

## St Margaret School Revised August 26, 2020

This handbook provides information about school procedures and student conduct to ensure a positive, productive, safe learning environment. Ultimately, each student's gain from St. Margaret will be in direct proportion to the effort he/she puts forth. To assist each child in achieving educational success, a partnership between parents/guardians and school personnel must be developed and maintained. *Since directives and rules in this handbook cannot anticipate every situation, statements in this handbook are subject to amendment with or without notice. Some changes might be made immediately due to unforeseen circumstances. Parents/guardians will be given prompt notification if changes are made.*

### 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.

## Mission Statement

### **Our Mission Statement:**

*St. Margaret School, a Catholic elementary school in Narberth, Pennsylvania, is a vital component of the Catholic Community of St. Margaret Church. St. Margaret School strives to develop the whole child spiritually, academically, emotionally, and physically by encouraging a partnership with parents, the primary educators of their children.*

The school exists to nurture children and continue the instruction of our Catholic faith, while providing them with the differentiated intellectual instruction required to attain lifelong goals regardless of their race, religion, or ethnic background. The faculty and staff guide children to become Christian leaders who will strengthen the Body of Christ by making a positive impact in an ever-changing world.

## Beliefs

### ***At Saint Margaret School, we believe the Catholic atmosphere***

- *fosters a spiritual awareness in our students*
- *provides tools to strengthen the students' understanding*
- *gives them the opportunity to practice the values taught by our Catholic faith.*

### ***We believe that students immerse themselves in the teachings of Christ living out the spiritual and corporal works of mercy by***

- *participating in our service outreach programs*
- *becoming aware of the needs of others and*
- *learning to share their gifts and blessings with our community.*

### ***We believe through a comprehensive curriculum presented with a contemporary approach of Common Core Standards***

- *we develop each child's potential*
- *we recognize and adapt to individual learning styles.*

### ***We believe that working together with parents, who are their child's primary educator, we strive to encourage students***

- *to become creative problem solvers*
- *to be thoughtful decision makers.*

### ***We believe it is our responsibility to incorporate current technology***

- *to enhance our daily instruction*
- *for the empowerment of all learners*
- *to help students be prepared for the competitive global workforce.*

***We believe that cultural diversity among the school community***

- *encourages children to understand and appreciate differences in cultures*
- *builds positive relationships within the school community*
- *fosters a sense of self-esteem.*

***We believe that we create a safe and caring environment that***

- *promotes respect*
- *builds trust within our school community*
- *protects each child's personal and spiritual safety.*

***We believe we provide a welcoming environment***

- *to all who enter our school*
- *by fostering caring and personal relationships among all the students.*

***We believe that we guide children to become Christian leaders***

- *who will strengthen the Body of Christ*
- *who will make a positive impact in an ever-changing world.*

***We believe that racism does not have a place in our school community***

- *Racism is when a person regards their own race or ethnicity superior and therefore judges persons of race or ethnicities as inferior or unworthy. When this conviction or attitude leads others to exclude, ridicule, mistreat or unjustly discriminate against a person based on their race, it will not be tolerated at Saint Margaret School.*

## **HISTORY**

St. Margaret, a Catholic School in the borough of Narberth, PA, has educated children in this community regardless of race, religion, or ethnic background. Today, St. Margaret School also serves the following parishes: St. Matthias, St. John Vianney, Presentation BVM, Our Mother of Good Council, St. Thomas of Villanova, and Our Lady of Lourdes and from several other parishes.

The religious purpose of Saint Margaret School is to nurture children in their faith relationship to Jesus Christ through the church. Our affirmation of the Catholic Church as a living embodiment of the message of Christ in our world is reflected through daily religious instruction. With the sacraments as our foundation, we strive to develop in our student's sensitivity to our Catholic culture and an understanding of the truths of our faith. Through a comprehensive curriculum of traditional studies, presented with a contemporary approach, and a consistent updating of the curriculum, Saint Margaret School strives to develop each child's academic potential. The Christian atmosphere of Saint Margaret School fosters spiritual awareness and encourages leadership.

Intellectual development operates in an atmosphere where children learn to accept responsibilities for their choices and actions. Basic skills are developed through a sequential process from the concrete to the abstract. Our educational program fosters opportunities for reinforcement and enrichment.

## ACADEMIC POLICIES

Our school encourages all students to reach their fullest potential through the academic program.

Each student is responsible for the satisfactory completion of projects, class work, and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability.

### A. Preparation for Class

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

The teachers assess daily performances of students. Examinations of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

### B. Class Participation

Students are expected to:

- give attention and respect to the teacher at all times
- show respect and concern for other students by a willingness to share and to take turns

- actively participate in class by responding orally or in writing as circumstances dictate

C. **Homework**

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects. Parents are expected to see that homework is completed. A written note of explanation is appreciated if for any reason an assignment cannot be completed.

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

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

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

In the event of absence or suspension, all homework and missed assignments are to be made up within a reasonable time. It is the student's responsibility to find out what he/she missed while ill or absent. The student should ask to take any quizzes or tests that were missed. Teachers should not be expected to approach students in this regard. In the case of dental, medical, or optical appointments, the same responsibility as described above must be assumed by the student. Students who participate in an instrumental lesson for the school band are also obligated to do the above.

If a student is absent, parents may call the main office for homework before **11:00a.m.** Student's work may be picked up at the main office **after 2:00p.m.** Teachers post homework assignments, classroom news, and reminders on their page on the website ([www.smsnarberth.org](http://www.smsnarberth.org)).

D. **Test Grades**

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

E. **Progress Reports**

Progress reports will be viewed electronically on Option C for all students mid-way through the Trimester. Learning not only cultivates intellectual skills, but also responsibility for one's actions. For this reason any of the following may affect a child's grade.

- Neglect of written homework
- Student not working to ability
- Failure to listen to and follow directions after repeated warnings
- Lack of responsibility in handing work in on time or failure to return a test paper signed by parent/guardian when requested by teacher
- Absence work not made up after a reasonable amount of time
- Carelessly completed class work after explicit directions have been given by the teacher
- Carelessly written or incomplete homework assignments
- Tests Unsatisfactory
- Neglect of study homework

F. **Report Cards**

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

A Progress Report is issued in the Pre-school.

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

- Major testing (at least three tests in the major subjects)
- Quizzes
- Oral and written reports
- Independent classroom work
- Active participation in classroom lessons
- Class/individual projects

If parents/guardians are not receiving test papers or other academic communications during the marking period, it is the responsibility of the parent/guardian to contact the teacher.

G. **Promotion or Retention**

Student progress is monitored throughout the school year. Parent conferences are required in the first Trimester. During the second and third Trimester, the teacher will contact the parents/guardians of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parents/guardians. If retention is indicated, the parents/guardians will receive an official notification, which must be signed and returned to the school administration.

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

H. **Standardized Testing**

The Terra Nova Test is administered each year to students in Grades 2 – 8. The results are communicated to parents and are utilized by the school for curriculum planning.

I. **Closing Exercises/ Graduation**

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible to participate in closing exercises, if all financial obligations have been met. The Administration and the eighth grade teachers determine procedures for closing exercises.

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

## ADMISSIONS

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

The School endeavors to accommodate the exceptional learner, as the School's resources and capabilities reasonably permit. The School reserves the right to decline admission or impose reasonable conditions of attendance where indicated under circumstances. All new registrants are placed on a ninety day probationary period.

The School follows the local public school district's age requirements for admission. In the case of children coming from different public schools districts, the School administration determines the admission date. A student who has reached his/her fourth birthday **before September 1** is eligible for Pre-K4. A student who has reached his/her fifth birthday **before September 1** is eligible for Kindergarten. Children must be fully toilet-trained. A student who has reached his/her sixth birthday **before September 1** is eligible for first grade. The necessary forms and certificates for admissions are:

- a. Birth Certificate
- b. Baptismal certificate (regardless of home parish)
- c. A certificate of immunization that must be updated and available for confirmation and must follow the directives of Lower Merion School District
- d. Transcript from previous school with academic records

## **REGISTRATION GUIDELINES**

- a. Families are accepted into the School in the following preferential order:
- b. Families with children currently enrolled in our School.
- c. Families new to our School who are transferring from other Catholic Schools.
- d. Families new to our School who reside in St. Margaret, St. Matthias, St. Justin, St. John Vianney, Presentation BVM, Our Mother of Good Council, St. Thomas of Villanova, and Our Lady of Lourdes.
- e. Families residing out of parish must receive permission from their pastors to enroll in our school. Please request a form from the school office for your pastor to verify your registration in that parish. Application will not be accepted until permission is received.
- f. Non-Catholic Students

### **Registration**

Registration for Pre-Kindergarten, Kindergarten, and new students to our school may take place throughout the year. Registration information is communicated through the school communication envelope and the parish bulletin. There is a non-refundable fee due at the time of registration.

### **Re-Registration (Enrollment)**

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the weekly communication envelope in the Spring prior to the next school year. All financial obligations should be current before re-registration can be processed.

## **ADMISSION OF NON-CATHOLICS**

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

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

- a. The permission of the Pastor may be obtained. The Pastor is aware of those who are requesting admission.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- c. The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program and promote the philosophy, goals, objectives, and regulations of our school.

## **ASSEMBLIES**

**The primary purpose of school assemblies is educational.** Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

## ATTENDANCE

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

### A. **Absences** – The policies regarding this are as follows:

- i. A student who has been absent from school, even for one day, is required to present a written note to his/her homeroom teacher.
- ii. A doctor's certificate may be required for absence of an extended nature (five (5) days).
- iii. If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message on voice mail. The number to call to report absences or lateness is listed on the front of the handbook. **Please call by 9:00a.m.**
- iv. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- v. Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
- vi. In order to arrange for assignments of children who are absent due to illness, kindly call the office by 11:00a.m. This work may be picked up by the parent at the school office no earlier than 2:00p.m. It is the responsibility of the student to complete work and tests that have been missed due to absence.
- vii. Frequent absences and tardiness can affect a student's academic progress and may require documentation and submission for truancy. Please communicate with the teachers and administration if this becomes habitual.

### B. **General Supervision of School Grounds**

The School grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on

the premises during other times. The School has no responsibility for students or parents/ guardians on the premises during unsupervised times.

C. **Arrivals**

A child must come directly to the schoolyard between **8:00a.m. and 8:15a.m.** In the case of inclement weather, a child may go directly into the cafeteria. Parents are asked **not** to leave a child at school before 8:00a.m. unless they are reporting to the A.M. CARES Program or the Main Office. Proper behavior is expected at all times.

D. **Dismissals**

Children are dismissed from their classroom by their teachers at 3:00p.m. No child may leave the building prior to dismissal without the permission of the Principal or Main Office.

E. **Early Dismissal – Individual Students**

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the “Visitor’s Book,” in order to have your child released from school. If it is necessary to change a child’s mode of transportation, please call the office **before 2:00p.m.**

F. **Emergency Closings**

If for any reason it is necessary to close St. Margaret School, a text alert, an email alert will be sent out the announcement will be made over the radio, television, and placed on our web site: [www.smsnarberth.org](http://www.smsnarberth.org)., as well as an automated voice message. *Usually when Lower Merion School District is closed, Saint Margaret School is also closed.*

School closings will also be posted and announced on the television on **channel 6.**

Emergency dismissals will be communicated by telephone through the school’s automated system.

**Each student should be aware of a plan of action if there is an emergency dismissal. Parents/guardians please provide your child with that information and if there are changes throughout the school year.**

## G. **Emergency Contact Forms**

The School requires the parents/guardians of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated (home, work, and cell phone numbers) so that the School can contact the parents/guardians in the event of an emergency.

## H. **Lateness**

The importance and necessity of punctuality is stressed and encouraged. A student who arrives late for school must:

- Report to office for an admission slip. **Please do NOT take the child to their classroom.**
- Present a note from his/her parent explaining the reason for the lateness.
- Present the admission slip to the teacher in the class

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

Students may not enter the building before school, during lunch hour, or after school without the permission of the teacher on duty in the school yard.

Students are supervised from 8:00a.m. until 3:25p.m. At 3:25p.m., students will be sent to the after school program (CARES) and a charge will be implemented. Students may never remain at school unattended for an “early” sports activity. Arrangements should be made or students will be placed in CARES and a charge will be implemented.

## I. **Vacation Policy**

Prior to planning vacation trips, it is suggested that parents be aware of the school calendar. Extended vacations and time before and after a holiday is not encouraged. The teacher must be notified about the time the student/s will be absent. In the event of a family trip during school time, when the student returns to class, he/she presents a note from their parent and will receive make-up work for the day(s) covering the absence. Make-up work must be given to the teacher within a reasonable time upon returning to class. It is the responsibility of the student to request make-up work either one week before the trip or on the first day that he/she returns to class.

## Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. Please put the student's **name on ALL items brought to school for easier identification when lost** (e.g. pencil cases, lunch bags, items of clothing).

The student and parents/guardians must pay for all lost or damaged books in full. A charge will be made at the rate at which the School purchased the books.

Parents are welcome to visit the lost and found located outside the school office.

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

## Birthday Parties

Birthdays are important occasions for children, and the school helps to make their day special during morning announcements. **Food treats are not permitted due to food allergies.** *Please consult with the teacher beforehand if you would like to send in a non-food treat for the class (pencils, stickers, a board game, book in your child's name etc.).* All treats must be approved by the teacher ahead of time.

Invitations to parties may not be distributed in school unless all students in the class (or all of same gender) are invited. Exclusion from a party invitation can be hurtful. If invitations are offered to a limited number of students within a class, they should be sent through the regular mail. The school recognizes that not all students within a class can be invited to all parties, but the school wishes to protect the feelings of every child. Students should be mindful of conversations.

The student who is celebrating their birthday may have a dress down day on that day. If a student's birthday falls on a Saturday, Sunday or a First Friday Mass day, he/she may dress down on Monday. If a child is absent on their birthday they may not dress down on another day. Summer birthdays may select the day with their teacher.

## CARES (CHILDREN ARE RECEIVING EXTENDED SERVICES) PROGRAM

The CARES program at Saint Margaret School is available to our students from 7:15a.m. to 8:00a.m. and from 3:00p.m. to 6:00p.m. on regular days and from 12:00 to 6:00p.m. when there is an early dismissal for the entire school. The program provides supervised care and recreational activities during the school calendar year. There is an additional fee for this program.

## CELLULAR TELEPHONES/ HANDHELD ELECTRONIC GAMES

Handheld electronic games, personal IPODS, and other electronic items maybe a distraction and/or disruption to the learning environment. If this happens, students maybe directed by the teacher to leave these items at home. Cellular phones may be used with the permission of a teacher, the main office or administration, but must be turned off during school hours (8:00 a.m. – 3:00 p.m.), including recess. Also, text messaging may not occur during school hours. ***SCHOOL IS NOT RESPONSIBLE FOR THESE ITEMS WHEN BROUGHT TO SCHOOL.***

Under contractual law Catholic educators are permitted to read texts, voice mails and photos on cell phones that were confiscated or received from students. The school reserves the right to search any materials brought onto the school property.

## COMMUNICATION/STUDENT RECORDS/RELEASE OF STUDENTS

### A. **Legal Custody Issue**

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 the student. Persons who do not have legal custody (including those with visitation

rights but not legal custody) have no such educational rights and may not participate in these matters.

The School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payments of tuition which can be obtained in the school's office.

## B. Conferences

Parent-teacher Conferences are scheduled once a year for Grades Pre-K to 8.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference with either the principal or the teacher, please state the nature of the concern, so that the teacher/ administration can be better prepared to address it. When arriving for a conference, please report to the main office, not the classroom. The office will notify the teacher of your arrival.

Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority – the teacher, the principal, or the pastor. The better the communication, the easier to direct your child in his/her educational endeavors.

**Teachers may not be interrupted during the school day:** lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number. No parent is permitted to go directly to their child's classroom at any time.

## C. Family Communication Envelopes

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include this handbook, a monthly calendar of events, the weekly newsletter, frequent emails, family envelopes which go home weekly with the oldest in each family, parent-teacher conferences, Home and School meetings, Progress Reports, Report Cards, and School Web site.

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

communication envelope. Daily communication envelope should be returned to school each morning.

**D. Student Records**

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

**E. Release of a Child**

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

## **COMPUTERS – ACCEPTABLE USE POLICY**

**A. Purpose and Goals**

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

...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, which will be needed in this increasing electronic and global society.

## **B. Responsibilities of User**

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

## **C. General Requirements for Use of the Internet**

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

- The system operator has the right to monitor all computer activity without prior notice to the user.
- The School may impose additional rules and restrictions at any time.

#### D. **Discipline**

The computer education coordinator and the School administration will handle violations of these rules.(Refer to the Discipline Policy)

#### E. **Student Rules**

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

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

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

## F. **Student Access Contract & Parent Guardian Policy**

Are found in the Appendix

### Curriculum

The goal of our curriculum is to provide learning situations by which children might grow and develop their potential spiritual, mental, and social values. The Archdiocesan Guidelines determine the content of the curriculum. The Guidelines outline the specific skills to be mastered in the major subject areas: Religion, Mathematics, ELA, Science, and Social Studies. Pre K through grade 8 follow guidelines.

<http://www.aop Catholicschools.org/elementary-schools/curriculum/>

#### Religion

The Religion Program at Saint Margaret School uses texts that are aligned with an Archdiocesan-approved program. Parents are strongly encouraged to become familiar with these books and discuss religious topics with their children. This sharing of faith, coupled with the active practice on the part of the parents, gives your children a living experience of our faith. Sharing of time and talents within the school and parish community represents your commitment stewardship to life for your children. If they are to live out the Code of Christian Behavior, your example will teach more than our texts.

Instructions in Art, Music, Physical Education, Spanish, Computer and Library Science enhance the basic curriculum.

The school offers an Advance Math Program in grades 4 – 8. **Students are invited to join this program only if they meet the Archdiocesan criteria.**

# DISCIPLINE

## Discipline Code

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

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

The discipline code applies to students and parents/guardians both in school and at school-sponsored events, 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.

Individual teachers handle daily discipline situations. Unusual occurrences are brought to the attention of the principal.

## Consequences

If a student fails to cooperate regarding the school code of conduct, parents/guardians will be informed by the teacher and/or principal. Continuous disregard for school regulations and policies will result in further disciplinary action by the teacher/principal. If the situation so warrants, it may be necessary to suspend a student from class. A student may be denied participation in school related activities for serious violations of discipline, following appropriate written notice. (See list of Disciplinary Interventions)

## Harassment

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

**Sexual Harassment is unacceptable conduct and will not be tolerated.** Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

### **Violent/Threatening/Harassing and Inappropriate Conduct**

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

- a. disrespectful behavior of any kind toward or about any staff member, student, volunteer or parent;
- b. insubordination;
- c. fighting/bullying;
- d. bomb scares or triggering other false alarms, including dialing 911;
- e. cheating or plagiarism;
- f. use or possession of drugs or alcohol;
- g. smoking;
- h. stealing;
- i. intimidation, harassment or threats of any kind; and
- j. Possession of any weapon.
- k. cyber bullying

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 the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious missions 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.

The following is not an all-inclusive list of conduct that violates the Discipline Code. These infractions may warrant a check on the child's behavior/conduct sheet and contact from the teacher.

- a. **Not prepared for class** – not having proper supplies or books for class repeatedly.
- b. **Improper behavior** – including, but not limited to disturbances in class/playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- c. **Lack of Academic Integrity /Cheating/Plagiarism** – the taking or giving of schoolwork that is not one's own – or if the teacher has probable cause to suspect such an action.
- d. **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student.
- e. **Abusive language** – any inappropriate language used on school premises
- f. **Forgery** – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- g. **Invading the privacy of another's desk** – teacher or student.
- h. **Gum chewing/eating in class** – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- i. **Dress code violation** – any infraction of the uniform dress code.
- j. **Damaging any school, church or personal property**
- k. **Unsigned test papers/mark sheets** – tests and mark sheets must be returned signed.

1. **Other** – any other behavior that warrants attention not specified on the above list.

**Minor infractions:** tardiness, improper uniform, chewing gum or eating, ignoring school rules, etc. will be dealt with appropriately by the disciplining staff member. These infractions will be documented. If necessary the student may be asked to serve a detention. This detention is to be determined by the teacher. *A student's inability to self-direct a solution to the noted infraction may result in further disciplinary action. Further disciplinary action would be Administrative detention to be served on Thursday morning from 7:30 to 8:15 am.*

**Minor Infractions:**

Teacher and student identify the infraction

Parent is notified

Consequence determined (See Appropriate Disciplinary Interventions)

**Repeat of Minor Infraction:**

Teacher and student identify the infraction

Parent is notified

Consequences determined -Teacher detention or Administrative detention

**Serious Infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored functions. Examples of Serious Infractions include but are not limited to the following:**

- a. **Truancy** – unexcused absences.
- b. **Violent behavior** – any fighting or behavior that causes physical injury.
- c. **Blatant disrespect for authority** – to any adult in the building.
- d. **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.**
- e. **Irreverence.**
- f. **Vandalism** – destruction or defacing of parish or school property.
- g. **Profane/obscene language or gestures, or engaging in immoral conduct.**
- h. **Possession of any item which may present a danger to others in school or out.**

- i. **Cutting class.**
- j. **Leaving campus without permission from a school authority.**

**Major infractions:** any type of bullying, threats, defacing property, improper cell phone use, disrespect toward a teacher or staff member, forgery, plagiarism, cheating, harassment, stealing or fighting

**Major Infractions** will result in immediate referral to the Administration and contact to a parent. The Administration may call upon the Discipline Review Board, in some circumstances, to review and recommend appropriate disciplinary action. Depending on the circumstances this may include suspension or expulsion. In the event a child is unable to correct their behavior and accumulates multiple infractions in a trimester they may be referred to the Administration and Discipline Review Board.

**Appropriate disciplinary interventions may include, but is not limited to:**

- Warning
- Temporary removal from school activities
- Parental conference
- Making amends
- Loss of school privileges
- Counseling with the school counselor
- Referral to psychological counseling for student/family
- Community service
- Exclusion from school sponsored activities
- Detention – Teacher/ Administrative
- Suspension
- Expulsion
- Notification of law enforcement

When determining the response for a specific disciplinary intervention, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of St. Margaret's School.

The Administration reserves the right to consider individual student needs and special circumstances that may warrant the intervention of counseling or other services rather than, or in conjunction with, the disciplinary measures described in this handbook

## **Code of Conduct**

All students are expected to follow the Code of Conduct.

### **As a member of St Margaret School Community I promise to:**

- Treat all teachers, students and Staff with respect
- Include others in every way that we can
- Be responsible for my actions
- Be a leader and not a follower
- Do the right thing even when no one is looking
- Do good in big things and in small things

### **The goal of the Disciplinary Plan is to help the student/s:**

- 1) To recognize those areas that may prevent them from experiencing success in all areas of development (Social and academic)
- 2) To take accountability for their actions
- 3) To accept the consequences of their actions
- 4) To make restitution
- 5) To change behavior towards positive outcomes

Any student who has difficulty regulating their behavior will be removed from the situation (etc. Classroom, recess, lunch or assemblies). The student will be brought to a member of the Discipline review board and or the administrator. All attempts will be made to help the child regulate their behavior. The following will be implemented:

1. The school will notify the parent.
2. The student will need to spend the remainder of the day at home.
3. The child will not be able to return to school until the parents have met with the Administrator, Discipline Review Board and the teachers.
4. A consequence will be determined at that time.

The school and each classroom teacher have realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. Students are held accountable for their actions. If a parent has any questions about a disciplinary action, the parent should contact the adult who handled the situation. The principal is the final recourse in all disciplinary situations and the pastor when necessary.

## **Bullying Policy**

St Margaret School recognizes that all students have the right to feel safe and unthreatened in a positive Christian learning environment. Bullying and cyber bullying will not be tolerated.

### **Definition of Bullying**

Unwelcome behavior directed against a student by another student or group of students which is to be found:

Intended to insult, ridicule, humiliate or intimidate another student

Intentionally repeated over time

Harmful physically or emotionally to a student or students

### **Examples of Bullying**

Exclusion - behavior that makes a student feel unwelcome

Verbal - teasing, name calling, unwelcome comments

Written - unwelcome notes or written messages

Cyber- bullying electronically: e.g. e-mail, text messages

Visual - unwelcome gestures (bodily, pictures, drawings)

Physical - unwelcome actions which create an environment harmful to health or well-being of a student

Disruptive - interferes, intimidates, or threatens students

Retaliation - threats or actions to get back at students because of a complaint or for being a participant in the complaint process.

Destruction of Property or stealing- taking something of yours without permission.

The above are only a few examples of bullying and other situations may be defined within this context.

### **Guidelines and Procedures**

Be an advocate against bullying.

St Margaret School encourages all students to follow the Code of Conduct by using reverence, respect and demonstrating responsibility.

Students who are being bullied must first be clear and say **STOP** to the students who are exhibiting unwelcome behavior.

### **Complaint Procedure**

Reporting is not tattling if students have been warned to STOP. If unwelcome behavior continues after the student is warned to STOP, the student being bullied should report it by telling at least two adults – a teacher and someone at home.

Teachers who witness bullying should ask students involved to STOP. Teachers with information about bullying at school will begin a mediation process and contact the students involved.

Parents who have information about bullying should:

1. Determine if their child asked the other student to STOP, and if the child informed a teacher.
2. After asking their child these questions, parents should contact their child's teacher.
3. The teacher will inform the principal and the vice principal.
4. The administration will take the responsibility for investigating any unwelcome behavior reported by the students, teachers and/or parents. The principal will contact the parents of students who are the targets of bullying and those students who are causing others to be victims of bullying.

### **Disciplinary Action**

All incidents of bullying will result in appropriate consequences at the discretion of the principal and if necessary the Discipline Review Board and the pastor.

Repeated bullying will result in a mandatory parent conference with additional consequences (possible suspension and/or expulsion) at the discretion of the principal, Discipline Review Board and pastor (if necessary).

Because discipline can involve varying situations, and clear cut rules and regulations may not always apply, we reserve the right to exercise good judgment in keeping with the Christian standards our school promotes. As a result, times may arise when we need to amend or add to our policy and to make changes applicable to current and new students. The above mentioned categories do not cover every possible situation. Thus the school will determine which behavior is inappropriate.

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 the school.

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

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.

## **Cyber Bullying**

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

### **Action Steps to Respond to Cyber Bullying or Harassment**

- Save the evidence. Print the online harassing.
- Identify the Cyber Bully.
- Clearly tell the Cyber Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company.

- Contact the Cyber Bully's parents.
- Contact the school administration.
- Contact the police.

## **Procedure for Violations of the Discipline Code**

### **Suspensions**

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

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

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

- Infractions of a serious nature, repeated actions , continual social aggression, inappropriate actions or general lack of acceptance of the code of Conduct as determined by the School.
- Parents/Guardians of the student will be informed of the suspension as soon as possible.
- Suspensions will be implemented (in-School or out of School), at the discretion of the Principal.
- Following suspension, parents/guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- Parents/Guardians and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior
- If necessary, a student may be referred to a counselor or a teacher for counseling.
- Signed agreement of parents/guardians and a written report of the suspension will be filled in the student's record.

- h. Suspension records are not a part of the student's permanent or cumulative record: Ordinarily, suspension records only will be made available to authorized school personnel and parents.

### **Dismissal**

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

### **Discipline on School Buses**

School bus riders are on school property until they reach the bus stop. While in transit, bus riders are under the jurisdiction of the school bus driver. Proper behavior is most important for the safety of all. Misconduct results in the suspension of bus privileges and possible suspension from school. Parents of students who lose bus privileges are responsible for the arrangements necessary to get their children to and from school without the use of the school bus.

***Riding a bus is a privilege, not a right, which may be revoked for any of the following undesirable behaviors and are not limited to:***

1. Fighting
2. Damage to bus
3. Insubordination to driver
4. Smoking or lighting matches
5. Throwing objects in or out of the bus
6. Running alongside the bus
7. Hanging on to the outside of the bus
8. Crowding up to the door while bus is in motion
9. Hitting, kicking, or shoving
10. Yelling
11. Spitting on the floor or at other students
12. Eating or drinking on the bus

13. Chewing gum
14. Causing general confusion or any uproar
15. Lowering the windows below the safety mark
16. Use of profanity on the bus
17. Bullying, teasing, tormenting or being a general nuisance
18. Standing or changing seats while the bus is in motion
19. Any other bus safety violation

If a student fails to follow the rules for good bus conduct and a bus driver finds it necessary to file a behavioral report with the principal, the following procedure will be used:

- 1 st Offense – Written warning
- 2 nd Offense – Detention
- 3 rd Offense – Suspension from the bus for one week
- 4 th Offense – Suspension from the bus for the rest of trimester

The education of your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

## DRESS CODE

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good and about himself/herself, he/she acts and works accordingly. The uniform reflects the home and represents the school. Please check your child's uniform before they come to school for neatness, cleanliness and orderliness.

**Any student not in compliance with the dress code could impact a student's personal and social growth grade.**

Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the Principal.

**Formal uniform** is to be worn for Mass and other occasions that will be announced

Boys- Khaki pants, shirt and ¼ zip sweater V neck sweater

Girls – Jumper or skirt with ¼ zip or regular school sweater

## **Pre School/Kindergarten:**

School gym uniform

## **Dress Code/Uniform**

**Winter Uniform-Worn Mid October to Mid April**

### **BOYS (Grades K – 8): Winter**

- Khaki/ Navy blue pants
- Navy crew long sleeve sweater with St. Margaret emblem or Navy V-neck vest with emblem (Grades 1-5)
- Navy long sleeve three quarter zip sweater with school emblem (grades 6-8)
- White or navy golf shirt (long or short sleeve) with embroidered St. Margaret School emblem.
- Navy, black or white socks
- Shoes – Grade 1 to 3 – Beige or Black Buck Shoes or Slip on Merrell- like shoes

Grade 4 to 8 – Beige or Black Buck Shoes or Sperries

### **GIRL'S Winter**

- Jumper – (Grades 1 – 5) Black Watch Plain
- Kilt – (Grades 6 -8) Black Watch Plaid  
**Kilt (skirt) should be no shorter than three inches above the knee**
- Navy long sleeve ¼ zip sweater with school emblem (grades K-8)
- White Peter Pan Collar Blouse (long or short sleeve, Grades 1 – 5) or White golf shirt (long or short sleeve) with St. Margaret School embroidered (Grades 1 – 8) or White turtleneck (Grades 1- 8).
- Navy or white crew socks, navy, knee socks, or navy leotards, leggings

- **(Please note that leggings must be worn without designs or lace and leggings must be worn with socks plain white or navy. It can be low rise or peds (no funky colors allowed!)**)
- Shoes: Grades K-3- Navy blue or black Mary Janes ( strap, no wedges or high soled shoes) Grades 4-8- Beige or Black Buck Shoes or Sperries

### **Summer Uniform – Boys or Girls**

#### **Worn School Opening to Mid-October and Mid – April to year end**

- Navy walking shorts (cuffed or plain) or Navy Skort (for girls)  
**Shorts should be no shorter than three inches above the knee**
- White/Navy Golf Shirt with St. Margaret School Logo
- White or navy socks (no other colors) and sneakers
- If your child wears their gym sweatshirt and pants over the summer uniform to school, the sweatpants are not worn in the classroom
  - Your child may wear their SMS Logo Navy Blue sweatshirt (**No Hoodies**) over the summer uniform in school.
  - Your child may wear their SMS winter school uniform anytime.
- Therefore, if the weather is cooler your child may wear our regular school uniform with the short sleeve golf shirt and the school sweater.

### **Gym Uniform for Grades Kdg– 8**

- White or Navy Tee Shirt with St. Margaret Logo/ Spirit wear is acceptable
- Navy Gym Shorts with St. Margaret Logo (either cotton or mesh style)
- Navy cotton sweatpants and Navy cotton sweatshirt (may be plain or with St. Margaret Logo)
- Sneakers (Grades Kdg-8): (no special colors) - Socks: (low rise or peds) – if socks are above the sneakers, they must be white)
- Gym Uniform Supplier – B & E Sportswear  
1005 Sussex Boulevard, Unit 9  
Broomall, PA 19008  
(610) 328 - 9266  
Bandesportswear.com

### **Hair Styles/Grooming**

Student's hair is to be neat and clean, and groomed conservatively. No extreme styles or colors. Students are expected to come to school in a state of cleanliness. Baseball or other form of caps may not be worn in school. No hoodies are to be worn in the classroom.

### **Jewelry**

Although jewelry is not a part of the school uniform, post or small size earrings that are of conservative style are permitted to be worn (Hoop earrings should be no larger than the size of a quarter). Bracelets, both ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. Rings or necklaces should be of a conservative style and cannot be a means of distraction. A religious medal or cross on a chain is very acceptable.

### **Out of Uniform**

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 excepted date by which the uniform will be complete.

## Electronic Devices

If a child chooses to use electronics when traveling to and from school, the school is not responsible for anything lost, damaged or stolen. If a child carries a phone to and from school, it must be turned off before entering school and remain in their school bag. Once the child reaches the classroom the phone will be collected and stored in a box in the classroom. If a phone goes off during the day or is seen out on school grounds, it will be taken by the teacher and will only be returned to a parent when picked up at the main/ principal's office. If an occasion arises where a student needs to call home for a ride etc. and the land line is not nearby the student must first ask a teacher for permission before calling home. No other electronic devices are allowed in school or on school grounds. Under contractual law the school faculty and staff are permitted to read texts, voice mails and photos on cell phones that were confiscated or received from students. The school reserves the right to search any materials brought on school property.

## EXTRACURRICULAR ACTIVITIES

Saint Margaret School encourages students to participate in extracurricular activities. Some of the activities offered are: Student Council, Yearbook, Altar service, Band, Chorus, and Kids Care.

In addition, students participate in interscholastic sport activities organized by Saint Margaret's CYO. Participation is subject to the policies and procedures of the Archdiocese of Philadelphia concerning CYO programs.

## FIELD TRIPS/CLASS TRIPS

Educational field trips are permitted but not required. Student participation in any field trip is a privilege, and is at the discretion of the administration and teacher. Field trips are considered regular school days and attendance is expected. Written permission from a parent/guardian is required for any student to participate in any trip. A faculty member accompanies the students on any field trip. All chaperones must have clearances. Field trips are planned by individual classroom teachers and are designed for educational enrichment and social development. Chartered buses are always used for field trips and require a fee for this service.

No parent is permitted to drive a student/ s without receiving clearances from The Archdiocese of Philadelphia.

## GYM

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal.

If a student sustains an injury during gym class or any outside activity, the student must present a note from a physician stating that they are able to resume normal gym activity before participating in gym class.

For information regarding the gym uniform, please see Gym Uniform, under “Dress Code.”

## HEALTH

### A. **Medical Records**

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof that the following immunizations have been received:

- Diphtheria, 4 doses Toxoid – one after the fourth birthday
- Tetanus, 4 doses Toxoid – one after the fourth birthday
- Polio, 3 doses (4<sup>th</sup> dose recommended)
- Measles, 2 doses of vaccine
- Rubella, 1 dose of vaccine
- Mumps, 1 dose of vaccine
- Varivax (on/after 1<sup>st</sup> birthday) **OR** History of Chicken Pox disease
- Hepatitis B, 3 doses of vaccine (properly spaced)

After the basic series of three Oral Polio Vaccine, Diphtheria, and Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria – Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

Each child is required to have a Tuberculin test after the 1<sup>st</sup> birthday OR physician/parent is to complete a Tuberculin Risk Evaluation upon school entry.

The State does not require Pertussis, Haemophilus influenza B (HIB) or Smallpox vaccination but parents should check with physician for current practices.

All students must remain current with inoculations. Students who attend Catholic schools in the Archdiocese of Philadelphia are required to receive all vaccines that are identified in the immunization policy (#S 305). No exemptions are accepted.

**B. Excuses from Physicians**

Pupils must present a Permission – to – Return to School form from a physician when their absence falls under any of the three conditions listed below:

1. Following measles or any contagious disease
2. Following five (5) or more days of illnesses
3. If a child wishes to attend school with a rash or similar condition.

**C. Nurse**

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

All students are screened yearly under the State – mandated program. The nurse is responsible for checking the height, weight, and vision of every child and hearing on students in grades K – 8 and for making referral to parents when problems are found. The sixth and seventh grade students are also screened for scoliosis. Sixth graders should be done at the time of their required physical. The nurse maintains all health records. (Care given in the school is limited to first aid for accidents or illnesses until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the Main Office will arrange to have the student transported to the hospital.)

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

#### D. **Accident/Illness At School**

Accidents or unusual illnesses 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/guardian is contacted. If the parent/guardian cannot be reached, the emergency contact will be called.

No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

**If a student must go the Emergency Room due to an accident at school, that student must bring in a copy of the Emergency Room diagnosis sheet upon return to school. (This is needed for our accident report and for insurance purposes.)**

#### E. **Medications**

It is generally recommended that prescription medicines be given to the students before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it **must** be taken by the student in the presence of school personnel.

Parents/guardians are required to sign the medication authorization form, which is available from the School, **if the student must take medication at the School.**

Prescription and non – prescription (over the counter) medications must be in the original container with a note from the parent, and for prescription Rx, a **signed**, not stamped, note from the **physician**. The note must include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back forth daily.

Students requiring medical attention must report to the Main Office. No medications should be placed in lunch boxes or school bags for students to self-administer. **All medicines must be taken in the Main Office. Employees may not be named as a designee by the parent for the purpose of administering medication without a Medical Authorization Form.**

#### **Disease: Exclusion from School**

If your child has a fever they must be fever free for 24 hours before returning.

Do not send your child to school if he or she has vomited before school.

**Any undiagnosed rash:** Until diagnosis is established or symptoms are gone for 24 hours

**Chicken Pox:** 6 days from the last crop of vesicles. All scabs must be dry .

**Conjunctivitis:** 24 hours after start of physician prescribed treatment or until eyes are free of discharge

**Scabies:** 24 hours after start of treatment

**Scarlet Fever / Strep Throat:** 24 hours after start of treatment Skin Staph or Strep:  
Until skin is clear or under treatment for 24 hours

**Impetigo:** 24 hours after start of physician prescribed treatment

**Pediculosis (Lice):** Until treated and free of lice and nits Pinworm: Until first dose of treatment is given

**Ringworm:** Until skin is clear of all scabs and crusts or under treatment for 24 hours

#### **F. Food Allergy**

St. Margaret School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, parent/guardian and physicians should inform the school in writing that the student(s) has a potentially life threatening allergy.

## INVOLVEMENT OF PARENTS/GUARDIANS

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

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

- Sending their child to school physically fit, clean, and properly dressed and fed  
(The child should be dressed according to the school dress code)
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics, and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the law.
- Consistent financial support of the parish that subsidizes the cost of education and meet all financial obligations to the school.
- Taking an active role in the Parent Association.
- To notify the school office of any changes of address or important phone numbers.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To support and cooperate with the discipline policy of the school.
- To treat administrator, faculty and staff with respect and courtesy in discussing students problems.

## **Principles of Community**

We invite all members of our community: students, teachers, administrators, parents, coaches and alumni to accept responsibility for their actions, account for and consider the moral implications of their choices and find the courage through the graces of sacramental participation to do what is right.

### **Building a family of faith in Jesus Christ through Catholic Worship, Education, and Mercy**

*We strive to:*

- Treat others with a reverence and celebrate their God given gifts
- Practice empathy compassion and generosity of spirit
- Strive for inclusiveness
- Discourage and refrain from actions that lead to gossip, verbal abuse, false pride and bullying
- Work together to identify commonalities and resolve differences amicably and reconcile with an attitude of forgiveness
- Reject superficiality and avoid actions that lead to entitlement
- Participate in the life of the parish and the school by supporting relationships and events that nurture the whole child, body, mind and spirit.
- Pray together and celebrate what is truly of value
- Communicate openly, honestly and constructively with each other
- Refrain from the use of electronic communication and the use of social media to insult, report , injure or demean the reputation of any one individual

The failures of a parent/guardian to take seriously his/her responsibilities in this area are grounds for action by the School, including dismissal of the student.

Occasionally parent(s)/guardian(s) disgruntled with the school will direct that the student not be spoken to by the administrator or any other school official regarding conduct unless the parent(s)/guardians are present. The school should advise the parents that the school cannot teach the student under such circumstances and, therefore, the student should be removed if the parent(s)/guardians insist on such conditions. Policy No: S309.1

## HOME AND SCHOOL ASSOCIATION

The Home and School Association of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the school's children. It strives to enhance the parents' and teachers' roles in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children.

The Association promotes parent – school activities to increase members' interest in education, healthy social interactions and conducts fundraising activities. Members of the Home and School Association can be contacted through the school's office.

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

## THE SCHOOL ADVISORY BOARD

The School Board is a consultative body established by the Pastor of St. Margaret Parish, in accordance with the policies of the Archdiocese of Philadelphia. The Pastor of the Parish is the juridical person responsible for the administration of the school, in whose office the ultimate authority for decision-making rests. The Principal of the School is his delegate in this administrative process. The function of the Board is to assist the Pastor in the formulation of policy for the general administration of the school.

The areas in which the Board has responsibility and will be consulted, in respect to the School, are the following: Building and Grounds, Finance, Development and Long-Range Planning, Public Relations and Technology.

## LIBRARY

The school library is staffed by a librarian and is available to the students during the school day. Books may be taken out once a week. A fine will be levied on overdue books. Damage or loss of books will result in the parent/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

## LUNCH AND SNACKS

Students in the full day Kindergarten to Grade 8 stay for lunch during the school year. The fifty – minute lunch period is divided into twenty-five minutes for lunch and twenty-five minutes for play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and forwarded to the office. The child must have an adult with him/her when leaving for and returning from lunch.

A menu is sent home monthly. Prices are posted annually and menu form with money must be returned by the designated time.

**Food and beverages may never be taken out of the cafeteria to the recess yard.**

After recess, students will wash their hands with instant sanitizer before eating lunch. Please include a paper towel and hand sanitizer in your child's lunch box to place under his/her lunch. Also include napkins and plastic spoons /forks in the lunch box. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to their classroom or out to recess when dismissed. Respect and courtesy are to be shown to the teachers and parents who supervise and assist during this time.

## SAFETY

### A. Fire Drills

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

### B. Regulations

The following regulations have been established to insure the safety of our students, parents, and visitors:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time,

unless a member of the school staff gives explicit permission to do so.

- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office and sign the “Visitors” Book.

***No one may go to a classroom unless they have clearance from the Office.***

#### C. Crisis Plan

St. Margaret School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations: 1.) Antioch Center (located in the basement of St. Margaret Church 2.) Off Campus – Narberth Borough Hall (Firehouse). Drills will be practiced on a monthly basis.

## SMOKING

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

## STATIONERY

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. Stationery supplies may be purchased at any stationery supply store except for items that are specified to be purchased at school.

## **STUDENT SUPPORT SERVICES**

Government Aid Program through the Commonwealth of Pennsylvania, funds are made available for textbooks (with the exception of religion), some educational materials, and auxiliary services including remedial reading, speech therapy, and counseling services.

**Non-Public Instructional Support Team (NP-IST)** NP-IST is a team approach to a problem-solving process that allows educators with special training to work together, in a partnership with parents, to help improve the school performance of their children. The IST team is made up of the school's Principal, 2-3 teachers and when necessary, consultants from the Montgomery County Intermediate Unit who are assigned to give services to our school (IU staff may include a school psychologist, counselor, remedial reading or math teacher and speech therapist) and the teacher and parents of the child being referred. In this way teachers with different expertise can address problems and determine strategies for the teachers and parents to put into place. Monitoring of the child's progress is done on an ongoing basis and strategies are adjusted accordingly.

### **STATE FUNDED PROGRAMS**

#### **Montgomery County Intermediate Unit – Non – Public School Services Division:**

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

#### **Acts 90 and 195:**

Textbooks, workbooks, and qualified instructional materials are available to the parents and students through these acts of PA Commonwealth.

#### **Act 372:**

Provides bus transportation to student residents of the Commonwealth of PA. The public school district in which the student reside is responsible for busing.

All essential school forms are available on our school website.

## TELEPHONE – SCHOOL OFFICE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the teacher and the office staff.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone unless it is an emergency. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

Cell phones may be used with the permission from the teacher.

## TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and, in the discretion of the school, the parents/guardians have made suitable arrangements to pay any amounts due the school or parish. School records will be forwarded to the child's new school upon request from that school.

**Every change of address, phone number, or family name must be reported to the Main Office as soon as possible. Up – to – date records are needed in case of an emergency.**

## TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements should be made in writing or contact the school's office before **2:00 p.m.**

Upon arrival, all students in Grades K – 8 should assemble in designated places in the yard directly next to the cafeteria (lower level of the school) adjacent to the building. Pre-Kindergarten students will meet in the cafeteria, and are joined by classroom aides and upper class safeties for supervision until faculty meets them at 8:15a.m.

Inclement weather days with rain or snow, all school students meet in cafeteria reporting to designated table area as utilized for lunch, so that each class is in a group.

A. **Walkers**

At dismissal, faculty members escort walkers to North Narberth Avenue intersection at Woodbine Ave. and/or North Narberth Avenue intersection at Windsor Avenue.

B. **Bus**

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

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

Lower Merion School District – provides bus transportation for those who live outside a mile radius of the school.

Philadelphia School District – provides transportation for children in Grades 1 to 6 (not Kindergarten).

Haverford School District – provides transportation from that area.

Upper Darby School District – provides transportation from that area.

Radnor School District – provides transportation from that area.

Busing is NOT permitted from any School District for the Pre-Kindergarten Children.

## C. Car Riders

When dropping students off in the morning, enter the parking lot at the driveway entrance across from the church. Drop off your child in the car line that forms alongside of the school cafeteria. Be sure to pull forward to the staircase by the gym, or the car that is in front of you, in order to keep the car line moving. DO NOT let children exit the car unless they are alongside of the school building. Drivers are encouraged to stay in car while in car line. If there is a need to get out of car, driver should park in the lot and walk the child to the designated school yard or cafeteria. After dropping your child(ren) off, we strongly encourage you to exit the parking lot by turning right onto North Narberth Avenue. Making a right upon exiting the parking lot, will promote continued flow for entrance (to the left of the exit) into the parking lot.

### Dismissal

Bus dismissal will occur before car riders.

Walkers will be dismissed before car riders. The students will be walked to the corner. Please be on time to greet your child. No student will left unattended. If you are not there your child will be brought back to school. The parent will be notified. Your child will be sent to CARES.

NO drivers will be directed to exit the yard until the walker's line have passed the entrance. Drivers please be mindful and take direction from the teacher directing traffic. The walkers are crossing in front of the driveway. It is of greatest importance that no one pulls out or around the carline.

At dismissal time, all drivers must follow the car line protocol *first* for the safety of our children and *secondly* for the lines to move in a timely manner.

- Stay in your car with the line forming in the beginning of the school play-yard area.
- Please have the family name visible in the front right hand side or hanging from the visor on the right side.
- Be sure to pull up to the car in front of you. Your child will be standing at the appropriate cone.
- Please make sure the child can get into the car with ease. Those children between 4 and 8 must be in their car/booster seats and all students need to be buckled.
- Please do not walk in between the cars to pick up your child from the cafeteria

**Students must be picked up by 3:25p.m. or they will be sent to CARES. A fee will be charged.**

## TUITION

### **SAINT MARGARET SCHOOL TUITION POLICY – UPDATED 2 019**

Important information – Please read carefully

Saint Margaret School relies upon the timely payment of tuition by all families. It is each family's financial obligation to pay their tuition in full each year. By agreeing to enroll your child(ren) at St. Margaret School you are accepting a contractual obligation to pay tuition in an agreed upon payment plan. While some families may receive discounts and other financial assistance, these credits are not guaranteed each year and are typically posted to the account by September.

SMS contracts with Blackbaud's SMART Tuition to help us manage enrollment and tuition collection. The Parish Business Manager, Cliff Coombs, is responsible for tuition collections for the school. He manages our SMART Tuition relationship and manages all inputs for our families.

Every family at Saint Margaret School must have an account in SMART Tuition unless you pay in full for the entire year by the end of July, preceding the school year. The SMART system allows families to track and manage their tuition payment responsibility. It shows all fees charges and discounts, as well as providing receipts by email when a payment is posted. For the 2019-20 school year, the SMART administration fees are being paid by the school. New families should enroll at <https://enrollwithsmart.com> (You only need to do this once, not each year.) SMART Tuition customer support is available to assist you Monday through Friday from 7:00 a.m. – 1:00 a.m. as well as Saturday and Sunday from 9:00 a.m. – 5:30 p.m. Telephone 888-868-8828 and anytime on the web <https://parent.smarttuition.com/>

Choose the payment plan that best fits your family's needs. One, two and ten payment plans are standard. Custom plans can be created if the standard plans do not meet your needs. SMART allows you to set your own due date to either the 10<sup>th</sup>, 20<sup>th</sup> or 30<sup>th</sup> of the month. There is a 10 day grace period for payment, after which late payment fee of \$55 will be added. If you think your payment may be late and you wish to avoid the late payment fee, you must call the Business Manager 10 days before the due date to request an adjustment to your payment plan. Again, late payments will incur a \$55 fee each time but these can be avoided if you contact the Business Manager in advance to work through delayed payment options. We can reduce a payment or even skip a month, if we know in advance. Please do not hesitate to call or email.

There are a variety of ways to pay including by automatic funds transfer from your checking account, by check or money order or by credit card. (If you pay SMART with a credit card, you will have to pay the credit card fees, currently 2.65%, in addition to

the tuition.) You may also make payment by check or money order directly to the rectory (M-F 9am-4:30pm) or to the school and the school will send the payment to the rectory for processing.

If your account becomes delinquent, SMART will notify you by email. Seriously delinquent families will also be informed by letter from the Parish Business Manager in December, February and April. If you have difficulties keeping your tuition account current, we can work with you on a revised payment schedule if you contact the Business Manager. Students with delinquent accounts as of July 1st will not be offered seats in the coming school year until the account is brought current.

Some of our families join us with special circumstances due to child support or other arrangements. While we can work with you to accommodate these payment situations, it is our policy that one party agrees to be ultimately responsible for the tuition being paid in full.

Tuition Assistance is available from several sources, most of which require demonstration of financial need. For more information, contact the SMS Development Director, Anne Becker ([info@smsnarberth.org](mailto:info@smsnarberth.org)). Most of the providers of tuition assistance require that the recipient family be current with their tuition payments to remain eligible for additional tuition assistance rewards. If you fall behind in your payments you risk losing assistance.

St. Margaret School reserves the right to refer unpaid tuition balances to third party agencies for collection. You can always contact the Parish Business Manager at the rectory with questions or for more information: Cliff Coombs, 208 N Narberth Av, Narberth, PA 19072 (610) 664-3770 x17 [busmgr@saintmarg.org](mailto:busmgr@saintmarg.org).

## VISITORS

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

**Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 8:15a.m. and 3:25p.m., unless the Principal gives permission for such a visit.**

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

## **VOLUNTEERS**

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community. Volunteers assist as aides in some of following ways: Library, Homeroom Mothers, Extracurricular Activities, Lunch room.

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be sent home in the family envelope at the beginning of the year for those parents or family members that would like to share their time and talents with us. *Volunteers must have Child Abuse and Criminal Check Clearances and attend Archdiocese of Philadelphia Standards and Ministerial Behavior and Boundaries.*

Every student is expected to show courtesy and respect to all volunteers. Administer discipline. Behavior problems should be addressed by teachers and administrators only.

- Physical contact with students is never acceptable. Never put your hands on a student especially when you are angry.
- Contact students outside of the school setting.
- Correct staff members. See the principal with any concerns relating to staff members.
- Never be alone with a student. If monitoring a classroom keep the door open at all times.
- Volunteers should not use student bathrooms. Please use the "adults only" bathrooms in the office area.
- If you have to correct a student have a witness.

### **Cell Phone Etiquette and Restrictions**

Please put your cell phone on vibrate mode when working on campus. At no time can a volunteer photograph a student, make videos or share videos with a student. Cell phones should be used on an emergency basis to contact the main office or 911. If on a field trip the teacher may want to exchange cell phone numbers for communication.

### **Confidentiality**

All volunteers, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the students and staff they assist. Information regarding students, staff, and other volunteers is not to be discussed with anyone who is not entitled to such information.

### **Clearances**

All volunteers must have current clearances. Remember you are a mandated reporter.

### **Positive Culture**

We believe that all people, adults and children, deserve respect. We do not accept verbal abuse of any kind.

### **Serious Behavior Concerns**

Serious concerns about student behavior during volunteer time should be referred to the teacher or another staff member immediately. Do not reprimand or try to discipline students. There is always a staff member nearby. No Volunteer should contact a parent about any incident witnessed while on duty.

### **Reporting**

There may be times that you will be asked to fill out an incident report or document something of importance. All written documentation is to be handed in at the main office.

### **Age Appropriate Interactions**

Many times you may be in charge of children at various stages of their development. Our children are very impressionable. Sometimes what is shared with older children may not be appropriate for younger children to be involved in. In the event of a confrontation, separate the students, remain calm and in charge. Call for back up if the teacher on duty is involved in another incident. Safety is our main goal. Report any suspicious behavior immediately to the administration, teacher on duty or call 911. Please do not share information that may frighten or cause alarm for our children. They are depending on you to keep them safe.

**Reopening Plan for St Margaret School**

**August 31, 2020**

**The Parent handbook provides the policies and procedures for governance for**

**St Margaret School.**

**Policies and Procedures Covid 19**

**Due to the current pandemic the following policies and procedures are subject but not limited to the general policies found in the handbook. Adjustments and updates will be made to the Policies and Procedures- Covid 19, according to regulations from the state and the Archdiocese of Philadelphia and at the discretion of the principal and pastor.**

**Saint Margaret School believes that inherent to the success and productivity is a partnership between the parent and the school. This has never been more important than at this time and an even greater partnership is now needed. It is our goal to open this school year and to remain open as long as the data supports that decision. This cannot be possible unless the school and the parents agree to the importance of monitoring our children's health daily.**

**The purpose of this document is to break down the major components of the Policies and procedures shared in the document entitled: Catholic Schools Onward Guidance and Procedures**

**There are ten major points in this following document.**

**Policies and Procedures- Covid 19**

As the challenges of educating through the pandemic continue, we will strive to build upon the four pillars of, Health and Safety, Instruction, Operations and Logistics, Communications and Technology. The following measures have been implemented at St Margaret School to help prevent the spread of the Coronavirus:

- St. Margaret has positioned the desks to follow the recommendations of the AAP, to be placed three to six feet apart.
- Classes have been designed so the number of students is twenty -five or below,
- Masks are mandatory, / desk shields have been purchased for each student in grades K- 8 th grade however shields can be worn by the child who may have specific needs, learning would be interrupted or may not be able to remove their own mask.
- Each room has been equipped so that synchronous learning can take place within the building and when necessary distance learning
- Signage, as reminders for personal hygiene, physical/social distancing, is placed strategically throughout the building,
- Placement of physical guides, such as tape, on floors or sidewalks to create one-way routes.

- Hand stations have been placed throughout the building
- Portable hand washing stations will be used outside
- Continuous cleaning throughout the day will take place and after hours
- Ductless Hvac units are equipped with silver ion antimicrobial filters. These are changed on a regular basis
- Classes will be held outside when weather permits. Windows will be opened for fresh air circulation within the classroom.
- N95 face masks have been purchased for staff working with children who may become ill
- An action plan has been devised for students who may have been exposed to Covid 19.
- 100 new chrome books have been purchased for all students. The students in grades K-8 will have a personal device these will used throughout the day but in particularly if instruction will be interrupted due to illness in a cohort or school closures
- All teachers have been trained in trauma informed instruction
- Students in grades prek-4 will be cohorted. Due to leveled groups in math the students in grades 4-8 will work with part of their cohort throughout certain times throughout the day.
- Schedules have been staggered to accommodate movement throughout the building
- Lunch will be eaten in their cohort
- Schedules have been redesigned to meet the needs of the individual cohorts
- The cafeteria, gym, faculty room and an additional room will be utilized for cohorts.
- When feasible teachers will rotate in and out of classrooms for instruction
- A continuous maintenance and cleaning cycle has been designed in order to maintain the necessary level of decontamination in the building
- A room designated for students who have become ill is prepared

St. Margaret School will continue to take measures to identify and prevent the spread of the coronavirus. While these steps greatly reduce the risk of the virus being transmitted, no set of precautions can completely eliminate the threat the virus poses.

Knowing this, you voluntarily and willingly send your child/children to St. Margaret School and in sending your child/children to St Margaret School, you agree not to hold the school, parish or the Archdiocese of Philadelphia responsible for illnesses related to Covid-19 or other health related conditions.

## **1. Declaration of Health – Registration, Records and Supervision**

Students and staff shall attend St Margaret School on the condition that they are not required to be in isolation under the instructions of the Commonwealth of PA,. do not have a high temperature (above 100.4 /38°) or any other symptoms of coronavirus including such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea coughing, breathing difficulties or shortness of breath, and have not come into contact with any individual who has tested positive for coronavirus.

Entry to the school shall be permitted exclusively to students and staff, and only after they have signed a declaration of health.

—



Student Health Declaration

(to be filled by parent)

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_  
PARENT NAME:: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

I declare as follows:

- I measured the temperature for my child, and it was found that his/her body temperature did not exceed 38 ° C / 100.0° F.
- My child is not ill and has no Coronavirus symptoms (cough, difficulty breathing, loss of taste/smell, vomiting or diarrhea).
- To the best of my knowledge, my child has not been in contact with a known Corona sick person in the past 2 weeks.
- My child has not been on an anti -inflammatory medication over the past 24 hours that has treated symptoms of elevated temperatures or flu like symptoms

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 2. Arrival and Departure

**Students are to have their temperatures taken every morning before they come to school.If your child is/was in need of an anti inflammatory medication do not send them to school.**

.Parent drop off will be a high-risk time period for transmission. It will be important for parents to stay in cars and not get out and mingle. There will be staggered time periods for drop off and pick up.

Parents and other visitors are not permitted in the building. If you must come into the building call the main office. When you arrive, wait in the entrance /lobby space. Do not go to the main office.

- Students' arrival and departure to and from the school shall be carried out in a controlled manner under the direction of a designated member of staff. This person shall be responsible for ensuring that there is no crowding or large gatherings.
- Upon their arrival, students shall wait in their vehicles before entering the school, until they are invited to do so by the member of staff on duty. The student's temperature should have been taken before arriving at school. Random temperature checks will periodically be taken before entering the building. If the child's temperature is elevated and not within the designated range the child will be asked to return to their car and remain out of school until the child has been cleared 24 hours or has seen a physician.
- Students arriving as a walker independently or with a parent or guardian shall wait outside the entrance to the cafeteria until the child is invited to enter, while adhering to the necessary guidelines. Random temperature checks will be taken periodically. If the child's temperature is elevated, and not within the designated range, the child will be asked to return to remain in a waiting area, while the parent is contacted. The student will be asked to remain out of school until the child has been cleared 24 hours or has seen a physician. The parent, guardian or any other accompanying individual is not permitted to enter with the student or to stay in the school building, except in case of emergency and with permission from the principal.
- The dismissal at the end of the school day will be carefully regulated, with students called to the cars by the member of staff on duty. A dismissal app will be used to help regulate the timing of car pick -up.
- During arrival and at the end of the school day, the members of the staff on duty are to ensure that no crowding takes place at the entrance to the facility and that a safe distance is maintained as much as possible between those present at any time.
- The students will be directed to use the designated doors for entrance and exiting the building

### **3. During the School day**

- Students shall remain in permanent groups for their activities. Each group shall be assigned to one classroom or designated work space for their classes.(unless otherwise specified)
- Desks within the classrooms should be organized to allow the necessary physical space between students, with one student assigned per desk.
- The number of students in a group enables these regulations to be met.

- There is to be no interaction between different groups, and the students in each group are to remain together throughout the day in dedicated areas; breaks for each group are to be staggered throughout the day.
- There shall be an emphasis on personal hygiene before, during and after any activity (before and after any outdoor activity or working with a computer and before and after every meal). Students and staff should make sure to wash their hands with water and soap or hand sanitizers. Even if they wear gloves during the activity, they should remove and dispose of them immediately afterwards and wash their hands thoroughly.
- Staff and students are to come to school equipped with masks, and shall wear them in during all activities. Shields may be worn by those who require specific assistance.
- Children shall eat their snacks and lunch at their desks and food should not be shared. Each student shall be responsible for their own food, which should be eaten on a clean napkin or placemat and not off the desk.
- Classrooms where activities are taking place should be kept well-ventilated during the day.
- Students should be directed to avoid contact and to maintain a distance, and if necessary, the distance will be clearly and unambiguously marked out for staff and students. The six foot spacing gap should be enforced whenever possible.
- Students will come to school with their own individual stationery and supplies. This list will be provided by their teachers. Items should not be passed from hand to hand.
- During shared activities, items should not be passed from hand to hand. Items are only permitted for shared use if they can be properly sanitized.

#### **4. Breaks and Movement Around Shared Spaces**

- Separation shall be maintained, students will not be permitted to move from one desk to another.
- Exit to the corridors is not permitted except during breaks, pursuant to the set timetable, in which each class has its breaks at a different time.
- If necessary and when possible, the yard may be split up into smaller areas, with each group being given its own area for activities.
- It is important to ensure that there are no large gatherings of students.
- Ball games are not to be permitted during recess/ breaks.
- Any movement around shared spaces shall be regulated, including the bathrooms.
- Attempts should be made to ensure that no more than two people are in the bathroom facilities at any one time. Students/staff will remain outside the room at a distance until the facility becomes available.

#### **5. Updates and Contact with Parents**

The administration and staff shall keep parents informed of any changes regarding these guidelines or regulations by the state or the Archdiocese of Philadelphia. Communication with parents will continue during online distance learning to monitor attendance and complete assignments.

## 6. Parent Responsibilities

Parents will check temperatures before leaving the house for school.

It is the Parent's responsibility to contact the school and their child's teacher, if the child has been exposed to Covid 19.

The Student Health Declaration must be completed on a weekly basis and submitted. The student will not be admitted into school if the form has not been submitted.

1. Parents should have a plan in place for where they will take their child to be tested in case they develop symptoms and to understand what the testing turnaround time will be depending on where they are tested. As children have different pediatricians and live in different counties this will vary and there is no way for the school to have this information for everyone. It is suggested that each parent connect with their pediatrician or go to their county website to learn exactly how they will get tested if they need to be. Montgomery County has 6 sites set up for self-testing but will only take Montgomery County citizens. The link to their testing details is here: <https://data-montcopa.opendata.arcgis.com/pages/covid-testing-page>

2. Parents should determine now what barrier mechanism is best for their child and even practice wearing them at home. The options really are a cloth/surgical face mask. The face shield is an effective alternative to a face mask only if a child is challenged with wearing a face mask.

3. The American Academy of Pediatrics supported a minimum of 3 feet. Discuss and prepare the importance of wearing their facemask and how-to social/physical distance.

4. Influenza vaccinations are going to be really important this year to try and keep the number of influenza cases down so we are not fighting that as well.

5. Parents need to have a back-up plan for child care.

- If the school returns to flexible instruction the students will have to have adult engagement and monitoring
- If your child becomes ill during school time
- If your child needs to remain home if the cohort cannot be in school

• Teachers will be reminded to check the health of their students during a common activity. Additionally, the school will implement random temperature monitoring.

• Students who will be arriving by bus will have a temperature check before entering the building.

Parents are responsible for sending their child to school with lunches. The student must come to school everyday with their own food and snacks and water. If the child will be staying for Cares, snacks must be provided by the parents. Microwaves will not be available to the children.

If the parent needs to take their student out for an appointment., depending on the time in the day the child may not return to school. For example, if a child has an appointment at 10:00 and is able to be back in school at 11:00 that is permissible. However, if a child leaves at noon the child must remain home for the extended period of the day.

All communication with your child during the school day needs to go through the teacher or the main office.

No one will be permitted into the building to pick up their child. Prior notice must be given for your child to be released from the school. You will be asked to wait in the lobby area. No one can come into the main section of the school.

· **What are the symptoms I should look for with my child?**

Children who are experiencing symptoms – such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, parents need to keep their child home until medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the schools open and safe.

**If a staff/volunteers has a confirmed case of covid-19**

1. Local Health officials- will be notified
2. Dismiss staff/volunteer for 2 to 5 days until Health official can determine next step
3. Consider Dismissal of Cohort related to the suspected Case of Covid-19, using the Health official's guidance for this.
4. Discourage the cohort/class from gathering.
5. Communicate to Staff and families that there was a confirmed case, without using a name or identifying information of the person with COVID-19.
6. Close off the area the person was in and Wait 24 hours and clean areas related to the identified case of COVID-19.
7. During the initial 2 to 5 day period, evaluate if any other cases related to the case were identified and make a decision to extend or end the cohort dismissal.
8. The staff/volunteer can return after the following conditions have been met:
  - a. 3 days with no fever **and**
  - b. Symptoms improved **and**
  - c. 10 days since symptoms first appeared

**If a student has a confirmed case of covid-19**

1. Local Health officials will be notified.
2. Dismiss student for 2 to 5 days until Health official can determine next step
3. Consider Dismissal of Cohort related to the suspected Case of Covid-19 using the Health official's guidance for this.

4. Discourage the cohort/class from gathering.
5. Communicate to Staff and families that there was a confirmed case, without using a name or identifying information of the student with COVID-19.
6. Close off the area the person was in and Wait 24 hours and clean areas related to the identified case of COVID-19.
7. During the initial 2 to 5 day period, evaluate if any other cases related to the case were identified and make a decision to extend or end the cohort/class dismissal.
8. The student can return after the following conditions have been met:
  - a. 3 days with no fever and
  - b. Symptoms improved and
  - c. 10 days since symptoms first appeared

**If a student or staff has a suspected case of covid-19 or is demonstrating symptoms.**

1. Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.

2. Provide an isolation room
3. Call someone to help transport them home if necessary
4. Can return when:
  - a. 3 days with no fever **and**
  - b. Symptoms improved **and**
  - c. 10 days since symptoms first appeared or,
  - d. or if cleared by a medical professional.
5. If case is confirmed, please see aforementioned section (**a confirmed case of covid-19**)

## **7.Distance Learning**

The classroom offers our children the interaction that is necessary for healthy social and emotional development. Even if we offer the online component to the best of our ability it can never replace the interpersonal and intra personal connection for growth and development. The online component is being offered for those students who meet the following criteria:

- who become ill and need to remain at home,
- if the cohort needs to remain home,
- a child who has a preexisting condition or if a student's health is compromised by attending in person

- lives with someone that is immunocompromised

The teacher will be live streaming the classes in Ela, Math, Religion. The teacher will give assignments for science and social studies but instruction will be delivered through recorded sessions. Attendance will be taken on a daily basis by signing into each class. Google classroom will be the Learning Management System. The individual class schedules will be shared by the teachers. a focused model of study with a maximum of two or three subjects per day. The decision regarding the appropriate learning model is at the discretion of the principal.

### **Distance Learning Regulations**

The students must arrive on time for class.

The student must be dressed appropriately, as expected being a student at SMS school.

If there is a problem with connection the student must make an attempt to notify the teacher via email before the class starts.

All assignments must be completed and submitted within the required time frame.

If a teacher has to continually remind the student more than five times to come to class, complete an assignment or complete an assessment the student will be placed on probation.

Students must retake any assessment that they failed until they receive a passing grade.(70). They need to demonstrate knowledge of the subject matter.

If a student misses five classes they will be dismissed from the distance learning classes unless it was due to an illness. That will require a note from the doctor.

### **Parent Responsibility**

- Provide a space where the child can work without distractions
- Provide child guidance if both parents work
- Inform the teacher when the child will not be in attendance
- Monitor the work to be certain the child is completing their work
- Check the bandwidth for your home
- Monitor the amount of screen time

## **8. Return to School Protocols – Grades 4-8**

- Classes will take place in small groups of no more than 18/25 students in a classroom and with separate areas for each group.

- The classroom or study area will be organized in such a way that each student can sit at a separate desk and at a safe distance from each other throughout the day.
- Desk shields will be given to each student
- When a class exceeds the suggested class size a cohort of students will be formed. Those students will work/live stream in a separate designated location on their chrome books with a moderator
- Depending on the schedule and placement of groups within the day the teacher will teach the material in a regular class setting as well as via remote learning (synchronous learning -this can also be done from within the school).
- Where necessary, the school schedule can be focused towards a specific subject, to give students the best possible chance to succeed.
- Because the students are divided into ability math groups the students will travel with that math group to the specific classroom
- Subjects that are shared among all the students in the group will be taught via remote learning for the cohorts. ( science , religion, social studies)This may take place while students and teachers are both in school, but not in the same room or in smaller sub-groups. Students from different groups are not to be mixed together.
- When there is a distance learning component while the majority of the students are in school a focused model of study with a maximum of two or three subjects per day. The decision regarding the appropriate learning model is at the discretion of the principal and the teachers.
- Allocating staff and classrooms is to be done by the administration in full coordination with the pastor, faculty and staff.
- Each member of the teaching staff appointed to teach within the school shall work in accordance with their regular teaching hours, including individual support and time on site. This staff shall also engage in teaching and facilitating remote learning for those groups that have not yet returned to school, should the school principal allocate them to this role as part of their regular hours.
- Teaching assistants and teaching support staff may join a study group, and will be treated as members of the staff. These members of staff will moderate the designated groups in the designated space provided. Their presence may also assist teachers in bridging gaps and providing more personal instruction.
- As part of the process of separating the class into groups, the homeroom teacher shall continue to oversee the entire class regarding the academic program, whether at school or remotely.
- The length of a school day will be dependent on the limitations of the timetable, bearing in mind the separation into groups and time for bathroom breaks, recess and movement throughout the day.
- The teacher is to track student attendance on a daily basis.

There will be no extra curricular activities after school until further notice.

## **9. CARES**

This information can/will be updated as more information becomes available and at the discretion of the principal and directors of the program.

CARES will take place from after school till 6pm. Children will need to bring their own snack, we will not be offering snacks or drinks at this time. Children can and should bring a personal water bottle.

School rules will apply to all CARES hours, masks/shields, physical distancing, frequent hand washing, etc. We will be conducting random temperature checks. If your child does become ill, for any reason, they will be separated from the group and you will be called to pick up your child. If that illness does result in a positive test for COVID-19, CARES will be shut down.

Written homework will still be completed, and we can and will be taking advantage of outside space, as well as the gym, cafeteria, and if needed other classroom spaces. We will have the children outside as much as possible. With 4 staff members on each day, we will be able to spread out the children into smaller groups. Please know that we can not share toys and equipment. I am working on activities/ games to keep the children active and engaged.

We will group the students by grade groups, and keep each group together as best we can. Because of the fact that students come on different days, and our numbers do change daily, I believe grouping by grade groups (Pre-K and Kindergarten, 1st-3rd, etc.) is the best way to keep the groups as homogeneous as possible on a day to day basis.

When picking up, parents will remain outside and child/ren will be brought to you. Please remember to pick up your child/ren by 6pm. Someone will be coming in nightly after CARES to clean the cafeteria and highly touched areas throughout the school.

Our first priority is the health and safety of our children, and staff. No one will be permitted into the building after the Cares program, since the nighttime cleaning will begin.

## **10. Routine Cleaning Procedures**

- **Maintenance Responsibilities:**
- ensure that soap and paper towels are available by every sink and to replenish stocks as needed.
- to ensure there are stations with hand-sanitisers spread around the school.
- to ensure that the classrooms and bathrooms are cleaned at the end of every day as well as ensuring the school is clean and ready in accordance with the terms of this protocol and to ensure all hygiene and preparation conditions are met, in accordance with the accompanying coronavirus safety guidelines for educational institutions.

- Ensuring that all necessary items are kept well-stocked: soap by the sinks, paper towels for drying hands etc... (the administration is responsible to provide these).
- To ensure that all high touch areas are cleaned and disinfected everyday
- Washing stations are refreshed everyday
- All general gathering areas are free from dirt and dust build up
- The gym is cleaned everyday.
- **Faculty and Staff responsibilities for cleaning**
- All desks will be cleaned after each class and lunchtime
- At the end of the day if cleaning supplies are low then the cleaning caddy will be placed outside the door so the supplies can be replenished.

The students in grades 4-8 will be responsible for the care of their personal possessions: including but not limited to: pens,pencils,keyboards,books,protective desk shield, backpacks

