

Presentation BVM School  
105 Old Soldiers Road  
Cheltenham, PA 19012



## Student-Parent Handbook

This book contains our Mission Statement, general information, policies, rules and regulations of Presentation BVM School and the Archdiocese of Philadelphia. The administration reserves the right to amend this handbook for just cause. Parents will be notified of any changes. If clarification is needed a parent or student may contact the school principal for such clarification.

Students and parents must accept and abide by the school's policies and regulations in order for the student to attend our school. Every year each family is required to complete and submit the "signed parental agreement form" found at the end of this document.

It is our desire to work closely with you to provide an atmosphere of mutual respect of student, teacher and parent. Knowing we support one another in our goals will we will foster a nurturing community for all. As we works together if there is any policy that needs clarification please feel free to ask for an explanation.

### ***Mission Statement***

*Presentation B.V.M. School provides a nurturing, Catholic environment in which each child can achieve his/her potential to live the Gospel message of Jesus. With faith as our framework, we foster an atmosphere of mutual respect and rigorous academics that prepare our children to participate in the Church's mission to serve all.*

*We believe that:*

- *The teachings of Jesus Christ are more than lessons to be learned; they are lessons to be lived.*
- *In a nurturing and caring environment a child will flourish intellectually, spiritually, emotionally, and physically.*
- *Each child is a unique and valued individual and as such must be given every opportunity to develop his/her talents and gifts.*
- *Parents, as the primary teachers, must collaboratively support the school and the child on his/her spiritual and educational journey.*
- *The school is responsible to keep current with educational and technological advancements.*
- *Along with a basic foundation, today's students need a rigorous and relevant curriculum.*

- *Our goal is to develop morally conscious, educated members of the community.*

## ATTENDANCE

### ABSENCE

A pupil absent from school must have his/her parent/guardian **CALL THE SCHOOL OFFICE EACH DAY OF THE ABSENCE** at **(215) 379-4860** by 8:30 A.M. Messages may be left on the answering machine prior to the opening of school. The school office will call home for verification of absence if parent neglects to report absence by 8:30. **Any unaccounted absences with no absentee note will be recorded as an unexcused absence until a parent contacts the school and provides the necessary documentation.**

1. A student who has been absent from school is required to present a written note to his homeroom teacher. A phone call to the office does not take the place of a written note. This is a school, state, and Office of Catholic Education requirement. Loss of recess or a detention may be issued until a note is submitted.
2. A doctor's certificate may be requested for absence of an extended nature (3 days) or if the student has a communicable disease. The nurse/principal may temporarily exclude students from school attendance who show symptoms of a communicable disease or sore throats, unusual skin conditions or eye infection.
3. Any child who stays home without his/her parent's knowledge is liable to suspension.
4. Any child who leaves school without permission is liable to suspension.
5. Homework assignments of children who are absent can be found online on the teacher's page. Kindly send a sibling or a friend to your child's class in the morning to request an afternoon pick-up of necessary books to complete assignments. When necessary the parent may pick up this work no earlier than 2:00 P.M. Please call the office by 12 noon to make this request. It is the responsibility of the student to complete work and tests that have been missed due to absence.
6. In the case of illness, a school official may contact the parents or the designated emergency phone number.
7. Students are required to make up assignments and tests upon their return to school. Students in grades 4 to 8 should check the class website, call fellow classmates, or email the teacher to obtain missed work. All student work is to be made up in a timely manner. The teacher wants your child to succeed and will be make arrangements to enable the student to complete their work.
8. Families choosing to vacation or go out of town when school is in session may access homework during that time. Any class assignments that are missed should be made up in a reasonable amount of time upon return to school.

### APPOINTMENTS

The total number of school days is prescribed by the Commonwealth of Pennsylvania. Regular attendance and punctuality positively impact academic development and are essential for the development of personal responsibility and continuous growth in the student. A pattern of absences or tardiness will result in a consequence that may include parent conference or loss of student privileges.

Appointments for students made during school hours are strongly discouraged. Such appointments are disruptive to classroom learning and disqualify a student from perfect attendance. If a student misses part of a morning or afternoon session for any reason they will be marked absent for the session. The times after which a child is considered absent is 9:45 in the morning and 1:30 in the afternoon. Please check school calendar to schedule appointments when school is not in session.

If an early dismissal is necessary, a dated note with the time of dismissal and the reason for leaving school early must be sent into school prior to the dismissal. The student must always be met at school and signed out or in by the responsible adult.

#### ADMISSION REQUIREMENTS

This school gives preference in admission to Catholic students living within the parish boundaries. The order of acceptance of **completed registration** will be the order of admittance with priority given to parish members with currently enrolled siblings, other families (non-parish) with siblings in our school, parish members (date of registration in parish), students transferring from other Catholic schools that are now in our parish. The order of acceptance continues: Catholics from a parish without a school or with closed enrollment, Catholics coming from another parish school for other reasons and Non-Catholic students.

A student who is six years old by September 1<sup>st</sup> is eligible for first grade. The age for admission to kindergarten should be one year less than that of the first grade. The necessary forms and certificates for admission are:

1. Birth certificate.
2. Baptismal certificate
3. Verification of the reception of all sacraments received outside this parish
4. Certificate of immunization must be confirmed by the school nurse.
5. Proof of parish registration signed by the individual pastor.
6. The school must be made aware of any physical or cognitive limitations of the child.
7. A yearly non-refundable registration fee **per family**
8. Completion of an application form and a contract for enrollment.

A one-year probationary period will be mandatory for all students transferring to Presentation BVM School. A student failing to adhere to the school's philosophy, regulation or rules will be dismissed.

Kindergarten and First Grade assessments will be administered in May. New students registering for grades 2 to 8 may be required to take a level test to determine placement.

#### ANTI-BULLYING POLICY

Every student has the right to feel safe, respected and comfortable at school. Bullying is not tolerated. Our school has established a multi-faceted Anti-bullying policy. Students participate in regularly scheduled classroom meetings. During these meetings the students learn the definition of bullying, the types of bullying, how to respond to bullying, as well as how to prevent bullying. The students pledge daily to work against bullying and to report bullying. Our bullying policy is founded on the Gospel message and Catholic social

teachings call us to treat one another as Jesus has taught us. To truly live our faith is to reject bullying behavior. All students deserve a safe and nurturing environment supported by Faculty, parents and students. All incidents of bullying will be thoroughly investigated and appropriate procedures will be taken.

The Bullying Policy of our school, in keeping with the Pennsylvania School code, is located in the rear of the handbook. Parents, students, staff, volunteer, and auxiliary personnel including bus drivers are educated in the bullying policy of Presentation BVM School.

#### ASBESTOS NOTIFICATION

Presentation BVM School has developed and maintains an asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of this plan is available for your inspection at the Main office during regular school hours.

#### BICYCLES

Only students in grades 5-8 may ride a bike to school. Parents must send a note to the principal giving their child permission and noting the prerequisites: a bike lock and a properly fitting helmet. **All bike riders MUST wear a bike helmet.** The school is not responsible for any theft or damage. Parents are responsible if their child rides a bike to school. Children should know the safety guidelines for bicycles. The principal may take away the privilege if unsafe or inappropriate bike behaviors occur.

#### BOOKS - BOOK BAGS

Students and parents are responsible for all books issued to the student. Every child must carry a book bag. No books may be carried to or from school without one. All students must use pencil cases in order to keep the necessary supplies needed for class. Your child's belongings should be marked with his/her name grade and room. Books are to have a clean cover on them at all times. Please use covers large enough so that tape is not necessary. Book socks are permitted but they must be the appropriate size. Students must pay for lost or damaged textbooks, library books, or school materials. Graffiti or doodling on copybooks, textbooks school property, pencil cases, and school bags is not permitted; student will be told to replace these items.

Workbooks are always new and they are consumable, so you may require covering these in either contact or brown paper. Stiff cardboard inserted inside the covers makes these workbooks more durable. As the year progresses, items must be replaced as needed and books should be recovered as needed.

#### BUS

Bus transportation is not provided for kindergarten students in the Philadelphia School District. If your transportation needs change, please notify the Main Office.

The public school district of residence, not Presentation BVM School, provides bus service. Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Children must be reminded that bus transportation is provided for them on the condition that they abide by the following bus regulations:

1. Children must get on and off the bus in order.
2. Children must behave appropriately and they must remain seated at all times.
3. They are expected to be respectful to the driver and other riders.
4. Children must not engage in any activity that disturbs the driver or is dangerous.

## 5. **Eating or drinking on the bus is not permitted.**

Any child who deliberately disregards these regulations will have his/her bus privileges suspended for a period of time to be determined by the principal. The safety of all the children must be of the utmost importance. **Repeated disregard of bus regulations will result in the permanent suspension of riding privileges.**

Bus riders are not permitted to walk home unless the parents send a note or fill out the school form indicating permission. All bus riders must have on file a form indicating alternate dismissal procedure for times the bus does not arrive in a timely manner at dismissal. Parents are encouraged to take their cell phone to the stop and to be sure this cell phone number is on the bus form. If the dismissal bus fails to arrive please contact the bus company to check the status of the run. Our phone lines are inundated with calls and many times we do not have any more information than you have.

If we are notified that a bus will be extremely late a text message will be sent but many parents are at the bus stop and unreachable. Please complete the bus form indicating your dismissal preference in case a bus is late arriving.

Phone numbers for bus companies that service our school are on our web site: Home page/ admissions/ school forms/ transportation/ bus contacts. Please add your child's provider to your cell phone so you can call for information on your child's bus location.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus. It is not within the jurisdiction of the school to grant such a request. Ordinarily, this policy is not acceptable. However, if you wish to pursue this, you may call the transportation office of the school district and make this request. Busing requests must be made at the time of registration to ensure scheduling this service.

## CALENDAR

The school calendar issued by the Archdiocese of Philadelphia will be observed. A copy of the yearly tentative calendar is available at our web site. A detailed monthly calendar will also be posted at [www.presentationbvmschool.org](http://www.presentationbvmschool.org).

## CARES

Children Are Receiving Extended Services is an after school program. This childcare service is available from 2:30 until 6 P.M. daily. Students must register for this program and complete all necessary paperwork prior to coming to CARES. Fees are to be paid monthly (prior to using these services) in order to continue to participate in this program. If your child is registered for CARES and does not attend the fee is still due. Moderators are scheduled based on the number of children attending the program. The CARES booklet describing the program regulations and protocol will be sent to all applicants.

## CELL PHONES/HANDHELD DEVICES

Cell phones and other electronic items that, in view of the school, may be distracting or disruptive to the learning environment must be turned off when the student enters the school building. **The children are not permitted to use a cell phone in any way in our building. Students may not use their electronics until they are no longer supervised by the**

**school; this includes dismissal lines.** Failure to obey these regulations will result in disciplinary action and the loss of phone privileges. We are not responsible for any items loss or stolen.

#### CHANGE OF ADDRESS, TELEPHONE NUMBER OR EMAIL

Kindly notify the main office and the teacher by means of a written note if your address, home telephone, work telephone number and/or email address is changed. All our records will then be changed accordingly.

#### CHILD ABUSE AND NEGLECT

It is the policy of Presentation B.V.M. School to take responsible action to prevent and reduce incidents of child abuse and neglect. As teachers we are mandated reporters; it is not our responsibility to investigate or dismiss any incidents reported or witnessed. It is our duty to report. Our school will report and cooperate with Child Protective Services. In keeping with the Charter for the Protection of Children and Young People, Article 12 calls for all dioceses to establish “safe environment” programs at all grade levels. This ongoing education is presented to the students in the parish and regional elementary schools of the Archdiocese as well as in the Parish Religious Education Programs (PREP or CCD) two times during the instructional year. This is a mandated obligation from the Archdiocese with the two lessons provided for our teachers. The lessons are available for you to review by visiting [www.catholicschools-phl.org](http://www.catholicschools-phl.org) and clicking on Safe Environment.

#### CLASS PARTIES AND CELEBRATIONS

Classroom teachers are responsible for planning class celebrations. All celebrations must have the prior approval of the principal and are held during morning recess or lunchtime. Birthday parties are not permitted to be held in the classroom.

#### COMMUNICATION

A Communication Envelope is no longer sent home weekly with the youngest child in each family. Parents are asked to visit the website weekly at [www.presentationbvmschool.org](http://www.presentationbvmschool.org) for weekly communication. The Weekly Communication will be sent to the email address listed for your family on My Student’s Progress. Community information will still be sent home on Wednesdays.

#### CROSSING GUARDS

Crossing Guards are provided by the Philadelphia and Cheltenham Police Departments. They are not school employees therefore school is not responsible for their conduct or for insuring that the crossing guards are posted at designated corners. If there is a concern please contact the proper authority.

#### CURRICULUM

Presentation BVM School follows the guidelines of the Archdiocese of Philadelphia. These guidelines are available online at [www.catholicschools-phl.org](http://www.catholicschools-phl.org) click on Parent resources then elementary curriculum.

#### CUSTODIAL ISSUES

Parents are asked to inform the school personnel when legal custody of child resides with one parent. It is important for the school to have a copy of the custody decree. This will help the school personnel to make effective decisions when the need arises. Custodial parents are

likewise asked to supply restraining orders if the need arises. Those individuals who have legal custody of the student may attend school meetings, participate in the educational decisions and review the educational records of that student. Persons who do not have legal custody (including those with visitation rights but no legal custody) have no such educational rights and may not participate in these matters. Without a court order school will provide both parents access to academic records and other school related information. A parent should provide the school with a copy of any orders that restrict or prevent access to their child or children. For your child's safety parents should keep school informed of any custodial updates.

### CYO

Presentation BVM School and Presentation BVM Catholic Youth Organization have a reciprocal agreement to support each other in the development of faith-centered values. Therefore, students may be disciplined by loss of participation in either school or CYO activities. Students with a failing average in two or more subjects and a less than satisfactory grade in conduct or effort may be suspended from participation in CYO activities including sports teams until improvement has been determined. Student suspended from school are also suspended from participation in any CYO activities held during the suspension period.

### DAILY SCHEDULE

7:30	Students arrival in building, all teachers must be in their classrooms
7:45	First Bell- arriving after the first bell is considered late
7:50	Community Prayer, pledge of allegiance, announcements over PA
7:55	First Period begins
11:50 -12:10	Grades K, 1, 3, 5, 7 go to lunch Grades 2, 4, 6, & 8 go to recess
12:15 – 12:35	Grades 2, 4, 6, & 8 go to lunch Grades K, 1, 3, 5, 7 go to recess
2:28	Prayers
2:30	Dismissal

### DAMAGE OR PERSONAL INJURY

Parents are liable for any injuries to persons or damage to places or things caused by their child.

### DISCIPLINE/DEMERIT/DETENTION

Discipline is fundamental to life. As followers of Christ we accept the Ten Commandments and the Law of Love. These rules are the foundation of the discipline code at Presentation BVM School. An important facet of training is to teach children to accept rules and regulations presented by lawful authority. Students are expected to be respectful to others and to expect to be treated respectfully by others. In an atmosphere of mutual respect everyone is safe, and free to grow in faith and wisdom. It is every person's individual responsibility to live within these guidelines. Children failing to comply with these regulations must accept the consequences.

The discipline code applies to students and parents/guardians both in the school and school sponsored activities as well as parish and outside the school/parish community where behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the

school/parish community.

The school discipline code is divided into age appropriate expectations. Inappropriate behaviors will be handled individually by the classroom teacher and if necessary by the principal. The age appropriate rules and consequence will be discussed in class and shared with parents to insure shared support. Teachers will communicate directly with parents concerning any non-academic area that needs improvement. Teachers will issue detentions for any non-academic area including dress code violations. Parents will be notified by the teacher to determine dismissal procedure for detention and to discuss how the situation can be rectified.

#### DISMISSAL

Parents are responsible to inform the teacher and/or student of dismissal procedure. If the daily dismissal procedure changes (even for one day) a note should be sent to the teacher. Calling school at 2:30 may be too late especially for bus riders!

#### DRESS CODE

Uniforms are to be purchased in the child's size. **OVERSIZED** is not acceptable. All girls' uniforms are to be to the knee not the thigh.

##### **Boys Grades 1-8**

Navy blue regulation pants with dark belt

Light blue dress shirt (long or short sleeved) or blue school golf shirt may be worn under long sleeved sweater.

Navy blue school tie (to be worn with light blue dress shirt)

Navy blue school sweater (**pullover/vest**) with school name embroidered **\*Mandatory with winter uniform**

**Black tie shoes with navy or black/or navy socks**

**Sneakers and work boots are not permitted**

##### **Girls Grades 1-5**

Blue plaid belted Tunic with Peter Pan collar blouse (long or short sleeved)

Navy blue cardigan or pullover sweater with school name **\*Mandatory with winter uniform**

Navy blue knee socks or Navy blue tights

**Navy blue saddle shoes (standard uniform type shoes)**

**\*Note girls also have the optional uniform of uniform store navy uniform slacks. The slacks are to be worn with either their school blouse or the blue golf shirt and school sweater.**

**\*Note fifth grade is a transitional year and the girls may wear either uniform.**

##### **Girls Grades 5-8**

Blue plaid pleated skirt

Light blue button down blouse (short or long sleeved) or blue school golf shirt may be worn under long sleeved sweater

Navy blue pullover or vest sweater with school name embroidered (no cardigans with skirt) **\*Mandatory with winter uniform**



Navy blue knee socks or Navy blue tights

**Navy blue saddle shoes (standard uniform tie type shoes)**

**\*Note girls also have the optional uniform of uniform store navy uniform slacks. The slacks are to be worn with either their school blouse or the blue golf shirt and school sweater.**

**Kindergarten Uniform** requirement is the gym uniform only.

### **GYM UNIFORM for BOYS AND GIRLS**

Navy blue **mesh** gym shorts and gold cotton gym shirt with school logo

Navy blue sweat pants and sweatshirt not hoodie (no logo is needed but you may have one if approved). Sneakers and sweat socks (ankle height - no higher).

Sweatpants and sweatshirts **must** be worn beginning Nov. 1<sup>st</sup>

Parents are asked to convey to their children that "gym" day requires as specific a uniform as do the regular school days. Note gym class is usually held outdoors year round and the children must be dressed properly for the weather.

**ALL GYM CLOTHING MUST BE LABELED WITH THE STUDENT'S NAME.**

**Students will not be permitted to participate in gym class if not in full uniform.**

### **Optional Summer Uniform (April 15<sup>th</sup> to Oct. 31<sup>st</sup>)**

#### **Boys and Girls**

Navy blue regulation walking shorts with belt

Blue waist banded golf shirt with school name embroidered

White low cut sneaker with white socks (above sneaker)-only with shorts No "Wheelies"

#### **Boys and Girls**

The Blue waist banded golf shirt with the school name embroidered may be worn with summer uniforms.

**Ties are required with light blue dress shirt but are not required with the blue golf shirt.**

**Winter uniform begins on November 1<sup>st</sup>. Summer uniform begins on April 15<sup>th</sup>.**

All uniforms are to be the appropriate size for the child. No oversized or undersized uniforms are permitted. School Uniforms may be purchased at DiGiulio's, 6948 Frankford below Tyson Ave. or Flynn and O'Hara 10905 Dutton Rd. Philadelphia, 19154. Please note the gym shirt is available only at DiGiulio's. The sweat suit and mesh gym shorts without logo can be purchased anywhere.

**Parents are to label all of their child's clothing and school items.**

### **HAIR STYLES/GROOMING**

All hairstyles for both boys and girls are to be of a conservative type. Extreme hairstyles are not permitted in our school (**this includes the Mohawk style cuts, tracks and hair dye**).

Boys should have their hair cut to follow the contour of the ear. It should not cover the ears or eyebrows. Students are not permitted to add colors to their hair or hair extensions. Hair accessories for the girls should not be excessive. They must lay flat on the student's head with a minimum of decoration. If they become a distraction the child will be asked to remove them. A headband is acceptable but scarves, bandanas, head wraps and hats are not.

Headbands are to be worn on top of the head not across the forehead. Neatness and attractiveness should be attributes the students strive to exhibit in their daily appearance. Students are expected to come to school in a state of cleanliness.

#### JEWELRY/ MAKE-UP

Although jewelry is not a part of the school uniform, girls are permitted to wear 1 post earring (no hoops) in each ear. Boys are not permitted to wear earrings. Ear studs, piercings and chokers are not permitted in school. A watch, a small ring, a religious medal or small cross on a delicate chain and one bracelet of a religious nature is permitted. No other jewelry is permitted. The only pins permitted on the uniform are school club, rep pins, and pins approved by the principal. **Make-up and colored nail polish are not permitted.** Clear nail polish is permissible. If a student has a tattoo, it must not be visible during the school day.

#### DRESS CODE VIOLATIONS

If, at any time during the year, an exception in uniform is necessary, a note of explanation **MUST** be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

Uniforms should be purchased at the designated stores to ensure it is our dress code. Once variations occur, the dress code becomes ineffective.

Uniforms are to be the appropriate size for the student; no fad or oversized looks will be tolerated. **Tee shirts should not be visible at collar, cuffs or below shirt's hemline. Only plain white tee-shirts are acceptable under the school uniform.** Girls must wear their uniforms no shorter than 1 inch above the knee and skirts are not to be rolled up. Dress code violations will be seen as a conduct violation and will be reflected appropriately on the report card. This includes hairstyles and oversized uniforms as well as inappropriate dress-down clothing.

**Dress Down Days-** Students are permitted to wear clothing other than their school uniforms. Leggings, pajamas, skinny jeans or revealing clothing is not appropriate. Clothing with inappropriate words or pictures is forbidden. Failure to adhere will result in loss of dress down privileges.

**Parental support of the dress code is both expected and appreciated.**

#### DROPPING OFF/PICKING UP OF STUDENTS

**For the safety of the children, parents are asked not to drop children off in front of school or on Hasbrook Ave.** Please drop off and/or pick up your children either on Longshore Avenue at the corner of Martins Mill Road or on Woodland Ave on the church side. Do not allow them to exit from the street side of your car or cross over in the middle of the street. If you are meeting your child after school, kindly do not meet him/her in front of school. The children will walk in line to the corner of Longshore Avenue and Martins Mill Road or to the corner of Old Soldiers and Woodland Street. The children may not get out of line for any reason - even to get into a car - until they reach the corner as stated.

**Parking on Hasbrook Avenue at dismissal** is not permitted since this is a safety issue for children and teachers crossing that corner.

#### EDUCATIONAL SUPPORT TEAM

Educational Support Team (EST) at Presentation School may review a particular matter of

concern and offer strategies to improve a situation that interferes with the instructional environment in the school. The Educational Support Team is a group of support staff, teachers and the principal who strive to provide the student with the optimal learning environment. The parent, teacher, or principal may initiate referrals for this service. Parents, as the primary teacher, are encouraged to participate in this program.

#### EMERGENCY SCHOOL CLOSING

On days of inclement weather go to KYW 1060 and under School Closings look for the **Montgomery County code #341**. If it is listed there will be a notation as to whether school is closed or opening late. **Please do not call school, the convent, or the rectory.** In the event of an emergency closing a parent notification system through My Student's Progress and Constant Contact will be used to notify parents. Parents are asked to keep all phone numbers and email addresses current so they can be reached in case of an emergency. Also, notify secondary responders if you are using them as in an emergency. **Please have your child aware of your chosen plan in such emergencies.** Also, if a change in your chosen procedure is necessary, please send a note into school. **Again, please do not call school for closing information.**

#### CARES PROGRAM

If school closes early, parents are asked to come for their children as soon as possible. We realize how stressful this can be for you and we appreciate you doing what you can under those circumstances.

#### EXTRACURRICULAR ACTIVITIES

Presentation BVM School offers a variety of extracurricular activities. In addition to the various CYO activities students participate in school as Mission Reps, Tech Reps, Student Council, Yearbook, Bowling, Band, Choral Group, Liturgy Ministry, and they participate in local community and national contests. Children are encouraged to pursue their individual interests and develop their God-given talents.

#### FIELD TRIPS

Field trips are scheduled throughout the year. A field trip is a privilege, not a right, and a student may be denied participation if he or she fails to meet academic and/or behavioral requirements. The purpose of every class trip is educational: to broaden the intellectual, cultural, and social experiences of each child. Written permission is required of each child's parents or guardians for participation. A child who does not bring in a signed permission form will not be permitted to participate. Verbal permission or a note will not be accepted as a substitute for the signed school permission form. Teachers try to keep the price of the trip as low as possible unfortunately bus rentals have skyrocketed. Teachers may decide to take one trip rather than two based on cost.

If, for a serious reason, a parent does not wish a child to go with his/her class, the child must attend school or be marked absent – this is not a holiday. Please notify the teacher ASAP so she may adjust her reservations.

Children who take daily medication must make arrangements with the teacher when on a trip. The child may not carry medication.

### FIRE DRILLS/SHELTER IN PLACE DRILLS

Fire Drills and Shelter in Place Drills are conducted at regular intervals throughout the school year. Drills help to ensure the safety for the students in evacuating the building or relocating within the building in case of fire or other emergency. All students should have a three-day supply of necessary medication in school. Parents are asked to review fire safety rules with their children.

There are also other drills: shelter in place, lock down drills and evacuations. If school needs to be evacuated students will walk to the church or the alternative locations: Gospel of Grace Christian Church or St. Joseph Church.

### GUM

Chewing gum is strictly forbidden in school

### HEALTH INFORMATION MANDATED SCREENING

The school nurse under the State-mandated program screens all students yearly. Student physical examinations are required within three months of entry into a school and in the sixth grade. Student dental examinations are required within three months of entry into school and in third and seventh grade. The sixth and seventh grades are also screened for scoliosis.

A registered nurse is provided by the Cheltenham School District according to the school's enrollment for the purpose of screening and maintenance of health records and for making referral to parents when existing problems are found. The nurse maintains health records for each child. She does not offer first aid or attend to ill children.

Therefore, students exhibiting symptoms or issues such as stomach aches, bloody noses, etc., will be sent to the School Office where a determination will be made regarding contacting parents. 911 will be called for an emergency. If your child is displaying symptoms before school, please carefully consider your child's ability to come to school for the day.

Care given in the school is limited to first aid in accidents or illness until parents can be reached to take the child home, to the doctor, or to the hospital. School must have a phone number where a parent may be reached during the school day in case of illness. After one hour a sick child is considered absent even if they have not left the building.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are also strongly recommended for any child with a medical problem.

If parents are unable to afford medical or dental care for their children they should contact the school nurse who will make a referral to the appropriate community agencies.

**Emergency forms** are kept on file for each student. One is kept the nurse's office and one in the main office. These forms must be updated yearly for each child. **Please include all medical conditions relating to your child.** Please be sure that we have an up-to-date emergency phone number on file in case of an emergency during the school day involving your child.

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called.

#### MEDICINE

No **medicine** of any kind, including aspirin, may be given to the student without parent permission. Only minor and very basic first aid may be administered. Secondary treatment may not be administered to an area already treated by the family or a physician. Parents must be contacted immediately if there is any question regarding an injury. It is generally recommended that prescription medicines be given to the student before school or at bedtime in accordance with the physician's directions. In those RARE instances where it is necessary because of the age of the child for the student to be given medication during the school day, it should be done through the school nurse in accordance with the procedures of that office.

\*(Policy and Procedures of the Archdiocese of Philadelphia)

“It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician’s directions. In those rare instances where the medication must be given during the school day, the student should take it in the presence of the principal, the secretary or the acting principal.”

No medication shall be given except when all the following conditions exist:

- ✓ The medication is prescribed by a physician and is labeled with the student’s name, dosage, and the time the drug is to be given.
- ✓ Written permission is given by the parent requesting a Presentation staff member to comply with the physician’s order and releasing our personnel from any liability.
- ✓ When medication, controlled substances and injectibles, such as an “epi-pen”, are filled or refilled, a responsible adult must deliver it to the nurse, principal, or secretary.

Parents/guardians are required to sign a medication authorization form, which is available at school, if the student must take medication (including Tylenol) at school. If a child is able to self-administer a prescription, it must be documented and administered the presences of an adult. Students with self-administering inhalers must do so with an adult present; this medication may be carried by the student if the above criteria for medication exist and if part of that documentation specifies the physician approves of this self-administering procedure.

Students with HIV/AIDS or related diseases

Students who are HIV-infected or have Aids or other related diseases and desire to attend an Archdiocesan elementary school will not be denied admission to or be discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student’s activities (curricular, co/extracurricular). This will be done on a case-by-case basis by the principal in consultation with the student’s attending physician, if it is determined that a student presents a substantial risk to himself or others. If for reasons of health or safety, a student can no longer attend classes, the principal and parents will determine arrangements for alternative instruction. The school follows the “Standard Precautions to Prevent the Spread of Infectious Disease” to reduce the risks for employees, students and visitors.

## HOME AND SCHOOL ASSOCIATION

The Home and School Association offers assistance in the operation of the school by:

- planning meetings of the Home and School general membership
- providing speakers for each meeting,
- organizing and implementing fund-raising activities to assist in the improvement of various educational and physical plant needs of the school,
- enlisting assistance of parent volunteers for a variety of needs within the school,
- reporting to the General Membership the status of fund raising activities and the goals achieved.

Membership to the Home and School Association is strongly encouraged as a way to become actively involved in your child's school. The annual Home and School Association fees are collected at registration with the registration fee.

## HOMEWORK

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class and includes both written and study assignments. At the primary level, the parents must assist and guide the student in completing homework. Gradually the child should assume greater personal responsibility for his/her homework.

The following time allotment is suggested by the Archdiocese of Philadelphia for homework and includes both written and study assignments:

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

It is the student's responsibility to spend time every evening in study, review, reading and mental enrichment. It is strongly suggested that you have your child read (or be read to) every evening; it is a wonderful chance for you to share some time with your child while they practice their reading skills.

It is the parent's responsibility to supervise the proper completion of all assignments and to contact the child's teacher when there are difficulties in this area. Parents are responsible to provide their children with:

- A good study atmosphere
- A definite time for homework each day
- A check of the homework to ascertain the quality of the work submitted

All students should have an assignment book in which homework is recorded daily. Homework assignments are also posted on the teacher's web page. Parents are asked to review this nightly in

order to monitor the student's progress. If there is a problem about homework, or a disagreement in the amount or type assigned, please contact the teacher involved.

## INHALANTS

The use of "White Out" and Rubber Cement is strictly forbidden in school. Use of inhalants will be considered a disciplinary violation.

## LATENESS

Children are late if they are not in the school by bell time 7:45 AM. Parents will be contacted if there is a chronic problem with lateness and the teacher will take disciplinary action. Lateness not only unsettles the tardy child but it disrupts the entire class. A pattern of lateness will be treated as a school disciplinary violation. **Each teacher will determine an age appropriate response. If the student receives five late notices the teacher will conference with the parent to determine a strategy to affect change. Once a student reaches ten late notices the parent must meet with the teacher and/or principal before the child may return to school.**

Please be advised that unexcused lateness will not be tolerated. Children are marked late on their report cards and permanent record cards. Lateness, of course, impacts on a perfect attendance record. A consistent pattern of lateness will be considered parental neglect which will be reported for further investigation.

## LUNCH PROGRAM

Students may stay for lunch during the school year. The 45-minute lunch period is divided: 20 minutes for lunch and 20 minutes for play with a five minute transition time.

If a parent wishes to have a child to walk home for lunchtime, a note must be sent to the homeroom teacher and forwarded to the office. Not all Crossing Guards are on duty and there are no school safeties at lunchtime. A student going to another student's home during this period is strongly discouraged.

Presentation BVM School offers a free breakfast and lunch program to all students in Kindergarten to grade 8. A typical "Grab 'n Go" breakfast consists of a whole grain entrée such as a muffin, bagel, breakfast bar or cereal, a half-pint of milk and two servings of fruit. Students pick up their breakfast when they arrive at school and take it to their classrooms. A lunch menu is posted on the school website each month so parents can decide on a daily basis if their child should order hot lunch or bring a lunch from home. All lunches include a hot entrée, a whole grain item, a vegetable, milk and fruit. If you would like to learn more about the NDS breakfast and lunch programs, please visit [nutritionaldevelopmentservices.org](http://nutritionaldevelopmentservices.org).

Please include in your child's lunch box, a paper placemat or paper towel to place under his/her lunch. Also include at least two napkins in the lunch box. This is most appreciated as a means of helping with the clean-up at the end of each lunch period. Good manners, inside voice tones and observance of lunchroom rules are expected. If a student demonstrates repeated disregard for the rules, the student will be dismissed from the lunch program.

**Pretzels-** Grades 1-8 may be ordered and paid for daily or weekly for recess and at lunch if there are any available. **Parents are encouraged to send in nutritional lunches/snacks in keeping with our wellness policy. Special treats are to be kept at a minimum and soda is not permitted. Children may not use any glass containers for their safety.**

## LUNCH TIME RECESS

An infraction system will keep you informed of your child's behavior at lunchtime. Lunch monitors will inform classroom teachers of any infractions and teachers will inform parents of lunchtime behavior incidents. Please discuss the importance of following regulations and safety procedures. Respect and courtesy are to be shown to the lunch monitors. Lunch and recess time should be safe and fun for each child. An atmosphere of mutual respect and care is expected.

Failure to attend to the lunchtime regulations will result in a disciplinary response, will be reflected on the conduct grade and may result in suspension from the lunch program.

#### MY STUDENT'S PROGRESS

Parents will receive an email from My Student's Progress with log on information, the first week of school. Teachers have a ten day turn around to upload test, project, and assessment results. They will also send home tests for a parent's signature and or corrections.

#### PARENT/TEACHER COMMUNICATIONS

Formal conferences are scheduled at the mid point of the first trimester. These conferences are of vital importance in keeping the avenues of communication open between the home and school. The purpose of this conference is to exchange information and strategize how the teacher and parent can best support the student.

**Teachers cannot be interrupted during regular class time, either to answer the telephone, respond to email/text, or to confer with a parent.** If you wish to see a teacher, please write a note to the teacher to arrange for an appointment. Parents wishing to confer with the principal are to first confer with the child's teacher. Conference appointments will be set at any time during the school year at the request of a teacher or parent. Teachers are involved with classroom and instructional preparation both before and after school. However, teachers are always happy to meet with parents once an appointment has been arranged. If you have a concern please take it to the teacher first. The principal is the second contact person.

#### PERFECT ATTENDANCE

Presentation BVM School issues perfect attendance certificates at the end of the school year to those students whose attendance was "perfect"- no absences, late arrivals, or no leaving early. Eighth grade students are permitted one shadowing day; seventh grade is permitted one for Universal Visitation Day.

#### PROGRESS REPORTS

Progress Reports will be issued at least three weeks prior to the report card. These are sent only to those students whose tests and assessments indicate possible failure in a subject. The child's test papers, which must be signed and returned to the teacher, will be the ongoing indicator of what progress the child is making in that particular subject. These warnings are issued in sufficient time for a student to make improvement before the marking period ends. Parents will receive a My Student's Progress code to monitor their child's academic progress online. This code will be distributed at Back to School Night. It is the parent's responsibility to keep this code secure. It should not be shared with children or others.

#### REPORT CARDS

Reports are issued three times a year and include an evaluation of class participation, home study, test results and projects completed. The report card holds a common vision of sound grading and assessment practices. **The parent may keep the report card, but the report card envelopes are to be signed by the parents and returned to school the following day.** A parent or a teacher may request a conference at any point during the school year.

First Honors (90 and above 3 or 4) and Second Honors (85 and above 3 or 4) are awarded each trimester. Academic Recognition Awards at the end of the school year are awarded in grades 4 to 8.



## RUBRICS

Rubrics describe and clarify the evaluation of assignments. Teachers develop rubrics which spell out their expectations. Students receive these expectations before they begin working. As a result the teacher and student know early on what is expected on a particular assignment. With rubrics as guides, students work to complete the assignments to an acceptable level knowing the criteria the teacher uses to assign a grade to their work.

## SACRAMENTS

Reconciliation and First Eucharist are received for the first time in grade two. A student must be in their second year of formal religion instruction. Confirmation preparation begins in the second half of sixth grade and these students are confirmed in the fall of seventh grade when preparation is complete. The parents of children preparing for a sacrament must attend a parent meeting held in the fall.

## SAFETY REGULATIONS

The safety of every child is a primary concern of our faculty and staff. In an effort to insure a safe environment for every child each child must adhere to the following regulations.

- Running is not permitted within our building.
- Student must ask teacher permission to leave their class for any reason
- No student may leave the school without explicit permission
- Out of bounds students will be suspended
- All visitors must report to the Main Office and sign in.
- Students may not open school doors for visitors

## SCHOOL CORRESPONDENCE

Please make sure all notes, conference requests, absent notes, and monies, etc. are placed in an envelope with the child's name and grade clearly written on the outside. This is a safeguard for confidentiality and for any money handled by the children.

## SHELTER IN PLACE

In the event of an emergency Presentation BVM School has in place a procedure for a Shelter in Place. Parents should provide the school with a three-day supply of any necessary medications. Food and water as well as first aid supply are secured in the shelter in place area. Parents are instructed to listen to KWT for further instructions.

## SIGNATURE SHEETS

At the end of this Handbook are two signature sheets. These sheets are to be signed and returned to school after the Handbook and its policies have been read. These sheets will be placed on file in the principal's office. Your signing indicates your support and understanding of the school's standards and requirements for its students.

## STANDARDIZED TESTING PROGRAM /SCHOOL TESTS

A standardized test (Terra Nova) is administered each year to students in grades 3, 4, 5, 6, and 7. The results are communicated to the parents and are utilized by the school for curriculum planning.

Teachers will provide students with a testing schedule. Rubrics are used to help the students understand the teacher's expectations. Students' progress is measured by a

variety of assessments that will be utilized as planning tools to meet the individual needs of their students. Many teachers give daily quizzes in addition to major tests and projects. Cumulative tests may be administered at various times during the year and are administered in January and June.

All tests are to be signed and returned to the classroom teacher. Teachers should be notified if tests are not being brought home for signatures. Teachers will notify parents of their procedure at Back to School Night in the fall. Parents will be assigned a procedure and a password to check their child's grades online.

#### STATIONERY

Stationery is sold on Monday and Wednesday at 7:45 A.M. Stationery is sold daily the first week of school for all back-to school supplies. Please send money in a labeled, sealed envelope. Stationery price lists as-well as school supply lists are available on our website from July through September.

#### STUDENT RECORD INFORMATION

In accordance with the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, parents have the right of access to records regarding their child's progress. With respect to the rights of non-custodial parent, barring a court order to the contrary, the school will provide the non-custodial parent with access to academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

#### SUPERVISION

The school grounds are supervised from 7:30AM to 2:30 (school hours). Lunch recess is supervised by paid monitors. There is additional supervision during school sponsored activities. School has no responsibility for students on school premises during unsupervised times.

Appropriate behavior and responsibility are expected at a school related activity. Inappropriate behavior will result in loss of privileges. Examples of such activities include but are not limited to: contests, dances, competitions, class trips etc.

#### SUPPORT SERVICES

The Montgomery County Intermediate Unit (MCIU), a regional educational service agency provides our school with support services including but not limited to: Reading, Mathematics, Speech/Language, Counseling and School Psychological services which include psycho-educational assessments and consultation with parents, teachers and administrative staff. Psychological services are provided to students with academic and/or adjustment difficulties as part of a collaborative effort with parents and teachers to enable students to be successful. Referrals for IU services may be initiated by parent, teacher or the principal. After initial screening a parent will be informed of those results and consent forms for further evaluation or services will be sent to the parent.

A learning support lab is available to provide educational support for students meeting the educational criteria for acceptance into this support program.

## TECHNOLOGY

Technology is a valuable tool for education and one of the school's purposes is to encourage the use of technology including the Internet. Students and all users have a responsibility to use these tools properly and in accordance with the Responsible Use Policy for Presentation BVM School. Students and their parents are required to sign this policy and abide by the guidelines. This policy can be found at the end of this handbook. Cyber bullying and harassment are viewed as serious disciplinary infractions and will be treated as such.

## TELEPHONE

The school asks each child to check his/her needs each morning before school. This strengthens growth in student responsibility patterns. **Children will be permitted to use the school phone for EMERGENCY cases only.**

## TRANSFER POLICY

A one-year probationary period will be mandatory for all students transferring into Presentation BVM School. When a student transfers to another school, it is necessary to call school to make an appointment with the principal.

At the meeting the principal the following information will be shared:

1. Reason for the transfer
2. Name and address of the school child will be attending
3. Last date the child will attend Presentation School
4. Tuition payment responsibilities

A copy of the child's medical records will be given at this time. **All educational records will be forwarded upon request provided the tuition and fees are paid in full.**

## TUITION

Tuition is determined based on the projected operating cost for the upcoming year. Families are notified of the rates in a timely fashion to allow for registration for the upcoming year. Once the registration period has ended for presently enrolled student registration will be open to new students. Places cannot be held for those not registered in a timely manner.

**Tuition payment options are: ten monthly payments (July through April) or in full in by July.** Any other arrangements must be discussed with the pastor. Tuition must be mailed to FACTS by the due date otherwise; a late fee will be charged to the family. Service charges for checks returned because of insufficient funds will be charged to the family.

There are two different levels of tuition for families registered in our parish

1. Supporting families are registered Catholic members of Presentation BVM Parish who choose to participate in Mass each Sunday and contribute the requested weekly toward the support of the parish. These families receive a rate of tuition subsidized by the parish. Contribution records will be reviewed at the end of the first and second trimesters. This review may result in re-classifying some families as non-supporting for the rest of the year.
2. Non-supporting families are any who choose not to participate in Mass each Sunday and/or not to contribute toward the support of the parish. They are welcome to enroll their children in our school community at the rate for out-of-parish families.

Out-of-parish families are welcome at Presentation School. However, they will be charged the

full cost of education for each child.

**Families facing financial difficulties**, which may keep them from registering their children in our school, are invited to make arrangements for an interview with the pastor in order to explain their circumstances. They should bring supporting evidence (tax returns, 1099 forms, medical bills, etc.) in order to make a reasonable presentation. The pastor will then be able to make any appropriate changes in the registration requirements for the family.

#### TUITION ASSISTANCE

Presentation BVM School Student Assistance Scholarship, Blocs Scholarships and Children's Scholarship Fund (for Philadelphia residents only) applications are available on our website under Forms. Any family experiencing financial difficulty in meeting its tuition obligations are urged to discuss the matter with the pastor as soon as possible so consideration can be given to the matter.

#### TUITION with DELINQUENT ACCOUNTS

Payments are expected to be on time unless the family has negotiated other arrangements with the pastor. All tuition accounts must be current. If at the end of the first or second trimester there is a balance due, the student(s) will not be allowed to return to class until the payments are brought up to date and/or arrangements are made with the pastor. **All late tuition or fee payments made after April 20<sup>th</sup> must be made in cash, money order, bank check, etc. No personal checks will be accepted after that date.**

Tuition accounts for families with an eighth grade student must be paid in full before the eighth grade student will be able to participate in the class trip (April/May) and graduation exercises. At the close of the school year, report cards will be withheld and no academic records will be sent to other schools for all who have outstanding tuition or Cares payments or any other financial obligations.

#### USE OF SCHOOL GROUNDS

Presentation School teachers are on duty from 7:30 until dismissal. Please be advised of these times for the safety of the children to insure supervision.

#### VACATIONS

Family trips (for business or pleasure) are discouraged during the school term. If parents consider the trip necessary or beneficial, a written notification for the extended absence should be sent to school. It is the responsibility of the parent and student to make up missed assignments and tests upon return.

#### VISITORS/PARENTS

An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building. All visitors are to report to the school office through the main entrance upon entering the building. **Visitors MUST sign in; no one is permitted to go directly to a classroom during the school day.** Any lunches, etc., forgotten by the student may be dropped off in a bin outside the Main office. **The student's name and grade should be visible on the bag or lunch box.** A student will deliver all forgotten lunches.

Parents and visitors are welcome to observe in any of our classrooms during the instructional day or during the lunch period. These arrangements must be made beforehand through the main office.

## VOLUNTEERS

A volunteer form will be posted on our web site at the beginning of the year for those parents or family members that would like to share their time and talents with us. We welcome parent involvement. We recognize the invaluable assistance given by our students' families that helps in building a strong learning community. In compliance with the *Charter for the Protection of Children and Young People* all volunteers working with the children on a regular basis (at least one time a week on a routine) must complete both a criminal check and a child abuse check and provide the school with a certificate of training concerning the detection and reporting of child abuse as well as any other forms the school requires. These applications are available on our website under forms.

## EXTRA-CURRICULAR ACTIVITIES

	K	1	2	3	4	5	6	7	8
After School Discovery Education	X	X	X	X	X	X	X	X	X
Altar Servers						X	X	X	X
Band					X	X	X	X	X
Pres Bowling Club	X	X	X	X	X	X	X	X	X
School Choir				X	X	X	X	X	X
CYO Track	X	X	X	X	X	X	X	X	X
Kitchen Wizards		X	X	X	X	X	X		
Parish Liturgical Choir				X	X	X	X	X	X
Mission Reps		X	X	X	X	X	X	X	X
Student Council					X	X	X	X	X
Student Ambassadors							X	X	X
Tech Reps					X	X	X	X	X
Photographers								X	X
Yearbook									X

## PRESENTATION B.V.M. CATHOLIC SCHOOL RESPONSIBILITY AND CONDUCT CODE

PRESENTATION B.V.M. School Community believes that order and discipline are primary for an effective educational climate to exist. We believe that an orderly school environment requires a clear definition of individual responsibilities as it relates to students, parents, teachers, and administrators. We believe that a code of discipline must categorize unacceptable behaviors, provide for appropriate disciplinary responses, and strive to create a spirit of consistency and fairness that fosters an attitude of positive cooperation among all members of the school community.

This outline of individual responsibilities communicates to students, parents, teachers, and administrators the standards of acceptable behavior incumbent upon all members of Presentation B.V.M. Catholic School.

### RESPONSIBILITIES OF STUDENTS

The responsibilities of students include:

- \*Making an earnest effort to do his/her best work on a consistent basis.

- \*Accepting responsibility for his/her actions.
- \*Attending school daily and being on time for classes and all school functions.
- \*Being aware of written rules and regulations for student behavior and knowing that student conduct must be in accord with those regulations.
- \*Following the uniform dress code as outlined in the school handbook.
- \*Exercising proper care when using school facilities and equipment.
- \*Respecting the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from bullying, verbal, physical, or sexual harassment.
- \*Knowing that disrespectful and indecent language (written or spoken) will not be tolerated.
- \*Making a positive contribution to Presentation B.V.M. Catholic School that will generate an atmosphere of cooperation and mutual respect for all.
- \*Recognizing and respecting the rightful authority of faculty and staff in matters of instruction, discipline, and behavior during school-sponsored activities.
- \*Presentation BVM students are representatives of this school and as such are expected to behave in an appropriate manner at all times.

### **RESPONSIBILITIES OF PARENTS**

The responsibilities of parents include:

- \*Teaching your child self-respect, respect for others, and respect for rightful authority.
- \*Instilling a positive and enthusiastic attitude in your child for all areas of their education.
- \*Recognizing that faculty and staff are due the same consideration and respect that parents expect from teachers and parents expect from their children.
- \*Building a mutually supportive working relationship between parent, child, teachers, and the school.
- \*Understanding and cooperating with the rules of the school concerning student conduct and familiarizing your child with school regulations and procedures.
- \*Contacting or responding to the appropriate school personnel when situations arise which affect your child's progress in school.
- \*Encouraging your child to take pride in personal appearance.
- \*Insisting on prompt and regular attendance.
- \*Providing a space conducive for study and completion of homework assignments and being available for assistance and monitoring.
- \*Guiding and assisting your child in reaching his/her maximum potential; recognizing unrealistic pressures to achieve can be detrimental to a child's development.
- \*Being aware that faculty and staff assume the parental role while your child is in school.

The education of a child is a partnership between parent and school. If, in the opinion of the pastor and administration, that partnership is irretrievably broken, the administration has the right to dismiss the child from school.

### **RESPONSIBILITIES OF TEACHERS**

The responsibilities of teachers include:

- \*Promoting a climate of mutual respect among and for all students in his/her classroom and in the entire school environment.
- \*Planning and conducting an instructional program of diversity and challenge which

strives to increase student involvement and decrease disciplinary problems resulting from academic frustration.

- \*Utilizing classroom management skills that contribute positively to the instructional program and develop student responsibility.

- \*Working to develop cooperative relationships with parents for the educational and developmental benefit of the student.

- \*Handling individual problems privately and avoiding disciplining the group for the misbehavior of a few.

- \*Being alert to changing patterns of behavior and initiating appropriate interventions and referral when needed.

- \*Communicating to both students and parents a clear and consistent procedure for assessing student progress. This procedure, while adhering to the basic guidelines of the Office of Catholic Education, will also reflect the varying approaches of individual teachers.

- \*Reporting to the principal any student who jeopardizes his/her own safety, the physical and emotional safety of others, or who seriously interferes with the instructional program.

- \*Maintaining a Catholic Christian perspective in relationships with all members of the school community.

- \*Supporting the philosophy and mission statement of Presentation B.V.M. School.

### **RESPONSIBILITIES OF THE PRINCIPAL**

The responsibilities of the principal include:

- \*Striving to develop a community of mutual respect and support reflective of Gospel values.

- \*Evaluating programs and methods of instruction within the school in order to maximize student growth and learning.

- \*Supporting the staff in assessing their own procedures and attitudes in relation to their interaction within the classrooms and with parents.

- \*Developing policies and procedures that help to decrease the likelihood of student misconduct in a fair, reasonable, and consistent manner.

- \*Working with staff members and parents in jointly resolving school related issues.

- \*Maintaining positive communication between home and school for the benefit of the students.

- \*Utilizing all appropriate auxiliary staff and agencies to support parents and students in identifying problems and seeking solutions.

- \*Placing a high priority value in ensuring a safe and productive learning environment free from verbal, physical, or sexual harassment.

- \*Assuming responsibility for the promulgation of Presentation B.V.M. School Responsibility and Conduct Code, and for all policies and procedures required.

- \*Complying with the policies and procedures of the Office of Catholic Education of the Archdiocese of Philadelphia in regard to behavior guidelines, suspensions, and appeals.

- \*Ensuring that all programs and decisions within the school community flow from the stated beliefs of the school mission statement.

### **PRESENTATION B.V.M. SCHOOL DISCIPLINARY RESPONSE OPTIONS**

#### **Level I**

**Level I** misconduct involves behavior on the part of the student towards authority or other students which impedes orderly classroom procedures or interferes with the orderly operation of the school. This misbehavior can usually be handled by an

individual staff member, but sometimes require the intervention of other school personnel.

Example:

Harassment: physical, verbal, or sexual

Bullying- Intentional, repeated hurtful acts, words or other behavior such as name calling, threatening and/or shunning by one or more individuals against another.

School Dress Code violations

Lateness

Gum chewing

Classroom disturbance

Lunchtime disturbance

Excessive absence or lateness

Inappropriate/unacceptable language or gestures

Unsafe or disruptive behavior

Bus disturbance

Abuse of school or personal property and equipment

Out of bounds (on school property)

Argumentative attitude or exchange with staff

Disrespect to others

### **Procedures**

Immediate intervention is required by the staff member who is supervising the student or who observes the behavior.

#### **Range of Disciplinary Responses:**

Verbal reprimand/Infraction

Parental contact

Student/teacher conference

Withdrawal of privileges

Disciplinary warning/notice

Detention

### **Level II**

**Level II** misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school and includes acts which endanger the well being of others. Level II misconduct includes acts directed against persons or property whose consequences endanger the physical and emotional safety of others in the school.

These infractions, which usually result from the continuation from Level I misbehavior, require the intervention of personnel on the administrative level because the execution of Level I disciplinary response(s) has failed to correct the situation.

Also included in this level is misbehavior that does not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples:

Continuation of Level I behavior



Cheating, plagiarism or lying  
Stealing  
Fighting  
A pattern of abusive language, roughness, bullying, or similar conduct  
Failure to serve detention assignments  
Leaving school grounds without permission  
Defiant behavior  
Truancy  
A pattern of harassment: physical, verbal or sexual

### **Procedures**

The student is referred to the principal for appropriate disciplinary action. The principal meets with the student and/or teacher and decides the most appropriate response. The teacher is informed of the principal's action. The principal maintains a proper and accurate record of the offense and the disciplinary action. Principal discusses student misconduct with parent or guardian by telephone, letter or conference. Repeated misbehavior requires a parent/teacher conference with the principal, or telephone or written correspondence.

### **Range of Disciplinary Responses:**

Parent/Staff Conference  
Counseling  
Detention  
Extracurricular probation  
In-School suspension  
Out-of-School suspension  
Suspension of bus privileges

### **Level III**

**Level III** misconduct involves acts directed against persons or property whose consequences endanger the health and safety of others in the school.

Those acts which are criminal or illegal will automatically be referred to the appropriate law enforcement agencies.

Examples:

Continuation of Level I behavior and/or Level II behavior

Vandalism

Smoking/use of tobacco

Possession/use of unauthorized substances, (drug or alcohol) or related paraphernalia

Possession of a weapon

### **Procedure**

The principal initiates disciplinary action by investigating the infraction and conferring with staff members. The principal meets with the student and confers with the parents about the misconduct and the resulting disciplinary action. The principal maintains a proper and accurate record of the offense and disciplinary action. Restitution of damages is required through the student's own work wherever possible.

### **Range of Disciplinary Responses:**

- Referral for Psycho-Educational evaluation
- Referral to outside agency
- Parent/Staff conference
- In-School suspension
- Out-of-School suspension
- Suspension of bus privileges
- Expulsion
- Referral to the appropriate law enforcement agency

***“Any student who loses more than 30 conduct points during any trimester of the school year will immediately receive a one-day, out-of-school suspension. The student will be responsible for all class work and home work for that day and will lose the privilege of participating in any class trip scheduled for that trimester. The principal will notify the parent(s) of the suspension and when it will be served.”***

### **BULLYING POLICY**

Bullying means any repeated hurtful, intentional, electronic, written, verbal, or physical acts or a series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying, physical bullying, verbal bullying, emotional bullying, shunning, and sexual bullying. A School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Presentation BVM School prohibits all forms of bullying by students. It encourages students who have been bullied to promptly report such incidents to the principal or teacher.

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. If students engage in cyber bullying outside of school or participate in communications considered to be of a threatening nature to an individual student or to the school in general, the matter will be investigated and disciplined appropriately. Confidentiality of all parties shall be maintained, consistent with the school’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Anti-bullying rules committee has developed regulations to implement this policy.

The education committee shall ensure that this policy is reviewed annually with students and that the students will be informed of the state law on bullying.

A yearly review of school policy will provide the administration with recommended revisions.

A documented report of bullying incidents will be maintained by the teacher and reviewed to

determine location and identification of bullying hot spots.

The Anti-bullying education will continue at all age levels with an expansion into the new preschool. Education for new parents, staff, and students will be revised.

This Bullying policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the school web site.

#### **BULLYING/CYBERBULLYING CONSEQUENCES**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the School Code of Student Conduct, which may include:

- Letter of apology to student
- Counseling within the school
- Parental conference and /or notification
- Log of Incident
- Loss of school privileges
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

#### **DETENTION POLICY**

Growth in self-discipline and awareness of responsibility for one's actions is the goal of the policy. Teachers will handle discipline in an age appropriate manner specific to each situation. Parents can expect to receive communication from the teacher should a pattern of inappropriate behavior occur.

Detention slips will be issued to students for a variety of academic or behavioral lapses.

Detention slips are sent home for a parent signature and to determine how the child will go home. The date, length and time of detention are noted on the slip. On some occasions parents are telephoned for approval to retain a child for detention.

#### **DISCRIMINATION AND HARASSMENT POLICY**

##### **A. Non-Discrimination**

Presentation BVM School does not discriminate in enrollment of students on the basis of race, color, sex, age, national origin or disability, in accordance with all applicable laws.

##### **B. Anti-Harassment**

Presentation BVM School will not tolerate conduct by students based on race, color, sex, age, national origin, or disability which harasses, unreasonably interferes with another's work or school performance, or creates an intimidating, hostile, or offensive work or school environment.

#### **POLICY PROHIBITING SEXUAL HARASSMENT**

##### **A. Sexual Harassment Prohibited**

Sexual harassment is unacceptable conduct and will not be tolerated. All students are responsible for ensuring that this school is free from all forms of sexual harassment. Sexual harassment by a student to an employee, or by one student to another, is misconduct prohibited by this Policy.

## B. Sexual Harassment Defined

1. Basic Definition: For purposes of this policy, the term “sexual harassment” refers to any unwelcome sexual attention, sexual advances, requests of sexual favors and other verbal, visual or physical conduct of a sexual nature when:

2. Examples: Examples of sexual harassment include, but are not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures; and unwelcome sexual advances by vendors or other visitors if the advances are condoned explicitly or implicitly by the school. An intimidating, hostile, or offensive work or school environment may be created by the existence of such circumstances as those described above or other circumstances creating a sexually discriminatory work or school environment.

## C. Persons Covered

This policy prohibits sexual harassment of any employee or student by any other employee, student, vendor, or visitor.

## D. Enforcement of the Policy

The principal shall answer questions about this policy, investigate complaints and take appropriate corrective action. Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or, in the alternative, if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor of the local parish school. If the complainant is not satisfied after bringing the matter to the attention of the principal and pastor, the complainant shall report the matter promptly to the Assistant Superintendent of Elementary Schools.

The school will investigate all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any employee or student who is determined, as a result of such an investigation, to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action, and dismissal in the case of a student.

## E. Retaliation

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action as specified above in Paragraph D.

## **Technology-Responsible Use Policy**

### **Purpose**

Computers/iPads/Chrome Books are valuable tools in education and one of this school’s purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below:

## **Goals**

To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology.

To encourage critical thinking and problem solving skills this will be needed in our increasing electronic and global society.

## **RESPONSIBILITIES OF USER**

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

General Guidelines for use of the Internet and School Network:

- Only students with permission may use the school's computers/devices to access the Internet.
- Use of devices is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this doesn't occur.
- Use of email and other Internet sites/apps to harass, offend, or annoy other users is strictly forbidden.
- Personal email accounts through the school's devices are restricted.
- Any attempt to circumvent system security, guess passwords or in anyway gain access to secured resources is forbidden.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- Users will not install software without authorization of network administrator.
- Only in-house disks/media may be used unless authorized by network administrator.
- The system administrator/faculty have the right to monitor all activities.
- Additional rules and restrictions may be added at any time.

**DISCIPLINE Violations of these rules will be dealt with by the administration of the school.**

1. For reasons of personal safety, students will *NEVER* post personal contact information about themselves or other people. This may include address, telephone number, school address, etc.
2. Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
3. Students will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they through means of the Internet, harass or annoy any other users.
4. Students will not knowingly or recklessly post false information about a persons or organizations.
5. Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.
6. The illegal downloading/copying of copyrighted software for use on home and school computers is prohibited. All users must adhere to any and all copyright laws applying to media/materials.

**Violation of these rules may result in any or all of the following:**

Loss of Internet access

Disciplinary or legal action by the school or other involved parties.

7. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own, this is illegal and unethical. Students will not plagiarize works they find from *ANY* source including the Internet and software.

8. The school or the Archdiocese of Philadelphia reserves the right to amend this policy.

#### SUSPENSION POLICY

Suspension can be imposed on a student for a major infraction. Students may not participate in extracurricular or CYO activities while serving a suspension. After two formal suspensions the student is liable for dismissal from Presentation B.V.M. School. At the discretion of the principal, an in-school or out of school suspension may be administered. In situations requiring formal suspension, parents will be notified immediately and Archdiocesan policy as outlined in their Policies and Procedures will be followed. The student will be removed from class and parent will be notified to schedule an appointment with the principal. Principal will investigate the incident and determine consequence. At the conclusion of the investigation the parent, student and principal will conference.

Under extraordinary circumstances, a student may be expelled immediately. Expulsion is a serious disciplinary response made by the principal after consultation with the pastor and a review of the pertinent information.

### RIGHT TO AMEND

Presentation B.V.M. School retains the right at any time to amend or add policies, rules and regulations contained in this handbook for just cause. Parents will be given prompt notification if changes are made.

Parents and students are to review the policies and procedures regulating Presentation BVM School. When completed please download and sign the following agreements: Responsible Users Policy, the Photo Release/Tech Form, Mobile Device RUP and the Parent/Student Handbook Agreement. These three forms must be filed yearly.

# PARENT/STUDENT HANDBOOK AGREEMENT

## AGREEMENT

We have read and agree to be governed by this handbook of PRESENTATION  
B.V.M. SCHOOL.

Family Name \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature

Child's Signature \_\_\_\_\_ Grade \_\_\_\_\_

Child's Signature \_\_\_\_\_ Grade \_\_\_\_\_

Child's Signature \_\_\_\_\_ Grade \_\_\_\_\_

Child's Signature \_\_\_\_\_ Grade \_\_\_\_\_

Child's Signature \_\_\_\_\_ Grade \_\_\_\_\_

After reading and reviewing this handbook with your children please return this agreement form  
to the teacher of your youngest child in school.



Presentation BVM School  
105 Old Soldiers Rd.

Cheltenham, PA 19012

presentationbvmschool.org

(215) 379-3798



## 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 and 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 two-fold: 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.

Family Name \_\_\_\_\_

(Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

After reading, reviewing, and signing this form please return this agreement form to the teacher of your youngest child in school.