



St. Margaret School
Parent Handbook

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This handbook provides information about St. Margaret School procedures to ensure a positive, productive and 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

Revised 2024

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching. As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is 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 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/guardians, 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 students 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, guardians who are their child's primary educators, 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 prepare students 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*

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 Counsel, St. Thomas of Villanova, and Our Lady of Lourdes, as well as several other local parishes.

In 1900, Father Cowley founded the Parish of St. Margaret. He and a benefactor, Mr. Thouron, began constructing our chapel in 1902 and our present church in 1922. The next great undertaking was the construction of a school. In 1925, the cornerstone was laid for this new school, which was dedicated in January 1926.

Since 1884, the children of our parish had been instructed by the Sisters of Mercy on the grounds of their motherhouse. Sister de Mercedes was the first to undertake this work. In 1922, a home was purchased at 209 Forrest Avenue to educate children in the neighborhood. Families were proud to send their children to the new school and commented that it was innovative and fully equipped. The school year began under the guidance of our second pastor, Father Hayes, and first principal, Sister Mary Leontia.

Not until 1949 was a convent established for the parish since the grounds of the Sisters of Mercy were in such close proximity to St. Margaret's. Under Father Toner, a living residence was opened for the sisters who had given such dedicated service to our parish. In August 1966, Monsignor Gleason became the pastor of St. Margaret's. After his arrival, the structure and face of North Narberth Avenue began to change with the construction of a new convent and school. The original school was eventually closed, and all classes were held in the new building starting in 1968. It was not until 1995 that tuition was introduced for students attending the school. The 2006 closing of area Catholic schools has been instrumental in maintaining the school's enrollment by welcoming students from neighboring parishes to join the St. Margaret School community.

Since the school's opening, the administration has continued under the guidance of the Sisters of Mercy until 2015. The school year 2015/2016 introduced the first layperson to serve as the school administrator. The first 63 years of Catholic education at St. Margaret School remained 1st through 8th grade. The kindergarten class was opened as a half-day program in 1985, the prekindergarten 4-year-old program was initiated in 2000, and the preschool 3-year-old program was opened in 2023.

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 academic grades and also affect the "effort" grade on the report card. Work is evaluated for neatness and completeness on a daily basis.

B. Class Participation

Students are expected to pay attention and give respect to the teacher at all times, show respect and concern for other students by a willingness to share and to take turns, and 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 required if for any reason an assignment cannot be completed.

The following amount of 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

Teachers post homework assignments, classroom news, and reminders on their google classroom or other classroom communication app. It is the student's responsibility to access assignments online or to copy the assignment accurately. Incomplete homework assignments will ultimately affect the student's academic grades and also affect the "effort" grade on the report card.

In the event of absence/missed class time, all homework and missed assignments are to be made up within a reasonable time, usually within 48 hours

If a student is absent, parents may call the main office for homework before **11:00 a.m.** Student's work may be picked up at the main office **after 2:00 p.m.**

D. Test Grades

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

E. Progress Reports/Report Cards

Progress reports are issued at the mid-point of each trimester. Report cards are issued three times a year to students in Grades Kindergarten through 8. Progress report/report card grades are based on the following: tests, quizzes, oral and written reports, independent classroom work, class/group work and participation in classroom lessons.

If parents/guardians are not receiving test papers or other academic assignments, it is the responsibility of the parent/guardian to contact the teacher. Parents/Guardian are able to access tests, quizzes, homework and other grades on FACTS.

F. Promotion or Retention

Student progress is monitored throughout the school year. Parent conferences are required in the first trimester. During the second and third trimesters, the teacher will contact the parents/guardians of a student who continues to experience difficulty to discuss the possibility of support services and retention. 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.

G. Standardized Testing

Academic Diagnostic Testing by way of i-Ready is administered in Grades Kindergarten through Seventh. This testing will take place three times a year to give the school and parents feedback of students' current academic capabilities and growth. This will help us with our understanding and evaluation of our curriculum and teaching based on curricular standards.

Benchmark Testing will occur at the end of each trimester for grades Kindergarten to Eighth. This testing will help us with our understanding and curriculum alignment and mastery and future instructional practices based on student mastery of curricular standards and goals

H. Closing Exercises/ Graduation

Eighth grade students who have completed the prescribed course of study and have maintained a satisfactory 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 academic grades or disciplinary record indicate that the privilege should not be extended.

ADMISSIONS

St Margaret 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. SMS endeavors to accommodate the exceptional learner, as resources and capabilities reasonably permit. St. Margaret School reserves the right to decline admission or impose reasonable conditions of attendance. All new applicants are placed on a ninety day probationary period.

Applications are submitted through the FACTS online portal. **Applications must be completed in their entirety to be considered and reviewed.**

A. Admissions Guidelines

Students are considered for admission in the following preferential order:

- Siblings of students currently enrolled at SMS
- Active parishioners of St. Margaret Church or another Catholic parish
- Non-Catholic students

B. Re-registration/re-enrollment

Current St. Margaret School families are required to re-register annually. Re-registration/enrollment is done through FACTS in late Winter/early Spring. There is a non-refundable fee due at the time of re-registration. All financial obligations (tuition, extended day and CARES payments) need to be current before re-registration can be processed. Students who will not be returning to St. Margaret must submit a “will not enroll” notice.

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

The Archdiocese of Philadelphia considers repeated unauthorized tardiness to be the equivalent of an absence. Students are expected to arrive at school on time each day. Repeated tardiness without a valid excuse may be recorded as an absence and may be subject to the same attendance and truancy procedures outlined in the school's Attendance Policy. Regular school attendance positively impacts a child's academic development. The total number of days that school is in session is prescribed by the Commonwealth of Pennsylvania. St. Margaret School has 180 school days.

A. Absences

- If your child will be absent or late for school, you are required to call the school. Please leave a message on voicemail (610-664-2640 x3). The call is due by 9:00 am. If the office does not receive a call, the office staff will call the family home. If there is no communication with the parents/guardians, the office manager will contact other persons of record provided by the parent/guardian. Calls are required for each day of the child's absence.
- A student who has been absent from school, even for one day, is required to present a written note or an email to his/her homeroom teacher. These notes are sent to the office and held as part of the student's records.
- A doctor's certificate is required for an extended absence (three (3) days).
- In the case of illness at school, a school official will contact the parents or the adult whose name has been submitted to the office, along with an emergency phone number.
- Students will only be permitted to leave school with the adults of record.
- Any child who stays home without his/her parents' knowledge is liable for suspension. Any child who leaves school without permission is liable for suspension.
- To arrange assignments for children who are absent due to illness, please call the office by 11:00 a.m. This work may be picked up by the parent at the school office no earlier than 2:00 p.m. It is the responsibility of the student to complete any work and tests missed due to absence. Parents/Guardians can access tests, quizzes, homework, and other grades on FACTS.
- 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 there is an extenuating reason for excessive absences or tardiness.
- Consistent unexcused absences will be addressed by the principal and may be reported to the local school district for further investigation. Lateness also impacts a perfect attendance record and can affect the grades on the report card.

B. Lateness

All students are expected to report by 8:10 AM. A 10-minute grace period will be provided. Students arriving after 8:20 AM will be considered late.

Procedures for Students Arriving After 8:20 a.m.

- A parent or guardian must accompany the student to the school's front door.
- The parent and student must complete a late slip, which will be kept on file.
- A doctor's note explaining the reason for the lateness is required for appointments scheduled during the school day.

Consistent unexcused lateness will have the following consequences:

Three (3) Unexcused Latenesses in a Trimester

- Preschool–Grade 3 -phone call to the parent/guardian from the teacher and/or principal.
- Grades 4–8 - lunch detention.

Six (6) Unexcused Latenesses in a Trimester

- Preschool–Grade 3 - Parent/Teacher/Principal conference.
- Grades 4–8 - lunch detention for each additional unexcused lateness and Parent/Teacher/Principal conference.

C. Vacation Policy

Before planning vacation trips, parents should be aware of the school calendar. Extended vacations and time off before and after a holiday are discouraged. The teacher/school office must be notified of the amount of time the student will be absent. In the event of an extended family vacation, students are expected to return to school prepared to resume studies with the class. Missed tests and quizzes will be given within two days of the student's return. It is the parent's/student's responsibility to request make-up work at least one week before the trip.

BEHAVIOR MANAGEMENT

A. Discipline Code

At St. Margaret School, our Discipline Code is designed to foster a safe, respectful, and Christ-centered learning environment where every student is encouraged to grow spiritually, academically, socially, and emotionally. Rooted in Gospel values, our approach to discipline emphasizes teaching students to make responsible choices, accept accountability for their actions, and demonstrate respect for themselves, others, and God's creation. Discipline is viewed as an opportunity for growth and learning rather than simply punishment. Through consistent expectations and fair consequences, we strive to help students develop the virtues of kindness, honesty, responsibility, self-control, and compassion that will guide them both in and beyond the classroom.

To promote strong communication between home and school, St. Margaret School utilizes the FACTS Student Information System to document and communicate student behavior concerns. Parents and guardians may receive notifications through FACTS regarding disciplinary incidents, teacher concerns, or administrative actions. We encourage families to review these notifications promptly and discuss them with their child as part of our shared commitment to helping every student learn from mistakes, grow in character, and become responsible members of our Catholic school community. Working together, parents and school personnel can provide the guidance and support students need to succeed.

B. Behavior Reflection System (Grades K-3)

The Behavior Reflection System for students in Kindergarten through Grade 3 provides a consistent, age-appropriate framework for helping young learners understand school expectations and make positive choices. As students develop socially and emotionally, they are encouraged to reflect on their actions, learn from mistakes, and work toward making better decisions. The four-level system allows teachers and administrators to respond to behaviors in a fair, consistent, and developmentally appropriate manner while partnering with parents to support each child's growth and success.

Level 1 – Reminder

Examples:

- Talking out of turn
- Not following directions
- Minor classroom disruptions
- Off-task behavior
- Running in hallway

- Forgetting supplies
- Cafeteria infraction

Consequences:

- Verbal reminder
- Redirection
- Practice the correct behavior

Level 2 – Warning

Examples:

- Repeating a Level 1 behavior
- Minor disrespect
- Not completing classroom responsibilities
- Playing in the restroom
- Horseplay

Consequence:

- Teacher conference
- Reflection sheet
- Loss of 5-10 minutes of recess or free choice
- Parent notification if behavior continues

Level 3 - Behavior Notice

Examples:

- Repeated classroom disruptions
- Unkind words
- Intentional exclusion of classmates
- Minor dishonesty
- Refusal to follow directions

Consequence:

- Parent contacted
- Reflection sheet sent home
- Loss of recess or privilege
- Teacher may assign lunch reflection
- Behavior Notice/Demerit Issued

Level 4 - Office Referral

Examples:

- Fighting
- Bullying
- Threatening another student
- Intentional destruction of property
- Profanity
- Leaving classroom without permission
- Serious defiance

Consequence:

- Immediate office referral
- Parent conference
- Restorative conversation

- Behavior Notice/Demerit Issued
- Administrative consequences as determined by the principal

C. Demerit System (Grades 4-8)

As students progress through the upper elementary and middle school grades, they are expected to demonstrate increasing independence, responsibility, and accountability for their choices. The Demerit System for students in Grades 4–8 provides a consistent framework for addressing behaviors that interfere with learning or do not meet the expectations of our school community. Demerits document inappropriate behavior, encourage students to reflect on their decisions, and promote personal responsibility. The system also ensures clear communication between home and school while providing opportunities for students to learn from their mistakes, make positive changes, and contribute to a respectful, safe, and productive learning environment.

One (1) Demerit - Minor Infractions

Examples:

- Talking during instruction
- Disrupting class
- Dress code violation
- Gum chewing
- Cell phone visible without permission
- Running in hallways
- Excessive tardiness to class
- Unprepared for class (repeated)
- Failure to follow classroom procedures
- Cafeteria Infraction

Consequence:

- Teacher conference
- Demerit recorded
- Parent notification after third demerit

Two (2) Demerits - Moderate Infractions

Examples:

- Disrespect towards peers
- Disrespect toward staff
- Inappropriate language (non-profanity)
- Classroom disruption after warning
- Minor misuse of technology
- Repeated dress code violations
- Leaving class without permission

Consequence:

- Teacher detention
- Parent notification
- Reflection assignment

Three (3) Demerits - Serious Infractions

Examples:

- Cheating
- Plagiarism
- Lying
- Profanity
- Defiance
- Repeated disrespect
- Inappropriate social media use affecting school
- Misuse of school technology
- Vandalism (minor)
- Throwing objects
- Unsafe behavior

Consequence:

- Office referral
- Parent conference
- Administrative detention
- Restitution if property is damaged
- Temporary removal from school activities
- Loss of school privileges
- Counseling with the school counselor
- Referral to psychological counseling for student/family
- Community service

Automatic Office Referral (No Demerits Issued)

Examples:

- Physical fighting
- Bullying or cyberbullying
- Threats or intimidation
- Possession of a weapon
- Alcohol, vaping, tobacco, or drugs
- Theft
- Major vandalism
- Harrassment
- Leaving school without permission
- Serious insubordination
- Physical aggression toward staff

Consequences:

- Suspension
- Behavior contract
- Parent conference
- Restitution
- Probation
- Expulsion (if warranted)

Demerits Accumulation

Total Demerits	Consequence
3	Parent notification
5	Lunch detention and reflection assignment
7	After-school detention and parent notification
10	Parent conference with administration
12	Behavior contract and loss of extracurricular privileges
15	One-day in-school suspension (or administrative consequence)
20	Out-of-school suspension or disciplinary review

D. 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.

E. Violent/Threatening Behavior

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. 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.

F. Code of Conduct

All students are expected to follow the Code of Conduct that is designed by the current eighth grade. The goal of the Behavior Modification Plan is to help students:

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

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 easy identification**. 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.

BIRTHDAYS

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, donate a 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 the same gender) are invited. Exclusion from a party invitation is unacceptable. If invitations are given 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 and included in these conversations

The student who is celebrating a birthday may have a dress down day on that day. If a student's birthday falls on a Saturday, Sunday or on a day we celebrate mass, he/she may dress down on the following school day. If students are absent on their birthday, they may not dress down on another day. Summer birthdays will be celebrated on a student's half birthday.

BOARD OF LIMITED JURISDICTION

The Board of Limited Jurisdiction is a group of parents, parishioners, SMS graduates, educators, religious, and community members committed to supporting the mission of St. Margaret. The Board collaborates with the Pastor and Principal to ensure the school fulfills its mission and has decision making authority in the following areas: Strategic Planning, Advancement and Development, Financial Oversight, Enrollment and Facilities.

CARES (CHILDREN ARE RECEIVING EXTENDED SERVICES) PROGRAM

The CARES program is available from 7:15 to 7:45 AM and from 3:00 to 6:00 PM on regular days, and from 12:00 to 6:00 PM when there is an early dismissal. The program provides supervised care and recreational activities during the school calendar year. There is an additional fee for this program. Parents need to register their child/ren before taking part in the program.

COMMUNICATION

A. Communication Methods

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist to help keep parents informed. Regular forms of communication include this handbook, a monthly calendar of events, the weekly newsletter, frequent emails and text alerts, school website, and the family envelope (which goes home weekly with the oldest in each family).

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.

B. Conferences

Parent-teacher conferences are scheduled once a year for PK – 8th grade. Arrangements for parent-teacher conferences at other times can be made at 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 the issue. 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.

COMPUTERS – ACCEPTABLE USE POLICY

A. Purpose and Goals

Computers are a valuable tool for education. We 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 ensure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- Email 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. Computer Misuse - Discipline

The computer education coordinator and the School administration will handle violations of these rules. 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 privilege and/or disciplinary and/or legal action by the School, law enforcement or other involved parties

Students' computer use is monitored by **Go Guardian**. Go Guardian is an educational software company that provides tools for schools to manage student online activity, promote online safety, and support classroom instruction.

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.

Student Access and Parent/Guardian Policy will be sent electronically and needs to be signed each year.

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. Instructions in Art, Music, Physical Education, Spanish, and Technology complement the standard curriculum. Advanced Math is available for students in grades 4-8 if they meet the Archdiocesan criteria.

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

DRESS CODE

Neatness and cleanliness in personal attire are essential components of a child's education and the responsibility of the parents. The uniform reflects the home and represents the school. During the winter months, sweaters MUST be worn to school mass.

Preschool/PK4

Preschool-3 students may wear play clothes or gym uniforms on school days. PreK-4 students must wear gym uniforms on school days. All PS/PK students must wear sneakers each day.

A. Winter Uniform

GIRLS

Kindergarten-3rd Grade

- Jumper: Black Watch Plaid (purchased through Flynn O'Hara) with white Peter Pan collared blouse (long or short-sleeved) or white turtleneck.
- Navy blue knee socks or navy tights
- Shoes: Durable Black T-strap with buckle "Mary Jane"-type shoe.
- SMS School cardigan sweater with SMS Logo

Grades 4-5

- Jumper: Black Watch Plaid (purchased through Flynn O'Hara) with white Peter Pan collared blouse (long- or short sleeved).
- Navy blue knee socks or navy tights.
- Tan Bucks tie shoe
- SMS School Sweater 1/4 zip pullover with Logo.

Grades 6-7-8

- Skirt: Black Watch Plaid (purchased through Flynn O'Hara) and **no shorter than three inches above the knee.**
- Sweater: Navy 1/4 zip Pullover with School Logo.
- Golf Shirt: Navy golf shirt (long or short sleeve) with St. Margaret School embroidered.
- Navy knee socks or navy tights
- Girl's Shoe Regulation: Sperry Sahara Tan boat shoe

BOYS

Kindergarten- Grade 8

- Long Pants - Khaki twill. No cargo pants or joggers
- Sweater Navy with Charcoal Trim 1/4 zip pullover Sweater with School Logo. (No Vests).
- Golf Shirt: Navy golf shirt (long or short sleeve) with embroidered St. Margaret School
- Crew socks: Black or blue
- Boy's Shoe Regulation: Black Merrill Moc Slip-on

B. Summer Uniform

SUMMER UNIFORMS ARE OPTIONAL. WINTER UNIFORMS ARE PERMITTED THROUGHOUT THE YEAR. **COMBINING SUMMER AND WINTER UNIFORMS IS NOT PERMITTED.**

GIRLS

Kindergarten- Grade 5

- Khaki 2 Pleated Skort or Khaki Twill Walking skort. **Shorts/skorts must not exceed 3 inches above the knee.**
- Navy golf shirt with St. Margaret School logo
- Sneakers: sneakers must be low with no animated designs. Only white, blue or black sneakers are permitted. No high-top Chuck Taylors
- Socks: white crew socks with no logos.
- Your child may wear their SMS Logo navy blue gym sweatshirt over the summer uniform in school.

Grades 6-7-8

- Black Watch Plaid Skirt. **Skirts are not to exceed 3 inches above the knee.**
- Navy golf shirt with St. Margaret School logo.
- Sneakers: sneakers must be low. Only white, blue or black sneakers are permitted. No high-top Chuck Taylors
- Sperrys: either brown or blue
- Socks: white crew socks with no logos
- Your child may wear their SMS Logo navy blue gym sweatshirt over the summer uniform in school.

BOYS

Kindergarten-Grade 8

- Khaki-colored twill walking shorts
- Navy polo shirt with St. Margaret School logo.
- Sneakers: sneakers must be low with no animated designs. Only white, blue or black sneakers are permitted. No high-top Chuck Taylors
- Socks: White or black crew socks with no logos.
- Your child may wear their SMS Logo navy blue gym sweatshirt over the summer uniform in school.

C. Gym Uniform

Grades Pre-K4-8

- SMS T-Shirt (light blue).
- Navy gym shorts plain or with St. Margaret Logo (either cotton or mesh style). Shorts must be no more than 3 inches above the knee. Short black athletic shorts are not permitted.
- Navy (cotton) sweatpants and navy (cotton) sweatshirt. May be plain or with the St. Margaret name. No Hoodies.
- White or black socks.
- Athletic footwear.
- **St. Margaret Spirit Wear or SMS team sweatshirts may NOT be worn in place of SMS sweatshirts.**

Uniforms are available at:

Flynn O'Hara
Lawrence Park Shopping Center
1991 S. Sproul Road
Broomall, PA 19008
<https://flynnohara.com/shop/st-margaret-school-pa341/>

B&E Sportswear
1005 Sussex Blvd.
Broomall, PA 19008

D. Hair Styles/Grooming

Student's hair is to be groomed to look neat and clean. No extreme styles or unnatural hair colors (blue, neon, pink, green, etc) are acceptable. Please do not allow your child to color his/her hair or add extensions with unacceptable colors. Both boys' and girls' hair should be cut or clipped so that it does not cover the eyes. Students are expected to come to school in a state of cleanliness. Baseball or other forms of caps may not be worn in school.

E. Jewelry

Although jewelry is not a part of the school uniform, posts 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 acceptable.

F. Out of Uniform

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

ELECTRONIC DEVICES

Internet-capable devices—including cell phones, Apple Watches, iPods, and handheld games—are forbidden in class. Only school-assigned Chromebooks are permitted. Phones must be turned off before entering school, stored in backpacks, and handed to the teacher upon entering the classroom. Device use is strictly prohibited during the school day and during CARES. If a student needs to make an emergency call and a landline is unavailable, they must obtain teacher permission first.

The school is not responsible for lost, stolen, or damaged electronic devices brought to school or used during commutes. Under contractual law, faculty and staff reserve the right to search items brought onto school property and may review texts, voicemails, or photos on confiscated phones.

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, Chess Club and Mercy Cares.

In addition, students may participate in interscholastic sport activities organized by Saint Margaret 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.

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 (4th dose recommended)
- Measles, 2 doses of vaccine
- Rubella, 1 dose of vaccine
- Mumps, 1 dose of vaccine
- Varivax (on/after 1st birthday) **OR** History of Chickenpox 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. Each child is required to have a Tuberculin test after the 1st birthday OR physician/parent is to complete a Tuberculin Risk Evaluation upon school entry.

All students must remain current with immunizations. 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. Nurse

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 for students in grades K – 8 and for making a referral to parents when problems are found. The sixth and seventh grade students are also screened for scoliosis. The nurse maintains all health records.

C. **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.

If a student must go to 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.)

D. **Medications**

Prescription medications should be administered outside of school hours whenever possible. When medication must be given during the school day, it must be stored and taken in the Main Office under staff supervision. Students are not permitted to carry medications in bags or bring full prescription bottles to school.

A completed Medication Authorization Form is required for school staff to administer any medication. All prescription and over-the-counter (OTC) medications must arrive in their original containers and be provided in daily or weekly amounts. OTC medications require a written note from a parent or guardian, while prescription medications require a signed physician's note specifying the medication name, dosage, time, dates of administration, and reason for use.

E. **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

Every student with a diagnosed life-threatening allergy must have clear, documented medical protocols on file.

HOME AND SCHOOL ASSOCIATION

All parents/guardians are welcomed members of the Home & School Association (HSA). The HSA organizes social events promoting community and fundraising events benefiting our school while supporting administration, faculty and staff. Planning meetings throughout the school year connect school administration and leaders with parents/guardians to enhance communications in support of many community events. All parents/guardians are encouraged to volunteer with many options available.

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. 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 meets all financial obligations to the school.
- Taking an active role in the Home and School Association.
- Notifying the school office of any changes of address or important phone numbers.
- Informing the school of any special situation regarding the student's well-being, safety, and health.
- Supporting and cooperating with the discipline policy of the school.
- Treating administrators, faculty and staff with respect and courtesy in discussing students' problems.

LIBRARY

The school library is staffed by two members of the school faculty. 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.

LUNCH AND SNACKS

A. Catered Lunch

Lunch is available for purchase for grades PK–8. Meals come prepackaged with a labeled fruit or snack. Orders must be placed electronically on the website by the last day of the previous month (e.g., Sept. 30 for October); no late orders or additions are accepted. Questions? Email J.D. McGillicuddy's at Catering.mcgillicuddys@gmail.com.

B. Snack Options

- **Daily Snacks:** Drinks (water, Honest Kids juice) and snacks (Nutri-Grain bars, cookies, chips) are sold at lunch for \$0.50–\$1.00.
- **Pretzels:** Philadelphia soft pretzels are delivered to classrooms M-W-F if pre-ordered. Students may otherwise bring snacks from home.
- **Monthly Fundraiser:** Chick-fil-A is sold one Thursday per month to support 8th grade. Order via the Thursday Family Envelope.

C. Birthday & Friday Ice Cream

Ice cream treats are available Fridays. Parents can order birthday ice cream treats for their child's class. You will be billed after the event based on student headcount.

SAFETY

A. Fire, Lock-Down and Shelter-in-Place Drills

Drills are conducted on a monthly basis. The students are instructed to move quickly and in silence when the alarm rings according to directions posted in each area

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 in the school.
- 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 visitor log.

C. **Crisis Plan**

St. Margaret School follows an established crisis plan. Should the building need to be evacuated, students will be moved to one of two secure designated locations: Antioch Center (located in the basement of St. Margaret Church or Off Campus – Narberth Borough Hall (Firehouse)

D. **Custody Matters**

Parents are asked to inform school personnel in writing on legal custody matters. 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, unless with the permission of the person with legal custody. Custodial parents are asked to provide the school with copies of restraining orders, if this applies.

E. **Release of Student**

A student will only be released to an individual who is listed as a parent/guardian, emergency contact, or has been indicated as an allowed pick up person.

***Please note:** The School requires the parents/guardians of each student to complete the emergency contact form. It is important that the information on this form is accurate and updated (home, work and cell phone numbers, and email addresses of parents/guardians) so that the school has accurate information to contact the parents/guardians in the event of an emergency **or school closing.**

F. **Smoking**

The school premises are a smoke-free environment for all.

SCHOOL PROCEDURES AND TRANSPORTATION

A. **Arrival**

Carline

If you drive your child to school, please enter the parking lot through the ‘In’ driveway, which is located on N. Narberth Ave. at the south end of our parking lot, across from the church. Follow the car line to your right. Your child will be assisted out of the car on the right side of the car. *Please do not let your child out of the car anywhere else in the parking lot. Please do not stop in front of the main school door on Narberth Avenue to let your child out.*

Busing

If your child is taking the bus in AM, they will be dropped off at the cafeteria doors. If your child gets dropped off earlier than 7:45, the cafeteria door will be unlocked and a member of SMS staff/faculty will be in the cafeteria by 7:00/7:15 to greet your child.

Please Note: School begins at 8:10 AM. At 8:20 AM, all the school doors are locked. If your child is late, you must bring him/her to the front door of school and ring the bell to enter.

B. Dismissal

Busing

The students who are signed up to take the bus will be called down at **2:45 pm** to meet in front of the school office. A faculty member will walk them to their bus.

Lower Merion Bus Transportation has asked us to remind parents and students about the following: NO child is to take a bus to school or home from school if they are NOT OFFICIALLY ASSIGNED to that bus. This means that if your child is going over a friend's home after school, he/she can only take the bus they always ride and get off at another stop. They are NOT to SWITCH buses or take the bus for a one time only for convenience. The bus drivers do not have permission to accept a note or give verbal permission for a child (who does not usually ride that bus) to ride any bus; we don't want to put any driver into that situation. If your child is riding the LM bus, you must fill out a form each year. This form is to be submitted online: <https://www.lmsd.org/departments/operations/transportation/nonpub+>

Philadelphia/Haverford/Upper Darby School District / William Penn

Transportation: Parents will be notified, by mail, concerning the time and pick-up location of their child/ren. As stated in the paragraph above, no other students from St. Margaret School may ride these buses or Lower Merion buses if not assigned by the Transportation Dept. to the bus.

Carline

At approximately **2:50 PM**, children going home by car will exit by way of the cafeteria. Parents coming for children by car must be in the car line to wait for their child(ren); the car line forms to the right once you enter the "In" driveway on the south side of our lot. SMS staff will manage the car line, and will call for your child when you come up to the cafeteria doors. PLEASE DO NOT GET OUT OF YOUR CAR. It is important that you display your family name on the dashboard of your car to expedite pick-up.

Children are **NOT PERMITTED to walk to a car that is not in the car line**. The children are told **NOT TO CROSS THE STREET OR PARKING LOT** to get into a car.

Parents/drivers may not park on N. Narberth Avenue across from school to wait to pick up a child. The children are not permitted to cross the street to get into the car.

Walkers

Students who are in the walker line are called down by **2:55 PM** and will line up and exit by the main lobby doors. There will be two lines for the students who walk: one towards Windsor Ave

and one towards Woodbine Ave. These lines of children are under the supervision of two teachers. Children may meet their parents/guardians at these corners. If no one is at the corner to meet their child, they will return to the school with the assigned teachers.

Parents who would like to come up to school to **walk** their children home may wait at the school's parking lot exit near the gym stairs. **PLEASE NOTE:** No parent is to take a child out of the line to a car parked on N. Narberth Avenue; this is very dangerous since we do not have a crosswalk outside of school.

CARES (After School Program)

Students who are signed up for the CARES program are called down at **3:00 pm**.
Parents/Guardians will pick up students in the cafeteria by CARES closing at 6:00 PM.

C. Changes in Dismissal

If you have a change for your child at dismissal time (example carline instead of CARES), please email office@smsnarberth.org or call the school office (610-664-2640 press #3) before 2:00 and leave a message. All phone messages will be picked up before 2:40 and the change in dismissal will be relayed to your child.

D. Mid-Day School Closings

If school closes early during the regular school hours, a communication text alert and email will be sent to each family providing important info on emergencies. This system uses the data you returned on your child's Emergency Contact Form.

****Please note: The School requires the parents/guardians of each student to complete the emergency contact form. It is important that the information on this form is accurate and updated (home, work and cell phone numbers, and email addresses of parents/guardians) so that the school has accurate information to contact the parents/guardians in the event of an emergency or school closing.***

E. Outside Appointments

We would appreciate that dentist, orthodontist or medical visits are scheduled for **after school hours**, if possible. A written note from a parent/guardian is required when needing to leave school early

F. Student Supervision

Students may not enter the building before school, during lunch hour, or after school without the permission of the teacher on duty in the schoolyard. Students are supervised from 7:45 a.m. until 3:15 PM. At 3:15 PM, students will be sent to the after school program (CARES) and a charge will be imposed. Students may never remain at school unattended for a sports activity. Arrangements should be made or students will be placed in CARES and a charge will be imposed.

SCHOOL SUPPLIES

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

STUDENT SUPPORT SERVICES

A. Instructional Support Team

The IST team is made up of the IST teacher/coordinator, the Principal, classrooms teacher(s) and when necessary, consultants from the Montgomery County Intermediate Unit. Students are referred to the IST by the classroom teacher or parent, or students have a documented IEP/504. Students receive academic and/or behavioral support within the classroom and/or in the IST classroom.

B. Montgomery County Intermediate Unit:

The Intermediate Unit (IU) provides reading support, math support, guidance and counseling services, speech, and psychological services to students who have an identified need in any of these areas.

C. 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 resides is responsible for busing.

TELEPHONE – SCHOOL OFFICE

A student may use the office phone only in the case of an emergency with the permission of the teacher and the office staff. Messages received 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.

TRANSFER OF STUDENTS/STUDENT RECORDS

If a student is transferring to another school, parents are requested to obtain the official transfer and release of records forms. Records are not forwarded to another school until this form has been signed by a parent/guardian.

TUITION

All tuition payments are processed through FACTS. Each family must select a payment plan upon enrollment/re-enrollment and sign a tuition contract. Tuition related matters are handled by the business office.

VISITORS

All visitors must report to the school office and sign in the visitor log when entering the building. No visitor is allowed past the school office when school is in session, unless with permission.

VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. Volunteers assist as aides in some of the following ways: library, homeroom parent, extracurricular activities, lunch room.

Volunteers must have Child Abuse and Criminal Check Clearances and attend Archdiocese of Philadelphia Standards and Ministerial Behavior and Boundaries required trainings.