

*Our Lady of Good Counsel Catholic School*



**PARENT-STUDENT  
HANDBOOK  
2018-2019**

## *Our Lady of Good Counsel Catholic School*

### **STUDENT-PARENT HANDBOOK**

This handbook has been compiled to develop an awareness of the expectations the school has of our students and parents. This allows us to concentrate on developing the potential of our students and equipping our saints for life! Please familiarize yourself with the content of each section of this handbook. OLG C 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 OUR LADY OF GOOD COUNSEL CATHOLIC SCHOOL POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND OUR LADY OF GOOD COUNSEL CATHOLIC SCHOOL.**

### **MISSION STATEMENT**

"Our Lady of Good Counsel Catholic School, under the guidance of Mary, seeks to empower students to commit to Christian service, dedicate their lives to Gospel values, and lead with academic excellence."

*Our Lady of Good Counsel Catholic School is accredited by the Middle States Association of Colleges and Schools, Commission of Elementary Schools. Though not mandatory, we believe that accreditation demonstrates our commitment to excellence and provides a strong endorsement for the value of an OLG C education.*

## MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is twofold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

### **Academic Failures**

Attendance at a summer school or a tutoring program is mandatory if a student has two or more failures on the final report card and wishes to return to OLG School for the next year. Notification of successful completion of a program must be given in writing to the school office prior to the first day of school.

Any eighth grade student who fails any of the basic skills (English Language Arts or Mathematics) or who has a failing composite average is required to attend summer school provided by the Archdiocesan High School if they wish to attend an Archdiocesan High School in the Fall.

### **Academic Probation**

A student will be placed on academic probation according to the following stipulations:

- If a student has two or more failures in major subjects for the final grade, that student will be placed on academic probation until the end of the first report period of the next school year.
- If a student on academic probation incurs even one failure in a major subject at the first report card period, that child would be liable for dismissal from the school.

### **Administration**

The principal of the school, in cooperation with the pastor, is the chief administrator of all functions that have anything to do with the school. The principal initiates programs, directs and supports the faculty, and is an integral part of all decisions that affect the children of OLG School.

### **Admissions**

#### **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 people, shall not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies and other school administered programs. Our school

endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. Our Lady of Good Counsel Catholic School reserves the right to decline admission or to impose reasonable conditions of attendance where circumstances indicate. Any child admitted during the actual school year will be on probation for the first full trimester of attendance.

Whenever a student has a change of address or phone number, the parent is asked to notify the child's teacher, as well as the secretary in the school office. Falsified information regarding addresses of children may result in immediate transfer.

### **School Age**

A child entering Pre-K 3 must be 3 (3) years of age by September 1st of the year of admission. A child entering Pre-K 4 must be 4 (4) years of age by September 1st of the year of admission. A child entering kindergarten must be five (5) years of age by September 1st of the year of admission. A child entering first grade must be six (6) years of age by September 1st of the year of admission.

### **Registration**

Dates for registration for kindergarten students, and other students new to Our Lady of Good Counsel Catholic School will be published on the school website and in the parish bulletin. This registration is only for new students. There is a non-refundable fee due at the time of registration. Registration fees are published prior to registration along with tuition costs.

### **Requirements for School Entrance**

1. Catholic students entering kindergarten and first grade
  - a) Parish membership verification
  - b) Baptismal certificate
  - c) No child may be enrolled / registered without written immunization record
  - d) Birth certificate
  - e) Copy of parent/guardian current driver's license
  - f) ACT 195 State Textbook Agreement
2. Catholic students entering grades two through eight
  - a) Parish membership verification

- b) Birth certificate
- c) Baptismal certificate
- d) Copy of Parent/guardian current driver's license
- e) Transfer from previous school with a permanent record card
- f) Immunization document listed for admission of student in any grade
- g) ACT 195 State Textbook Agreement

### **Re-Registration**

Families registered in Our Lady of Good Counsel Catholic School are required to re-register annually. Tuition fees and non-refundable re-registration fees will be published on the website and re-registration information forms are provided to the school families. All financial obligations must be current before re-registration can be processed.

### **Tuition**

Our Lady of Good Counsel Catholic School provides quality Catholic education through the efforts of our parish priests, faculty, staff, PIE Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled in the school.

The pastor, school administration, and business manager determine the tuition costs for the following school year. This information is communicated to the school parents/guardians through the school.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. The pastor, school administration, and business manager review tuition records on a trimester basis. Parents will not receive the interim progress report, or the trimester student report card if the tuition account has an outstanding balance, unless the parent has met with the pastor or the school administration of Our Lady of Good Counsel.

### **Subsidy/Church Contributions**

Our Lady of Good Counsel Catholic School relies primarily upon three (3) sources of revenue: subsidy of each parish (also known as parish scholarship), tuition, and development by fundraising efforts.

Our Lady of Good Counsel Catholic School remains committed to supporting and assisting any family who desires Catholic education for their children. Every school family who is a contributing parishioner will receive a parish scholarship for their children in grades one through eight.

### **Legal Custody**

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 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 may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the school office.

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.

The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other.

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

the court order or custodial agreement adjudicating that determination of custody. This agreement is placed in a confidential file.

### **Attendance**

Lateness and irregular attendance interfere greatly with a student's academic progress. The illness of a student, death in the immediate family, quarantines, or "exceptional urgent reasons" constitute reasons for lawful absence.

Student absences must be reported to the school office before 9:00 AM on the day of the student's absence. In addition, on the first day the child returns to school, written notification of the reason for the absence must be presented to the homeroom teacher. A physician's note is required after three day's absence. Students arriving after 11:00 AM will be marked absent for the morning session. The administration will contact a parent/guardian when a student has an excessive number of days absent. Students who miss excessive school days without a physician's note or known valid reason will be considered truant and subject to dismissal. The local public school will be notified of dismissal for truancy and that the child is no longer on the school roll.

**Absence without the parent's knowledge is a serious offense. The offender is automatically suspended and will not be permitted to return to class until the principal interviews at least one of the parents.**

### **Late Arrival**

Students arriving after 8:15 but before 11:00 AM will be marked "late". If arriving after 8:15 AM, a parent/guardian must accompany the child and sign in the child. Then a late pass will be issued which will admit the student into his/her homeroom. Chronic lateness will result in administrative review of the situation. Late bus arrivals do not constitute a late arrival.

### **Safe Arrival**

If your child is going to be absent, the parent/guardian must call the safe arrival line at 215-357-1300, ext. 286 by 8:15am. **Do not email a child's teacher to report an absence.** If an absence has not been phoned in, a call from the school will be made to verify the child's absence. Upon return to

school, a student must present a signed and dated note to the homeroom teacher explaining the reason for the absence.

### **Early Dismissal**

When it is necessary for a child to be excused from school before the regular dismissal time, a note must be given by the child to his/her teacher in the morning. A child leaving school early must be picked up by a parent, or an authorized person representing the parent, at the school office. The parent or authorized person must sign the child out from the school office and will be required to show proper identification.

### **Books**

The students are expected to treat all textbooks with proper care and respect. Every textbook and workbook must be covered at all times. These covers are to be kept neat and clean. Neither the covers, nor the books themselves, should be defaced in any way. Damaged or lost books, including library books, must be replaced at the student's expense. School bags are required for the protection of schoolbooks.

### **Bullying**

The faculty and staff of Our Lady of Good Counsel Catholic School are committed to providing a safe, positive learning environment for our students. The faculty and staff recognize that bullying creates an atmosphere of fear and intimidation and detracts from the safe environment necessary for student learning.

Bullying is defined as a communication or act that is intentional and delivered in electronic, written, verbal, or physical form to another student or students, which occurs in or is related to a school setting or activity that is severe, persistent, or pervasive and has the effect of doing any of the following:

- Substantially interfering with a student's education.
- Creating an intimidating or threatening school environment.
- Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes communication delivered through the Internet, including Social Media (Cyberbullying). School setting means in the school, on school grounds, in vehicles transporting

school students, at any assigned bus stop, or at any activity sponsored, supervised, or sanctioned by the school. Our Lady of Good Counsel Catholic School prohibits all forms of Bullying/Cyberbullying whether or not it occurs during school hours, on school transportation or through use of personal computers in the school setting.

A student who violates this policy shall be subject to appropriate disciplinary action which may include school discipline, suspension, or expulsion.

Investigation of complaints made by students, third parties, and/or parents shall be conducted in accordance with the procedures listed below.

**Reporting Procedures** - Complaints alleging violations of this Policy shall be reported to the Principal and/or her designee. All school employees are required to report alleged violations of this Policy to the Principal and/or her designee. All other members of the school community, including students, parent(s) or legal guardian(s), volunteers, and visitors are encouraged to report any act that may be a violation of this Policy.

**Investigation** - The Principal or her designee is responsible for determining whether the alleged act constitutes a violation of this Policy. The Principal or her designee shall conduct a thorough and complete investigation of the alleged incident. The Principal or her designee will maintain a record of each investigation regarding allegations of harassment, intimidation, and bullying.

**Response to an Incident of Bullying** - Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, or bullying that require a response in the classroom, school building or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, or bullying range from counseling interventions up to and including suspension or expulsion. **It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made.**

**Reprisal or Retaliation** - Reprisal or retaliation is prohibited against any person who reports an act or harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or her designee after consideration of the nature and circumstances of the act.

**Consequences for False Accusation** - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying range from counseling interventions up to and including suspension or expulsion.

**\*\*Please note that in most cases a progression of consequences will be considered.\*\***

### **C.A.R.E.S.**

The C.A.R.E.S. Program (Children Are Receiving Extended Services) is a before and after school supervised program run under the guidelines of the Archdiocese. The **CARES Program** services families who desire both a parochial school education and a supplementary care program in a Catholic environment, for children enrolled in Pre-K through grade eight (8). This program is limited to the students enrolled in Our Lady of Good Counsel School. Information on hours and rates may be obtained in the school office.

### **Cell Phones and Other Electronic Communication Devices**

Students are permitted to have cell phones at school. Cell phones will be collected by your child's homeroom teacher and kept in a central location in the classroom. The purpose of having a cell phone in school is for emergency ONLY. Therefore, no student needs to have the cell phone on his/her person at any point during the school day.

Ipods, digital cameras and the like are permitted if the teachers or administrators choose to give students permission to bring such items to school on a given day. All electronic devices must always remain in the schoolbag when in the building.

Any students who do not follow the guidelines above are subject to disciplinary action. Phones and electronic devices carried on the student or outside of their schoolbag will be confiscated.

### **Closing Exercises**

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in the closing exercises of kindergarten and eighth grade if all financial obligations have not been met, or in the view of the school, the student's conduct, academic or disciplinary record indicate that the privilege should not be extended.

### **Communications**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. General communication from the school will be posted on the school website. Any communication coming from home should be in a properly labeled envelope and given to the homeroom teacher. Email communication between parents and teachers is also a viable option.

### **Computers - Acceptable Use Policy**

**PURPOSE:** Technology is a valuable and real world educational tool. All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

**SCOPE OF USE:** We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or

interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein. N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

**GOAL:** The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning •
- Encourage critical thinking, communication, collaboration and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for internet safety and digital citizenship
- Provide a variety of technology based tools and related technology skills

**RESPONSIBILITIES OF USER:** Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use. In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- Respect One's self. Users will select online names that are appropriate and will consider the information and images that are posted online.

- Respect Others. Users will refrain from using technologies to bully, tease or harass other people
- Protect One's self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce and protect license agreements for all software and resources.

### **TECHNOLOGY USE GUIDELINES Educational Purpose/**

**Appropriate Use:** School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

**Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include:

- Teacher school web page, email, and/or phone number
- Teacher created, educationally focused networking sites Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day.

A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student

contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cell phones:** Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

**Examples of Unacceptable Uses - Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees

- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

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

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

**Personal Use of Social Media:** This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube and Myspace. Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. 'Friending' of current students by teachers is forbidden on a teacher's personal social networking site. Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

### **Policy Violations**

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

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

### **Conferences**

Conferences with parents to discuss the child's progress are encouraged. A formal conference is scheduled within the first marking period.

Parent/teacher interviews afford opportunities for growth for both parties involved and should result in furthering the child's development. Parents wishing to confer with the principal about a child are welcome to do so after having first conferred with the child's teacher. If parents wish to arrange a conference with a teacher or the principal, they should call the school office or make a request in writing. It would be helpful if the nature of the concern was stated prior to the conference. No meetings are permitted without an appointment or during dismissal.

### **Currency**

All money sent to school should be placed in individual envelopes marked with the amount, child's name, grade, room number, and purpose for the enclosed money.

### **Curriculum**

The curriculum of OLG School follows the guidelines established by the Office of Catholic Education of the Archdiocese of Philadelphia. Textbooks are approved by the Archdiocese and reviewed and updated as needed. Religion textbooks are purchased by the school; other texts are purchased through state funding. Under the guidance of the Office of Education, faculty and administration exert constant efforts to provide a balanced, well-organized, and continuous curriculum. Periodic evaluations and standardized testing, as well as faculty in-service, help to ensure the strength of educational programs.

### **Custody of Children**

Current court issued custody documents must be filed in the school office.

### **Dismissal**

Dismissal is at 3:00 pm. School District busses will pick up in the front of the building. All car riders will also be picked up in the front of the building. Students will be dismissed by teachers to their car. A parent/guardian must be standing outside the car for the teacher and student to see before being dismissed. Student transportation changes must be made before 2:00 pm unless there is an emergency.

## **Dress Code**

The personal appearance of a student represents that individual. The personal appearance of the entire student body represents the school to others; therefore OLG School adheres to a strict dress code. A neat appearance demonstrates respect for others and fosters an individual's sense of self-respect and pride. OLG's uniform consists of:

### **Summer Boys and Girls 1-8**

- Regulation Polo shirt
- Gray walking shorts or jumper (1-4) /skort (5-8)
- White or Black Sneakers
- Solid white or black socks

### **Gym Summer Boys and Girls**

- Light Blue T Shirt with OLG Logo
- Navy Blue mesh shorts with OLG Logo
- Sneakers

### **Gym Winter Boys and Girls**

- Light Blue shirt with OLG Logo only
- Navy Sweatshirt with OLG Logo only
- Navy Sweatpants with OLG Logo only
- 5-8 Dark Grey Dry Fit T-shirt with OLG logo is optional
- Sneakers

### **Winter Boys**

- Solid Grey pants
- Regulation Polo shirt (long or short sleeve) with OLG logo
- Regulation Navy Blue Sweater if short sleeve polo is worn
- Solid black dress oxford shoe (no sneakers)
- Velcro accepted in lower grades

### **Winter Girls Grades 1-4**

- Plaid Grey and Blue Jumper
- White Peter Pan Collar Blouse
- Black or Navy Mary Janes/Oxfords
- Navy Blue tights or knee socks

### Winter Girls Grades 5-8

- Plaid Grey and Blue Skort (must be no more than 2” above the knee)
- Blue Long Sleeve Polo shirt with OLGC logo
- Blue Short Sleeve Polo with Long Sleeve Sweater
- Navy tights or knee socks - no athletic socks are permitted
- Black or Navy Blue Oxfords or Black Skechers School Shoe

### Other Uniform Requirements

- NO jewelry of any kind is permitted. Students may wear a watch, ring, and a religious medal or symbol. Girls may wear a pair of small, non-dangling earrings if they have pierced ears. Multiple earrings per ear are not permitted. **Boys are not permitted to wear earrings.** No other jewelry is necessary or appropriate and makeup and nail polish are not permitted.
- Hair must be neatly styled. Hair should not be faddishly colored or in their eyes. Boys’ hair length should be above the collar. Tails, lines, designs, faddish shaves, cuts or styles are not permitted. Girls’ hair ribbons, barrettes, etc. should match the colors of the school uniform. Plain headbands are allowed. **Headbands with accessories attached to them are not allowed. Large hair bows/flowers or clip on hair accessories are not permitted.** Extreme hairdos expressing the latest faddish styles are not permitted.
- Bulky sweaters or sweat shirt/jackets are not permitted in the classroom.
- Uniforms should be properly worn; shirt sleeves should be worn at their full length. Slacks, skirts and gym shorts must be worn at the waist. Socks are to be worn at proper height and skirts may not be rolled at the waist.
- Hats are not considered appropriate attire during the school day; therefore, they may not be worn inside the school building.
- Students are expected to be in complete school uniform at all times while in the school building and on school property. If

for some reason a student must be out of uniform, a note from the parent explaining the reason and requesting an exception is required.

### **Dress Down Days**

At times during the school year, the students may participate in dress down fundraisers to benefit various charities. These charities will be commensurate with the teachings of the Catholic Church.

Students should adhere to the following dress code:

- No tank tops, off shoulder tops or bare midriffs.
- No short skirts or shorts (must not be shorter than 2” above the knee).
- No open toe shoes, flip flops, or soccer sandals.
- Sweatshirts, tee shirts, etc. may not have pictures or slogans contrary to the teachings or philosophy of OLG School.
- No frayed shorts or ripped/torn jeans.
- Leggings may be worn but tops must be an appropriate length.

Students dressed inappropriately will be sent to the office upon arrival to school. Parents will be notified and must bring a change of clothes to school.

### **Emergency Closing**

In the event of a school closure, late arrival or early dismissal , all school families will be notified via School Messenger. If all Centennial Schools are closed, then OLG is closed. However, if all Centennial schools are open, a message will go out via our School Messenger System to all school families announcing any change in schedule.

If the public school district in which your student resides is closed and OLG is open, there will be no transportation for your child to or from school. If your public school district opens late and OLG is open, then your bus schedule will be delayed.

If an emergency school closing occurs during school hours, parents will be notified via School Messenger. Please do NOT call the school.

### **Field/Class Trips**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. School permission forms must be signed by a parent in order for a child to participate. Insurance information must also be provided. Proper dress and good conduct are essential and expected on all trips. Participation in a class trip is a privilege and the school reserves the right to deny participation to any student whose conduct and attitude are not in keeping with the standards of OLG School. Students not accompanying their class on a specified trip must spend the time in school doing enrichment assignments. As per the Tuition Policy and Procedures, all tuition balances must be paid in full in order for students to participate in field trips.

### **Government Services**

Catapult Education Services provides services including counseling, psychological testing, speech remediation, and remediation in the areas of reading and mathematics. Act 195 provides limited funding for the purchase of textbooks, and Act 90 provides funding for various instructional materials. Act 372 allows busing of nonpublic school children by the school district in which the child resides. Children not usually bused cannot ride the buses.

### **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 teachers.

### **Harassment**

OLGC School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the principal and is available upon request.

## **Health Services**

Centennial School District provides our school with nursing services one day per week. Our Lady of Good Counsel Catholic School provides its own nurse on the other days of the week. Emergency care will be offered to students for an accident or illness occurring *during* school hours. Prolonged illnesses or injuries, which occur outside of school, are parents' responsibility. School nurses are prohibited by law to diagnose injuries or illnesses. Please do not send your child to the nurse for diagnosis.

In order to administer effectively our health-related programs, your assistance is vital in the following areas:

- Emergency cards, forms, questionnaires, etc. need to be completed and returned promptly.
- Changes in a telephone number, address, emergency contact, employment, etc. should be reported to the school nurse and the school office. Information on new immunizations, surgery, accidents, communicable diseases, or special medical conditions should be reported in writing to the school nurse.
- Please keep students out of school if they experience a temperature above 100 degrees, or any vomiting or diarrhea within the twenty-four hour period before school starts.

## **Administration of Medication**

School personnel will administer prescription and non-prescription medications during the school day according to the following regulations:

- Medication must be in the original container and delivered at the beginning of the school day to the school nurse or principal.
- Parent must complete a Medication *Form* or send a note including the following: student's name, name of medication, dosage, time and date of administration, reason for administration, possible side effects, other medications student is taking, name of prescribing physician, and physician's phone number.
- Non-prescription drugs require a note from a physician including the information above.

- A parent may come to school to administer medications, but must report to the school office *before* dispensing medication to student. Parents may *not* dispense medication in the classroom or corridor.

### **Homework**

Homework is given for the following reasons: to foster habits of independent work-study, to reinforce learning that has taken place in school, and to bring home and school together. Each teacher sets up his/her own policy for home assignments. Parents should provide a good study atmosphere, set a definite time for homework each day, and check the homework to ascertain that it has been completed. It is important, however, that parents recognize that homework is the student's responsibility; they should not assume that responsibility for the child. If there is a problem about assigned work, parents should contact the teacher involved by sending a note.

The Office of Catholic Education suggests the following time allotments for daily homework (includes both written and study assignments):

Grades 1&2 –30 min. Grades 3&4 –60 min.

Grades 5&6 –90 min. Grades 7&8 - 120 min.

All written assignments should be done neatly and legibly. No assignment, projected by a teacher to take a few weeks, can be done overnight or in one weekend. Rather, students should approach long-term assignments by evenly distributing the work over a period of time and not procrastinating until the due date. These time-management skills provide vital training for the future. Parents' signatures on homework are at the discretion of the individual teacher. The teacher reserves the right to detain students during recess for the purpose of completing assignments not submitted.

### **Homework for Absentees**

If a student is absent due to illness or a family emergency, a parent/guardian may view all necessary assignments on the school website. If a text is required to complete an assignment, a parent/guardian may call the office to make the request and obtain the material from the office before 3:30. If permission is given a sibling or a designated friend may pick up the material at the office before 3:30 PM.

## **Honors Math**

OLGC School participates in the Archdiocesan Honors Math program. The Elementary Honors Mathematics Program is intended to meet the needs of those students who are capable of completing the prescribed curriculum in seven (7), instead of eight (8), years. Beginning in the 2018-2019 school year, the students in this program will be identified in grade three (3), and begin formal instruction in grade four (4). An Honors Mathematics teacher will instruct identified students in grades four (4) through eight (8). The Algebra I course used by the secondary schools in the Archdiocese of Philadelphia is the eighth (8th) grade honors curriculum.

The principle criteria for admission to this program, as stated in the Archdiocesan guidelines for the Honors Math Program, include:

- (1) Cognitive Skills Quotient of 125 or above
- (2) Standardized test scores in Mathematics Composite above the 90th percentile and  
Reading Comprehension, above the 80th percentile, and
- (3) Consistent scores of 85 or better on Archdiocesan Level Evaluations.
- (4) Periodic evaluation will be used to determine continued participation in this program.

Participation in the Honors Math Program is contingent upon the approval of the Archdiocesan Mathematics Committee.

## **Library**

OLGC library enables the student to engage in all types of genres through guided instruction, read alouds, book talks, literature circles as well independent reading. Through self-selection of books the students has the ability to experience literacy at an individual level and at their own pace. The students will also develop library skills as well as skills to communicate through various group projects with their peers.

Students may borrow books from the school library during their weekly library period. These books are to be treated with proper care and respect. A replacement charge will be assessed for lost or damaged books.

## **Lunch**

In keeping with the philosophy of a Christian community that fosters self-respect and the respect of others, all students are expected to be considerate of others and to be respectful at all times.

## **Schoolyard Regulations**

All grades spend a portion of their lunch time outside. This recess period is given to provide a change of pace, exercise, and release of tension. The following rules and regulations are expected to be followed by all students:

- Dressing appropriately for the weather is required.
- All students must remain in the designated area until the bell rings.
- Running, fighting, kicking, taking clothing from another student, taunting, bullying, throwing snow, dirt, stones, etc. and other similar actions will not be tolerated.
- When the hand bell is rung, recess is over. Students must stop playing immediately and walk to their assigned lines.
- Once in their lines, the students are silent.
- Students must enter the building in silence and remain silent at all times in the hallways.

**For the safety of all students, no lunches are permitted to be dropped off to students during recess in the schoolyard. Parents MUST go to the office to drop off lunches.**

## **Cafeteria Regulations**

Students are expected to behave as they do in their own home or as they would in a restaurant. Students must be respectful of themselves, others, and their environment. Students choosing to not follow the rules below will be provided with alternate lunch arrangements, which may include lunch detention. The following rules and regulations are expected to be followed by all students:

- Enter and exit the cafeteria in silence and in line.
- Sit at assigned table and stay seated during entire lunch.
- Keep his/her section clean and tidy.
- Good manners are expected.
- Speak quietly to the people at your table.
- Eat your food; do not play with, swap, or throw it.

### **Lunch Menu**

The children have lunch in the school cafeteria. The students are required to bring a lunch to school or they may purchase lunch. **Please be sure to notify the school office, school nurse and teachers if you child has any food allergies.**

### **Morning Arrival**

Regular school hours are 8:15 AM to 3:00 PM. Arrival time is 7:45 AM to 8:15 AM. Students will be supervised at all times by an authorized adult designated by the administrator. Students are not permitted in the school before 7:45 AM unless they are part of the CARES school program. If a child needs to arrive before 7:45 AM, they must be dropped off at CARES.

The CARES Program is available to provide before and after school services for students in grades K through 8.

Upon arrival, all students must enter the building through the entrance by the gym. **Parents are NOT PERMITTED to enter the school building with students.**

### **Personal and School Property**

Students must be responsible for their own belongings including electronic devices. All clothing, lunches, and other articles must be clearly marked with family names. The school reserves the right to search anything on school property.

### **Philosophy of Discipline**

Personal and Social Growth is a necessary reflection of the philosophy of a Catholic School, which attempts to develop a fully committed Christian. As Christians, the students will respond to their responsibilities and obligations as they follow the two Great Commandments of Jesus. First: "You must love the Lord your God with all your heart, with all your soul, and with all your mind." Second, "You must love your neighbor as yourself." (Matthew 22:37-40)

Living these commandments helps the students develop self-control, a necessary element in personal growth and raises students' awareness of their

relationship with all community members. The observance of school rules is necessary to create an appropriate atmosphere for learning. Faculty and parents must work together to assist the students in their religious, academic, social, and physical development.

The students are called to be caring, respectful, responsible and enthusiastic students. When students do not meet these expectations of behavior, the school staff will utilize interventions that enables students the ability to solve problems while keeping their dignity intact. Such interactions are aimed at helping the students understand how their behavior impacts others.

The discipline code applies to students and parents/guardians in school and at school sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school. In-school problems reported by students to parents should be discussed with the classroom teacher as soon as possible.

**The following guidelines have been formulated to increase student awareness of personal responsibilities as a student of OLG School. Students are expected to:**

- Respect all persons, adult and peer alike, in word, action, and attitude. This includes any adult in the school building, schoolyard, or church. All students should treat each other with consideration and respect.
- Treat all personal and school property with respect.
- Obey all classroom rules established by the teacher.
- Be prepared for class.
- Complete assigned homework.
- Complete assigned class work. Students should work diligently in order to complete class work in the allotted time.
- Comply with the school dress code.
- Observe lunchtime and schoolyard rules.
- Act with due reverence in church.
- Refrain from bringing non-educational material to school.
- Know and comply with all school regulations as stated in the school handbook.

When appropriate, age-appropriate disciplinary consequences result from unacceptable behavior. In an extra effort to support the development of our students, the following steps will be implemented:

- Conferencing- The teacher will interview the student(s) to discuss the behavior, its results and the consequences of their actions.
- Disengage from classroom environment- The student will be removed from the classroom for a brief, specific period of time.
- Service to the school- The student will complete some service to the school in reparation for their action.
- Written response- The student will describe the infraction, define the consequences, indicate who was hurt by their actions and describe subsequent change to behavior.
- Lunch detention- The student will serve supervised lunch detention for a time that reflects the nature of the infraction.

**These interventions may be combined if the teacher or administrator deems it appropriate and will be communicated to students and parents by means of an infraction report.**

When a behavioral intervention is used, it will be documented on an **infraction report**. Parents must sign the report to indicate their receipt of it and return it to school. **Acquisition of three infraction reports during one trimester will result in detention** for students in grades four through eight. Detentions will be held on Tuesdays from 2:45-3:45 PM. Transportation for students is the responsibility of the parent/guardian. Each student must be signed out by a parent/guardian. The administration reserves the right to determine the time and day of detentions, as well as the consequences for any major offenses.

**Within the time frame of one trimester, three further demerits resulting in a second detention, will warrant a conference with the student, parent/guardian, teacher, and administration.** An inability of a student to work toward improved self-discipline can result in the recommendation of an alternative school placement.

**Automatic detentions** may be issued for serious infractions including but not limited to the following:

- Physical Aggression

- Obscene / Inappropriate Language
- Verbal Harassment
- Disrespect
- Defiance
- Cheating
- Stealing
- Forgery
- Vandalism
- Fighting
- Dishonesty
- Bullying

Please note that immediate detentions, in-school suspension, removal from school for the remainder of a school day, and expulsion can be a consequence for all students in any grade. In-school suspension is sometimes an option in lieu of out-of-school suspension. The determination lies at the discretion of the administration and is relative to the nature of the situation. On occasion and depending upon the situation, parents may be called to remove their child from school for the remainder of the day. Conditions for return to school will be discussed with the parent.

It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made.

**Serious Infractions, including but not limited to the following, may result in the immediate removal of a child from school with the intent to permanently dismiss:**

- Misuse of communication devices in school, at home, or off premises that target any student, teacher, or staff member
- Alcohol and/or drug possession or use
- Weapon possession
- Blatant physical or verbal contact towards a student, teacher, or staff member
- Possession of materials or a display of actions deemed immoral by the Administration

**At any time, the administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school in order to protect and preserve the wellbeing and safety of the school community.**

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.

This policy applies both in and out of the classroom, in the school community generally, and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to OLG School. Conduct by students and parent/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.

### **Photo Release**

OLGC School reserves the right to use photos and videos of our students with or without names during real-time learning activities for any lawful purpose, including for example such purposes as publicity, illustration, advertising, social media and Web content. This permission can be revoked in writing by the parent/guardian of the child. This notice must be signed by the parent/guardian and forwarded to the school office for your child's permanent file.

### **Promotion/Retention**

Education is a cumulative process that builds on learning already achieved. To provide the strongest possible foundation for future learning, OLGC School reserves the right to recommend the retention of any student who has not met the specific requirements of his/her grade, or who has demonstrated, through both objective evaluation and teacher judgment, not to be working to his/her potential.

Promotion is at the discretion of the principal. A student is promoted when he/she adequately demonstrates mastery of the material required in the given grade.

### **Proper Care of School / Vandalism**

The physical appearance and cleanliness of our school is a source of great pride. Every child is responsible to maintain this cleanliness at all times. This responsibility extends to school books, desks, interior of classrooms, halls, lavatories and schoolyard. Any malicious damage will necessitate compensation by the student and/or parent.

### **Religion**

The knowledge and practice of the Catholic Faith is the primary focus of the education given the child at OLGC School. This religious development, begun in your home, is continued at our school by following the Diocesan guidelines and participating in liturgical functions. The liturgical experiences provided for our students are a vital part of the religious education of the child.

### **Report Cards**

The evaluation of a student's academic progress is an ongoing process. In accordance with the schedule set up by the Office of Catholic Education, this process is reported formally three times a year. Grades are not merely a summation of test scores; they reflect the student's daily work, homework, class participation, and project work. Academic progress can be monitored on-line for grades 1 through 8 using Option C. The school provides parents with a User ID and Password. Please check often for grades and other information, as well as maintaining your family profile. The link to Option C will also appear on the school website.

### **School Supplies**

The students are expected to have necessary supplies on hand at all times. Please consult your child's stationery list for his/her specific grade level. Trappers and spiral copybooks or notebooks are unacceptable across the grades.

### **School Telephone**

The school telephone is for official use only. Students will be permitted to use the telephone only in case of an emergency. It is the student's responsibility to check school supplies before leaving home. A student will not be permitted to call home for books, lunch, gym supplies, homework, musical instruments, school and / or extracurricular related materials.

### **Standardized Testing**

The Terra Nova Test is administered each year to students in adherence with the Archdiocese of Philadelphia requirements. Parents are asked not to take vacations or schedule doctor appointments during the days of this testing. The results are communicated to parents and are utilized by the school for curriculum planning.

### **Student Council**

All students wishing to run for Student Council or to be considered by their teachers must meet all eligibility requirements.

Grades 5 to 8: A responsible student is elected by his/her classmates with the final approval of the homeroom teacher to be a member of the OLCG Student Council.

Council Officers: Four responsible students from grade 8 will be elected by their peers to serve as Council Officers. The Council's primary duty is to make sure students are mindful of school rules and regulations during the day. They initiate special activities during the year which are educational, interesting, and fun. They are expected to participate in school, liturgical, and extra-curricular activities. Due to the responsibilities involved, the children on the Council must keep up with their academic and moral standards. The children are expected to respect and uphold the laws set in the Student Council's Constitution.

### **Test Grades**

In order for parents to be aware of their child's academic progress with regard to weekly tests, scores will be available to view through the Option C program. Assessments and tests will still be sent home after being initialed by the principal and parents should review mistakes with their children.

### **Transfers**

Please notify the school at least one week in advance of the date of transfer to another school. Parents must sign a release form to have all records forwarded to a new school. The following information is necessary:

- Name and grade of student
- Student's date of birth
- Reason for transfer
- Name and address of school child will be attending
- Last date your child will be attending OLG School

### **Vacation Policy**

Although the decision to take a family vacation while school is in session is left to parental discretion, these vacations are discouraged. Children who are absent because of vacations miss valuable classroom instruction which cannot be replaced. The procedures regarding vacations during school time are:

- A note stating the reason and the travel date must be sent to the student's homeroom teacher at least one week prior to the vacation.
- Advance assignments *will not be given* to any student prior to the vacation.
- Work, which the student has missed, will be gathered during his/her absence and will be given to the student when he/she returns to school.
- All makeup work will be due within a reasonable amount of time, to be determined by the teacher (not to exceed 10 class days).
- Students will be given ample notification by the teacher as to make-up dates for quizzes or tests missed during vacation.

### **Visitors**

No visitor or volunteer may go directly to any area of the school without first signing in at the office. Each person will receive a visitor's badge and will be directed to the appropriate area.

If anyone sees someone in the school building without a badge, that person should be immediately reported to the office.

For the safety of the children, visitors and volunteers are not permitted to go to a classroom to visit, confer with a teacher without an appointment, or visit any child in class, at lunch, or in the schoolyard.

***Our Lady of Good Counsel Catholic School reserves the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.***

**PARENT-STUDENT HANDBOOK AGREEMENT  
2018-2019 School Year**

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Room Number: \_\_\_\_\_

I confirm that my child and I have read the Parent-Student Handbook, and we understand the policies and procedures of Our Lady of Good Counsel Catholic School. We understand that we must accept and abide by Our Lady of Good Counsel Catholic School's policies and procedure in order for my child to attend Our Lady of Good Counsel Catholic School. Furthermore, we understand that Our Lady of Good Counsel Catholic School may change any of its policies and procedures and apply them as circumstances dictate.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian's Signature*

\_\_\_\_\_  
*Date*