayed at all times while visiting the school grounds.

No parent may go directly to a class at any time. All visitors to the school should report to the greeter or the School Office directly if no greeter is present. Parents bringing lunches, etc. must bring these items to the table in the vestibule at front door and they will be delivered – PLEASE PLACE CHILD’S NAME AND ROOM NUMBER ON ALL LUNCHES, SNACKS, HOMEWORK, DANCE BAGS, GYM BAGS, ETC. Paper and pens are available on the vestibule table.

No visitor will be admitted to the building (conference, visit, appointment) without prior arrangement with a teacher, staff or administrator.

14. DRESS CODE SUMMARY

The following is a summary of the OLG C Dress Code Policy.

Regulation shorts/pants
Only navy blue dress pants or shorts may be worn by girls and boys. Cargo pants, dark jeans, etc. are not acceptable. Pants may not be worn below the waist, be baggy, oversized or worn below the waist.

Regulation shirt/sweater
The white polo (long or short sleeve) shirt with logo is worn as part of the Spring and Winter Uniform. A plain white polo or turtleneck is acceptable under the sweater/vest for the Winter Uniform. A navy blue sweater or vest with logo must be worn every day as part of the Winter Uniform. Hoodies and Sweatshirts (OLGC or otherwise) are not permitted to be worn as part of the school uniform during the school day, except for gym days. Shirts should not be baggy and oversized. The blue oxford shirt may still be worn, however it is slowly being phased out.

Skirts, Jumper or Skort
Blackwatch Skorts and Jumpers are to be worn by grades 1-4 as part of the Winter uniform or Spring uniform if necessary. As part of the Spring uniform only, a blue skirt may replace the blue short. Kilts and blackwatch plaid skirt are to be worn either as part of the Spring or Winter uniform by grades 5-8 only. Blue dress pants may be worn at any time. Skirt and jumper lengths are to be no more than 2” above the knee. Gym pants are not to be worn under the jumper or kilt during school hours.

Summer Boys and Girls
Polo shirt white/or blue
Nancy Blue Shorts or Skort
Sneakers
Solid white or black socks

Gym Summer Boys and Girls
Navy Blue T Shirt with OLGC Logo
Navy Blue mesh shorts
CYO Apparel is acceptable
Sneakers
Gym Winter Boys and Girls
Navy blue shirt with OLGC Logo only
Navy sweatshirt with OLGC Logo only
Navy Sweatpants with OLGC Logo only
CYO Apparel is acceptable
Sneakers

Winter Boys
Solid Navy pants
Polo shirts (long or short sleeves)
Navy blue vest
Solid black dress/oxford shoe (no sneakers)
Velcro accepted in lower grades

Sweatshirts are never part of the winter uniform except on gym days

Winter Girls
Grades 1 to 4
Jumper Plaid or Black Watch Plaid
Polo White or Blue
Black or Navy Mary Janes/Oxfords
Navy blue tights or knee socks

Grades 5 to 8
Black Watch Plaid Kilt/Skirt (must be no more than 2” above knee.)
White/Blue polo shirt with OLGC Logo
V-neck Sweater
V-neck Vest
Navy tights or navy knee socks
Black or Navy Blue Oxfords

Sweatshirts are never part of the winter uniform except on gym days (Soffee shorts may be worn under kilts)

Boys Personal Habits/Hygiene
Boy’s hair length is not to extend past the top of the shirt collar or touch more than the top of the ears. No trendy hairstyles. Tattoos, permanent or temporary, are not permitted.
No thick chain or earrings are to be worn. Watches are permitted. Religious Crosses may be worn.
Personal hygiene is a must for all students. Students must shower regularly and use deodorant and brush teeth and come to school in a clean uniform.

Girls Personal Habits/Hygiene
No nail polish, make-up or hairspray. No trendy hairstyles/wraps, or tattoos permanent or temporary. No thick chains, bracelets or rings allowed. Watches and post earrings are permitted. Religious Crosses may be worn. Personal hygiene is a must for all students. Students must shower regularly and use deodorant and brush teeth and come to school in a clean uniform.

Dress Down Day Guidelines
Dress Down Days are fundraisers and they are also a special privilege. Please adhere to these guidelines:

Girls
Skirt lengths must not be shorter than 2” above the knee. Same as our uniform policy.
NO Short shorts. Shorts must be mid thigh or longer. No frayed shorts or spandex, tight leggings, no bare midriff or ripped or torn jeans.
No strappy camis unless they are worn under a top
No flip flops or slides
Please review these guidelines with your child.
Boys

No T-Shirts with inappropriate sayings or graphics (alcohol and violence included)
Socks must be worn with sneakers
No slides with or without socks
No hats or caps
No ripped or torn jeans
Please review these guidelines with your child.

If these guidelines listed below are not consistently followed by your child, they will not be permitted to participate in future Dress Down Days this school year.

15. EXTRACURRICULAR ACTIVITIES FOR STUDENTS

Please see online school brochure for more information regarding extracurricular activities.

16. FACULTY MEETINGS/PROFESSIONAL DEVELOPMENT DAYS

Faculty meetings are held several times during the school year. These dates are published on the yearly calendar as well as the monthly calendar. Please consult the monthly calendar for dates of teacher in-services. Sometimes it becomes necessary to deviate from this schedule. When this is so, the change will be noted on the monthly calendars.

During the meetings the teachers will be engaged in staff development, sharing ideas and information pertaining to students' needs and abilities.

17. FIELD TRIPS

Parents will be notified of all trips to areas outside the immediate school environment. A written permission slip must be signed by the parent or guardian before the child is permitted to attend the class trip. All possible precautions are taken to prevent injury of any kind during these trips. Parents/guardians will cover the costs of transportation and any admission fees. It is our hope that these trips will be a source of enrichment as well as enjoyment for your child. All field trips are to be EDUCATIONAL in nature. Any student who does not behave or has been a discipline problem in school may be excluded from class trips at the DISCRETION of the teacher and principal. As per the Tuition Policy and Procedures, all tuition balances must be paid in full in order for any student to participate in field trips.

18. EMERGENCY DRILLS

Fire drills, tornado drills and lock down drills are conducted on a regular basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each classroom. Failure to cooperate is considered a serious matter.

19. HEALTH AND MEDICAL RECORDS

Administration of Medications
• Prescription and non-prescription medications can be administered during the school day by school personnel with the following regulations:
  • The medication must be in the original container supplied by the physician, practitioners, or pharmacist and delivered at the beginning of the school day to the school nurse or principal.
  • Controlled substances (Ritalin, etc.) must be hand delivered by a parent/guardian.
  • Parent/guardian must complete medication form PPLH44 or send a note including the following (See Attachments A & B):
    o student's name
    o name of medication and strength
    o dosage
    o date of administration
    o time of administration
    o reason for medication
    o possible side effects
    o other current meds
    o name of doctor
    o doctor's phone number
  • Non-prescription drugs require a note from a physician including the information listed under IX.A.2.
  • A parent/guardian can come to school to administer medications but must report to the school nurse or principal before dispensing the medication to the student.
  • We strongly recommend that children not carry medications on their person, in their lunch pail or school bag. In the event that the student needs to carry their own medication (e.g. the use of inhalers), the nurse may, with the agreement of the principal physician, and parent, permit students to keep their own medications, if they can safely do so.

Self Administration of Asthma Inhalers

• Before a student may be permitted to carry an inhaler, the student must present the completed Asthma Action Medication Plan, which contains a written statement from the physician regarding the drug to be taken, the dosage, and other information about the administration of the drug.
• In addition, the student must demonstrate to the school nurse the capability for self-administration and notify the school nurse immediately following each use of the inhaler. Any student who abuses or ignores provisions of this policy shall lose the privilege to carry the medication.
• The parent must provide to the school nurse a statement relieving the school of responsibility for the benefits or consequences of the medication, and acknowledging that the school has no responsibility.

Hearing

• The school nurse shall perform hearing tests on all students in grades K through 3rd, and 7th and 11th grade annually.
• Special Education students having a history of auditory problems shall be screened K through 12 annually or more often as necessary.

Vision

• The school nurse shall perform a vision screening on all students K through 12 annually.

Height and Weight

• The school nurse shall weigh and measure all students K through 12 annually and calculate their (Body Mass Index) BMI.

Scoliosis

• Screening for scoliosis shall be conducted for all 7th grade students as required by Pennsylvania regulations by the school nurse or medical doctor.
Physical Examination

- The Pennsylvania School Health law requires that students have a physical examination dated after January 1st of the current year on original entry to school, grades six and eleven, either by the private physician or school doctor. Students transferring without record of a recent examination in the previous school shall be required to have a physical examination. Written parent/guardian permission will be required for the physical examination to be performed in school.

Dental Examination

- The Pennsylvania School Health law requires that students have a dental examination, dated after January 1st, prior to original entry to school, grades three and seven, either by private dentist or school dentist. Students transferring without record of a recent dental examination in the previous school will be required to have a dental examination. Written parent/guardian permission will be required for the dental examination to be performed in school.

Immunization Requirements

Children in ALL GRADES need:
* 4 doses of tetanus (1 dose on or after 4th birthday)
* 4 doses of diphtheria (1 dose on or after 4th birthday)
* 3 doses of polio
* 2 doses of measles
* 2 doses of mumps
* 1 dose of rubella
* 3 doses of hepatitis B
* 2 doses of vermicelli vaccine or history of disease

Children ENTERING 7th grade also must have:
* 1 dose of tetanus, diphtheria and acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)
* 1 dose of meningococcal conjugate vaccine (MCV)

20. LUNCH PERIOD/RECESS

Our Lady of Good Counsel has paid lunch monitors to oversee the Lunch Recess. This fee is included in the registration. In the playground area, please advise your children to be careful while playing. Hot lunch will be served daily -- please check the monthly calendar for the menu. The hot lunch program usually begins the last week of September. Milk and juice will be available for purchase through school on a quarterly basis. Order forms will be sent home in the weekly KIT envelopes.

21. MEDIA CENTER/TECHNOLOGY

Our children have the privilege of using a school library. In the beginning of the year teachers sign up to use the library so the children can sign out books for their enjoyment. Children should be encouraged at home to use the library and follow library rules. Children MUST RETURN their books on the date given. Failure to do so will result with a fine for each day the book is out.

22. PARENTAL OBLIGATIONS AND RESPONSIBILITIES

1. Absence - the school laws of Pennsylvania classify absences as unexcused or illegal, except for the following reasons: illness of the pupil, death of a family member, quarantine, or "exceptional, urgent" reasons that affect the child. Please see Safe Arrival Program, page 17 to report absences.
2. Notes - a child who has been absent must present a written explanation by the parent before he/she will be permitted to return to class. A doctor's permission to return is usually needed when a child is absent for more than three (3) days.
3. Phone Calls – the school's safe arrival program should be called at extension #286 if a student will be absent for the day. Parents who wish to pick up books or assignments for students who have been absent for more than one day, are to make this request before by 8:30 AM on extension #286 so that assignments will be ready for pick-up at 2:30 PM in the front office.
4. Appointments - if at all possible, medical and dental appointments should be scheduled outside of school hours. If this is impossible, a note should be presented, notifying the school of the time the child will be called for by the parent. The child must be picked up at the school office. NO DISMISSALS BETWEEN 2:30 AND 3 PM DUE TO PREPARDNESS FOR DISMISSAL.
5. Vacations - parents are responsible for any time missed from school because of family vacations. The school is under no obligation to make up work missed by the child. Permission for the absence should be obtained from School Administration. Teachers are not responsible to provide material in advance. However, it is the student's responsibility to make up the missed work.
6. Truancy - students who are absent without parental permission are considered truant. This absence is unexcused and the child must be accompanied by his/her parents before being re-admitted to school.

23. PARENT-TEACHER MEETINGS

The first Parent-Teacher Meeting will take place at the "Back to School Night" held early in the school year. At this time parents will have the opportunity to meet their child's teacher. This is not a conference but a meeting to explain to the parents the classroom procedures, etc.

24. PARTNERSHIP IN EDUCATION (P.I.E.)

In place of a Home and School Association, Our Lady of Good Counsel has formed a partnership in education with its families known as P-I-E – Partnership in Education. This organization has been formed to meet the needs of the members of our school community – students, parents and faculty. 215-357-1300 extension 284.

The structure of this organization is as follows: Principal/Faculty/Spiritual Advisor — Coordinators — Committee Volunteers — Parents. There are four coordinator positions for which parents may be nominated. A pair of parents with over-lapping two-year terms shares the duties of each coordinator position. The coordinator positions are Committee Chairperson, Activities Coordinator, Communication Coordinator and Finance Coordinator. The job descriptions are as follows:

Committee Chairperson – requires a positive attitude toward our school, strong organizational skills, and responsibility for arranging all aspects of general and board meeting, excellent communication skills, ability to assist homeroom parents and to act as a liaison bringing general concerns to families, the Faculty Advisor and/or the Principal for consideration.

Activities Coordinator – requires ability to interface with other members of the committee during decision making and preliminary preparations for all P.I.E. activities, events, and fund-raisers, strong organizational and communication skills to plan events with volunteer event coordinators and to assist with the contacts of all volunteers, ability to delegate responsibilities necessary for each event or activity, ability to provide support for each event and to create a written summary of each event at its completion.

Communication Coordinator – requires familiarity with word processing applications and excellent communication skills in order to gather information and produce the organization’s newsletters, and to maintain an accurate recording of minutes from the P.I.E. committee’s board and general meetings.

Finance Coordinator – requires familiarity with word processing and spreadsheet applications in order to create and maintain accurate recording of the fiscal activity of the P.I.E., ability to interact routinely with the school’s administrative staff to ensure that all financial records are in compliance, and excellent communications skills in order to receive detailed financial reports regarding events/activities and to design a financial report for the school families during the school year.

These parents will meet periodically with the principal and faculty advisor to discuss matters involving the school community, plan parent meetings and activities for the children, coordinate speakers and seek ways to deal with timely issues and concerns of the school as a whole. They will also form their own sub-committees and seek parent volunteers.

25. CATAPULT

Act 89, state legislation, entitles children attending non-public schools to certain remedial and diagnostic programs. These auxiliary services are being provided by Catapult Learning in the following areas:
Remedial Mathematics Counseling
Remedial Reading Psychological Assessment

Speech: Educational Assessment provided to us by the Bucks County Schools Intermediate Unit.

Students in grades 1 through 8 are referred by teachers and family to the Catapult Program. Students are screened for problems by the Catapult staff and may be scheduled for additional diagnostic testing. Long term remediation (planned consultation and program evaluation) is available to students who need further help.

26. REPORT CARDS

Archdiocesan report cards are issued three times a year to students in Grades 1 through 8. There is a minimum of five forms of assessments per trimester. Conferences with teachers to check on your child's progress ARE SCHEDULED FOR LATE October, however, you may check on your child’s at any time during the trimester. This may be done thru email or setting a phone conference.

Rubrics are used in the following areas to help the student more clearly understand the expectations of the teacher:

- Personal and Social Growth
- Effort and Study Skills
- Art
- Music
- Physical Education
- Technology
- Projects and Reports

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

- Major Assessments
- Quizzes
- Oral and written reports/following rubrics for grading – set forth by teacher
- Classroom independent work (copybooks & workbooks) (studied and written)
- Active participation in classroom lessons and activities
- Class/individual projects/following rubrics for grading – set forth by teacher
- Any other form of assessment deemed appropriate by teachers

- All special reports and projects are to be turned in on the due date to receive full credit. Late reports will have a point deducted from the grade. Parents should keep abreast of grades during the report card period by signing tests and examining copybooks and workbooks, and checking grades on-line.

Report Cards will be issued in trimesters. Dates for Report Cards and Progress Reports to be issued can be found on the School Calendar.

No child will fail who is working to potential and who completes class and home assignments when due. Failing grades are given only when a student shows lack of effort and interest in schoolwork as reflected in performance and participation.

Honor Roll/Principal Awards will be distributed at the end of the school year.

- **Honor Roll -- Grades 4 to 8**
  86 – 93 in every academic area
  3 or 4 in conduct and effort

- **Principal’s Award**
  Conduct and effort: 4 – Grades 1 to 8

27. SCHEDULE/CONTENT
Our school adheres to a diocesan regulation regarding the hours given to the teaching of subjects per week and to state law requiring the number of days spent in school.

28. SCHOOL SUPPLIES

Notebooks, folder, paper supplies, pens, pencils, crayons, milk, juice and lunch fee are not included in school tuition. Students should not purchase supplies until directives for supplies needed are administered by his/her teacher.

29. SECURITY MEASURES

Our Lady of Good Counsel School has installed a new monitor system for our front door. If you need to enter the school, please ring the new doorbell. Our greeter will ask how we may help you. Please answer the greeter through the new intercom attached to the doorbell, even if you visit the school on a regular basis (lunch monitor, media center, etc.). At that time, the greeter will ask you to enter the school. Unlike the last doorbell, this system does not have a buzzing system. You will need to listen for the greeter to tell you when to open the door.

1) Visitors will be let into the building. If you are just dropping off a lunch, project or whatever, there is a table between the two doors to leave the items. If there is no greeter on duty, please stop in the School Office to let someone know the reason you are here. Please do not ask the greeter if you may take the lunch/project/book/assignment directly to the classroom. You will be denied.

2) All visitors must sign into the building. If we do not recognize the person, we will ask for ID. A copy of a valid driver’s license will be made.

3) If the visitor has an appointment with a teacher, principal etc. he/she will be let into the building and will wait until the person they are meeting is available to take them to the place of the meeting.

4) If the child is ill and will be sent home, children will be brought down to the front office by the nurse. The Nurse on duty will determine whether the parent needs to brought to the nurse’s office.

5) Parents will no longer be able to walk through the building unescorted. Someone from the office or a greeter will take them to where they need to go.

6) If you are bringing treats etc. for a birthday or special occasion, please leave them at the table between the two doors with a note listing the child and home room number. The greeter or office person will call for that child/teacher/aide to come down and get the treats. Parents will not be permitted to walk them up to the classroom. Halloween, Christmas, and End of the year parties will be the exception. We will have a list of persons coming into the building for those parties ahead of time.

7) Teachers will submit (email) a list of visitors to the office that they are expecting for that day.

8) If you are picking up a child for an early dismissal, you will be let in and sign out the child. You are to wait by the greeter’s desk until your child comes down. No early dismissals from 2:30 PM to 3 PM.

9) Parents will not be permitted to walk through the building during school hours unless they are here for a meeting. Then, they will be escorted.

10) If a book, etc. is forgotten, you may enter the building until 3:30 PM. Please do not send the child through an empty building to pick up a book. You will need to escort him/her to the classroom. If it is past 3:30 PM you will be denied entrance to the building. Please email the teacher and explain that you were unable to enter the building.

11) Parents will no longer be able to walk the children to their classroom—whether late or on time.

12) All children in Grades K-8 must receive late passes in order to gain admittance to the classroom after 8:25 AM.

13) Kindergarten parents should say goodbye to their child/children outside of the building. Please do not walk them to their classroom door.

14) Parents who have children in all other grades should do the same.

15) If a parent is in the building, impromptu conferences should never be held at the classroom door.

16) If you need to visit your child during the school day, please notify the teacher who will get approval from the office for the visit.

30. 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 unless this form has been signed by a parent. School records will be forwarded to child's new school upon request from that 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.

31. VOLUNTEER AIDES

Our Lady of Good Counsel School truly depends upon the help of many volunteers to maintain the fine academic program that our students enjoy. Any parent or parishioner may volunteer to assist a teacher, to work with small groups of children, and various other odd jobs such as typing and making decorations. We encourage all that have the time to spare, both moms, dads, and guardians, to volunteer to serve the school community of Our Lady of Good Counsel. If you decide to volunteer, please contact the Coordinator at extension 123.

32. TUITION ASSISTANCE

Education is the mission of the Church. Therefore, any family wishing to provide their child with a Catholic school education, but have limited financial resources, may apply for tuition assistance. You may call Debbie Rogers, at ext. 117 to ask for an application. All completed forms must be submitted to the attention of the Business Manager by April 30th of the current school year. Tuition grants will be awarded by June 1st. Please be assured that this process is strictly confidential. Please feel free to contact the school Principal, Frank Mokriski, ext. 104 or Debbie Rogers, ext. 117 should you experience financial difficulties.

This handbook may be amended at the discretion of the Principal upon notification to parents.