

Our Lady of Consolation
Catholic School Handbook

2009/2010

4816 Princeton Avenue
Philadelphia, Pa. 19135

215- 624-0505

Nurse's Office

215-624-3551

www.olcphila.org

ADMINISTRATION

PASTOR

Reverend Dennis J. Carbonaro

Principal

Mr. Stephen D. DiCicco
sdicicco@olcphila.org

PHILOSOPHY

At Our Lady of Consolation School we strive to allow each child to develop into reasonable and happy members of the parish and community. In order to accomplish this, we seek to provide an atmosphere of trust and security based on cooperation between students and faculty, home and parish. While striving to maintain a Christ-centered atmosphere of love, special awareness is placed on the child's growing awareness of peace and justice in the world.

With this as our fundamental philosophy, we, as Catholic teachers, commit ourselves to the realization of these principles. Our personal concern, animated by a strong sense of teaching as a vocation as well as a profession, is the distinctive characteristic of

Our Lady of Consolation School.

ADMISSION AND REGISTRATION POLICY

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.

Pre- K

- **Pre-K3** ~ Child must be three years old by September 1st.
- **Pre-K4** ~ Child must be four years old by September 1st.
- Certificate of parish registration is required.
- Baptismal certificate is needed unless the child was baptized at Our Lady of Consolation..
- State birth certificate is needed. Hospital certificate of birth is not accepted.
- Proof of immunization, including measles and rubella (PA Law Act 67-1974).

KINDERGARTEN

- Child must be five years old by September 1st.
- Certificate of parish registration is required.
- Baptismal certificate is needed unless the child was baptized at Our Lady of Consolation.
- State birth certificate is needed. Hospital certificate of birth is not accepted.
- Proof of immunization, including measles and rubella (PA Law Act 67-1974).

FIRST GRADE

- Child must be six years old by September 1.
- Child must have attended Kindergarten.
- All of the documents that are required for Kindergarten are required for First Grade.
- If the child attended Kindergarten at Our Lady of Consolation, simply complete the paper that will be sent home.
- No outstanding tuition can be owed to any other school.

GRADES 2-8

- Certificate of parish registration is required for Catholics; non-Catholics must meet with a parish priest.
- Transfer from previously attended school must be presented.
- Proof of appropriate immunizations is necessary.
- Copy of latest report card is required.

SPECIAL FEATURES

In addition to the Core Curriculum, Our Lady of Consolation School offers the following special services:

- **Computer Lab with Technology Teacher** ~ Our lab is internet/network connected with high speed cable internet service. All classrooms and offices are wired for high

speed internet service.

- **Pre-K Program (3 and 4 years old)** ~ This program offers morning and afternoon half-week/full week and full and half-day Pre-K classes.
- **Extensive Website – www.olcphila.org** ~ Our website offers our School Calendar, Handbook, Faculty E-Mail, Special Announcements, Parent/Student Pages, Alumni Page, Picture Page, Teacher Homeroom Sites, learning links, and many more special features.
- **Kindergarten Program** ~ Our program offers a full day Kindergarten class.
- **Title One Extended Day Program** ~ This academic program offers after-school tutoring for qualified students.
- **Title One Reading Teacher** ~ Offers reading remediation to qualified students.
- **CARES** ~ After school child care program. (Separate handout available)
- **Morning CARES Program** ~ Program available to children PreK to 8th Grade. (Separate brochure available)
- **Air-Conditioned and Carpeted Classrooms**
- **Music Program** includes classroom instruction, Liturgical Song, and special student performances..
- **Physical Education Teacher** ~ Our extensive Gym Program offers exercises and many interesting group activities. All grades attend gym classes every week.
- **Library** ~ Books circulate for one week. Our library is fully computerized.
- **Language Study** ~ language study in Italian offered.
- **Band Program** ~ This program provides individualized instrumental instruction with band rehearsals and concerts. There are band performances at Christmas and spring.
- **CORA** ~ Under Pennsylvania State Act 89, our children receive speech therapy, educational remediation, counseling for children and families, and group sessions for special needs children.
- **Nurse/Health Services** ~ By state law, the nurse may administer first aid only as specified within standing medical orders. *The nurse should be informed of any health problems.* Medications may be taken only in the presence of the nurse or her designate, and only from the original prescription bottle registered with her by the parent. If a child becomes ill during the school day, he/she will be sent to the nurse. In case of an accident, parents will be notified immediately. *The Nurse and the School Office must have phone numbers where parents/guardians may be reached quickly.* The nurse plans the assessment process of mandated examinations in Kindergarten, first and sixth grades. She conducts annual screenings and immunization programs as dictated by the state.

- **Volunteer Aides** ~ Aides are welcome to assist at our school.
- **NDS Hot Lunch Program** ~ This program is available for a fee to students in all grades. Juices and milk will be available for sale. Soda products will not be sold. Students may not bring soda to school. Children must abide by the rules and regulations and cooperate with the Lunch Program Staff.
- **Home and School Association** ~ This is an organization providing parents and teachers an opportunity to meet in order to support the educational programs of the school. Attendance at meetings is strongly encouraged.
- **Student Council** ~ The purpose of this organization is to promote good citizenship, encourage a high standard of scholarship, arouse a spirit of pride within the school, demonstrate the practical application of democracy, and contribute to the general welfare of the school. Representation on the Student Council is made up of students in Grades four through eight who are elected by their peers.

DAILY SCHEDULE

School Hours: 8:00 A.M. to 2:30 P.M. Students who arrive after 8:00A.M will be marked late.

UNIFORM POLICY

A student's appearance, self-respect and performance have a tendency to complement one another. We ask for the cooperation of the parents in these regulations.

This uniform policy will be strictly enforced. The gym t-shirt and sweatshirt must be purchased through school. The golf shirt is to be purchased at

Flynn & O'Hara, 6243 Frankford Avenue.

Girls: Grades 1 ~ 8

- Plaid Jumper - No more than 2 inches above the knee
- Long or short sleeve white blouses w/peter pan collar. No eyelet or lace trim on blouses
- Embroidered navy blue cardigan
- Navy blue knee socks or navy blue tights
- Blue and white, plain blue or black and white saddle shoes
- No sneakers, shoes w/heels, slip-ons or black shoes

Boys: Grades 1 ~ 8

- Navy blue dress slacks
- White long or short sleeve shirt w/navy tie o
- Embroidered navy blue vest or v-neck sweater. Must be worn when winter uniform is in effect.
- Belts are required

- Embroidered white golf shirt. May be worn when spring uniform is in effect.
- Black lace-up shoes. No sneakers, slip-ons or “Peaks”
- Socks must cover the ankle

Winter Uniform Boys/Girls Option:

- White long-sleeve Turtleneck (In place of shirt and tie.)

Optional Girls Winter Uniform

- Long navy blue uniform pants (no cargo or bellbottoms).
- White long-sleeve turtleneck.*
- Pullover navy blue v-neck sleeveless vest.* *This is worn as a set.

Boys and Girls Optional Spring Uniform

- Navy blue walking shorts with a belt, white knit shirts that must be tucked in.
- White sneakers (no color or logo), white crew socks worn above the ankle. Gym shorts may not be worn in place of walking shorts.

Gym Uniform

- Navy blue sweat-pant-no logos
- Navy blue sweat-shorts-no more than 2 inches above the knee
- Navy blue T-shirt w/OLC logo
- Navy blue sweatshirt w/OLC logo. Must be worn when winter uniform is in effect.
- Sneakers-must be athletic sneakers not fashion sneakers
- Socks-must cover the ankle

Pre-K Uniform

- Navy blue t-shirt w/OLC logo
- Navy blue sweatshirt w/OLC logo
- Navy blue sweat-shorts
- Navy blue sweat-pants
- Sneakers

Kindergarten Uniform

- Embroidered white golf shirt
- Navy blue t-shirt w/OLC logo
- Navy blue sweatshirt w/OLC logo
- Navy blue sweat-shorts
- Navy blue sweat-pants
- Sneakers

All

- Gym Sweatshirt is *optional* for the winter uniform. Please note: If the sweatshirt is not worn a navy blue T-shirt w/OLC logo is required.
- Girls winter sweater is also optional.
- Wristbands: One wristband per arm may be worn.
- Students may not wear make-up, nail polish or fake nails.
- Girls may wear one pair of post earrings in the earlobe only.

- Boys may not wear earrings.
- Hair must be worn neatly. No fad haircuts; no bleached or dyed hair.
- Headbands should complement the school uniform.

NOTES DO NOT EXCUSE BEING OUT OF UNIFORM.
DEMERIT OR DETENTIONS WILL BE ISSUED.

MORNING ARRIVAL

Adult supervision begins at 7:45. It cannot be guaranteed before that time; therefore, the school cannot be held accountable for problems that may arise before 7:45. Students must arrive by the stated time or they will be marked late. It is very important that all students arrive on time. *Students who are habitually late may be issued a transfer from Our Lady of Consolation School.*

PLEASE NOTE: NO CARS MAY BE DRIVEN INTO ANY OF THE SCHOOLYARDS DURING SCHOOL HOURS TO EITHER DROP OFF OR PICK UP STUDENTS; ALSO, PLEASE DO NOT DOUBLE PARK ON ANY OF THE STREETS SURROUNDING OUR LADY OF CONSOLATION SCHOOL.

Every child must cross at the corners. Please encourage your children to obey the crossing guards, teachers, and safeties who accompany the lines. Also, do not block any of the driveways, school entrances or the loading areas. We ask Parents/Guardians to drop off their children in the morning on Edmond Street. Please do so quickly to help expedite the car traffic. (Please do not drop off in front of the school on Princeton Ave.) By following these guidelines smoother traffic flow and a safer environment will result.

The safety of our children is a prime concern of Our Lady of Consolation School.

ABSENCE PROCEDURES

- In case of absence, send in a note with the following information:
Name of Student Grade Room Reason for Absence Dates Signature
A doctor's note must also be sent in to school if a child misses three or more days.
- **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 215-624-0505. Please call by 7:45A.M.
- If your child's name appears on an attendance report from the homeroom teacher and you

have not phoned in to let us know, you may receive a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.

- 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.
- In order to arrange for assignments of children who are absent due to illness, kindly make that request when phoning in your child's absence. 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 work and tests that have been missed due to absence.

LEAVING SCHOOL DURING SCHOOL HOURS DISMISSAL/EARLY PICKUP

Doctor and dentist appointments should be made for school holidays and early dismissals. When an emergency arises, a parent or guardian must send a written request for an early dismissal, giving the reason for the request. The note is given to the Homeroom Teacher, and it will then be sent to the main office for the Principal's signature. The child must be picked up at the main office by the parent or authorized person designated by the parent.

A note to the teacher is mandatory if a child is being picked up early. If your child is going home with someone other than parents/legal guardians or if a student is changing the way they are going home, Our Lady of Consolation must be notified in writing. This is a very important security issue.

EMERGENCY SCHOOL CLOSING

Parents must listen to KYW in order to know when or if Our Lady of Consolation School will be closed, or closing early due to inclement weather or other emergency. Our Lady of Consolation will be closed if the announcement is made that "all public and parochial schools in Philadelphia are closed". (KYW also has a web site that you can access. It is also linked to our school website at www.olcphila.org.)

When it becomes necessary to close the school for an emergency during the school day, your child will be expected to follow THE SCHOOL CLOSING PLAN YOU HAVE FILED WITH YOUR CHILD'S HOMEROOM TEACHER. **Please listen to KYW for the announced closing time. Our Lady of Consolation School will close at that announced time.** If the announced closing time occurs during the Lunch Period, students who normally go home for lunch will be asked to stay home for the day. **Parents/Guardians should not pick up students before the announced closing time.** This helps prevent further disruptions for the children. Please inform your child where he/she is to go in an Emergency Dismissal. **Please check the "Special**

Announcements” page or the KYW link on the school web site for details. PLEASE DO NOT CALL THE SCHOOL. Thank you.

OLC OPENING 2 HOURS LATE POLICY

- Our Lady of Consolation Catholic School will open two hours late if the announcement is made that **“all Parochial Schools in Philadelphia are opening two hours late”**. (KYW has a web site that you can access through a link on our school website at www.olcphila.org.) *Please check the “Special Announcements” page or the KYW link on the school web site for details.* PLEASE DO NOT CALL THE SCHOOL OR RECTORY.
- School doors will open at 9:45 AM. Morning announcements and teaching will begin at 10:00 AM.
- Do not send your children to OLC School before 9:45 on a two hour delay schedule. Adult supervision will begin at 9:45 AM. It cannot be guaranteed before that time; therefore, the school cannot be held accountable before 9:45 AM.
- Early Morning Cares is cancelled on a two hour opening late schedule.
- School bus riders should wait at their pickup stops two hours from their regularly scheduled assigned time.
- In the event that an announcement is made that bus transportation is cancelled, students are responsible for transportation to and from school.

ACADEMICS

Our Lady of Consolation School sets high standards of academic achievement, striving to allow each child to reach his/her potential. All curriculum is in compliance with the Office of Catholic Education and the State Board of Education.

ACADEMIC REQUIREMENTS

Class participation is expected on all levels of instruction. Homework refers to both WRITTEN and STUDY assignments. All homework should be closely supervised by parents. The following time allotments are suggested minimums for each grade:

Grades 1-2

30 min.

Grades 3-4

60 min.

Grades 5-6

90 min.

Grades 7-8

120 min.

VACATION POLICY

Vacations should not be taken during school time. If a parent insists on taking a child on vacation, parents are responsible for teaching any new concepts that their children miss.

Teachers are not required to give assignments. In addition, children will be responsible to return to school fully prepared for quizzes and tests and with completed assignments. When vacations are taken during school time, Out Lady of Consolation School is not responsible for poor grades and the missing education that may result.

The planning of family vacations is strongly discouraged during school hours.

REPORT CARDS

Report cards are issued three times during the year for students in Grades 1 - 8. They are to be signed by parents or guardians upon inspection, and returned to school the next day.

Parent/Teacher conferences are scheduled with the first report card.

ACADEMIC HONORS

Children in Grades 4-8 are eligible for Honors with the following criteria:

- Principal's Honors: General average of 95.0 or above in each numerically graded subject, and 3 or 4 in each Non-Academic area. (No subject grade less than 92)
- First Honors: 90 or above in each numerically graded subject, and 3 or 4 in each Non-Academic area. (No subject grade less than 87)
- Second Honors: 85 or above in each numerically graded subject, and 3 or 4 in each Non-Academic area. (No subject grade less than 82)
- Effort Award: May be given to a student who has made an improvement or who is working to the best of her or his ability but did not qualify for honors. A 3 or 4 in each Non-Academic area is also required.

Children will be awarded Honor Certificates, which are distributed with report cards.

PROGRESS REPORTS

Progress Reports will be issued approximately halfway through the trimester. These warnings/reports are sent to the parents of any child who is in danger of failing. Their purpose is to allow the child to improve the grade and avoid the failure. The school calendar lists the dates on which Progress Reports will be issued. If your child receives one, please sign and return it to school so that we know that you have seen it.

RETENTION

The primary grades are those grades in which fundamental skills are to be acquired. Retention at this level can give the student a second opportunity to build a stronger foundation for subsequent schoolwork. Students in Grades 4-8 may be retained if the student's final general average (the average going down the report card) is a failure. The ultimate decision in regard to non-promotion (retention) in Grades K-8 is a joint one between the Principal and the teacher(s). Parents will be informed at the beginning of the second trimester of the possibility of retention.

DISCIPLINE POLICY

The essence of Christian discipline is self-discipline. Students must realize that the observation of rules of behavior is a life skill and foundation for a moral life. Our Lady of Consolation School strives to instill non-violent behavior in all who are a part of this school community. We rely on parents to support us in the effort. *Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things. No one is entitled to use violence. Violence is not tolerated at our school.*

- Students are expected to be cooperative and exhibit appropriate behavior at all times.
- Faculty members will issue demerit and detention slips. The slips must be signed by a parent or guardian and returned the next school day.
- A detention will be issued following the reception of a third demerit slip.
- Further action may be taken by the administration should a student receive a third detention. That action may include, but is not limited to: in-school suspension, out-of-school suspension, issuance of a probationary conduct contract.
- After two formal suspensions, a student is liable to be dismissed.
- In certain circumstances an infraction, because of extraordinary circumstances, may warrant an immediate dismissal.

A **DEMERIT** will be issued for the following:

- Inappropriate behavior
- Being unprepared for class
- Chewing gum
- Eating candy at inappropriate times
- Failure to return signed disciplinary forms, test papers, etc. after one day grace period.
- Disobeying bus and lunchroom rules. **N.B.** Repeated infractions may result in the loss of bus or lunchroom privileges.
- Repeated, unexcused lateness.
- Bringing electronic devices such as Game Boys, beepers, personal CD or tape players, etc. to school. These items will be held in the school office until picked up by a parent or guardian.

A **DETENTION** will be issued for the following:

- Unchristian or disrespectful attitude or behavior toward another person.
- Cheating.
- Fighting.
- Forging a signature.
- Failure to report to detention.

- Accumulation of three demerits.

N.B. Detentions will be served on Wednesdays from 2:30 PM until 3:15 PM.

Parents/Guardians assume responsibility for transportation for the student on the day that the detention is served. If a detention is missed without a note given before the detention time, the detention will be doubled.

Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the school. (Archdiocesan Policies & Procedures #S319.1)

Suspension **IS** a major step toward possible dismissal.

A **SUSPENSION** will be given for the following:

- Vandalism (restitution must be made).
- Theft (restitution must be made).
- Truancy (this includes leaving school grounds during the school day without permission).
- Possession of drugs, alcohol or tobacco products.
- Acts of intimidation, retaliation or threat making.

N.B. Students are responsible for completing all assignments during a suspension.

Students will be admitted to class only after a parental interview has been held with a member of the administration of the school.

In some circumstances, the seriousness of an offense may incur immediate dismissal. The Pastor and the Principal reserve the right to insist on transferring a student if there is agreement that a particularly grave situation warrants expulsion.

If a student exhibits poor behavior, he/she may be deprived of participation in class activities.

E.g. field trips, assemblies, graduation ceremonies, dances, etc

(No refund will be issued to the offending student, since these events are paid for in advance and are based on a group rate.)

The student's teacher(s) and administration will make this decision.

OLC Discipline Code Additional Points

1. Suspensions served at home must be under parental supervision. All assignments must be completed and handed in upon the day the student returns to school. Parents/Guardians must meet with administration to reinstate the child.
2. Personal Detentions Option: Teachers and staff members may issue a personal detention for student offenses. (24 hours notice will be given.) Personal detentions do not count towards a suspension.

3. OLC Discipline Summer School may be required for any student who:
 - fails conduct as a final grade for the school year.
 - commits a major disciplinary offense.
 - has excessive lateness or absences for non-medical reasons.
4. Administration reserves the right for final judgment in these matters.

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. 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 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. Unacceptable conduct – either by a student or a parent/guardian - includes, but is not limited to, the following:

FIGHTING

Fighting is absolutely forbidden. Since the school is a “safe place”, no student needs to “defend himself/herself” by fighting. A student involved in a fight may receive a suspension or expulsion. The administration reserves the right for final judgment in these matters.

HARASSMENT

Harassment is not tolerated at Our Lady of Consolation School. Our students are to act in a Christ-like manner. Any student who feels they are being harassed should report this immediately to a teacher or school administrator.

WEAPONS POLICY

According to state law a weapon “shall include but is not limited to, any knife, cutting instrument, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.” No student shall possess, handle, transmit or conceal such a weapon or any replica or toy that may be construed as such. Students who violate this policy are subject to suspension or expulsion at the discretion of the administration and proper legal authorities will be contacted.

SUBSTANCE ABUSE

The possession or use of any drugs, alcohol, or tobacco on school property or at any school-related function off school property, will be cause for immediate suspension and/or counseling or expulsion. The administration reserves the responsibility of judgment in these matters as to whether the violation warrants suspension or expulsion.

THREATS

All terroristic threats that come to the attention of the school will be taken seriously and investigated immediately. Threats will be dealt with at the discretion of the administration.

CELL PHONE POLICY 2009/2010

Students may bring a cell phone to school under these conditions:

1. Cell phone use is not permitted in the school building before or during school time. After school, the students should not use cell phones until they have left the building. (Safeties may ***not*** use while on duty.)
2. When in school, the phone must remain in the student's book bag at ***all*** times.
3. When in school the phone must be turned ***off*** at all times.
4. ***Any*** use of the cell phone (eg: calls, texting, or pictures taken) in school or on school premises will result in an ***immediate suspension*** of that student.
5. Students must secure the cell phone in their school bag. The phone must be turned off. ***If a phone is not in a book bag or rings on school premises, the school will invoke the cell phone policy.*** The phone will be confiscated. Parents /guardians will be able to pick up the phone at an appointed time.
6. Note: "Forgetting" to turn off the cell phone is not an excuse.
7. Use of a cell phone during a test (i.e. text messaging) will be considered cheating and proper action will be taken.
8. If a student has a cell phone taken by a staff member more than once, all cell phone privileges will be revoked for that school year.
9. Please note: Students may not bring ***any*** other electronic devices. These items will be held in the school office until picked up by a parent or guardian.
10. Administration reserves the right for final judgment in these matters.

Off-Campus Illegal Behavior

Off-campus illegal behavior may result in disciplinary action, including dismissal from Our Lady of Consolation School. Off-campus behavior that is contrary to Catholic teaching and/or brings disrepute or embarrassment to the school, or is in any way related to the school, could lead to disciplinary action, including dismissal.

LUNCHROOM POLICY

In order for a smooth-running, successful lunch program, good behavior and manners are expected. The following policies and procedures are needed to ensure an orderly, calm lunch period for all:

- Students are to follow the directions of the lunch parents in the lunchroom and in the schoolyard.
- Students are to sit in the assigned seats.
- Students must ask for permission to get up from the table.
- Students are to clean up after themselves and take their turns as table captain. (Please pack 2 napkins with your child's lunch. Younger children may need to bring moistened towelettes.)
- Students may speak to one another using a quiet tone of voice.
- Students are to use proper table manners.
- Students are **NOT** permitted to have fast food lunches.
- Students are to remain seated until their table is called.

Reminder: Students are not permitted to have any fast food lunches or soda drinks for lunch.

Lunch Schedule	12:00 – 12:30 PreK
	11:30 - 12:00 Kindergarten
	12:00 - 12:30 Grades 5 to 8
	12:30 - 1:00 Grades 1 to 4

Keep in mind that repeated infractions of the school or lunchroom rules during lunch period may result in the loss of lunchroom privileges.

* Parent volunteers are always welcome.

BUS POLICY

These rules apply to students riding the School District of Philadelphia buses. They also apply when students are riding a bus during a class trip or school function. Please review the rules with your child.

- **BE AT THE BUS STOP ON TIME.** You should not have to run to make the bus.
- **WAIT FOR THE BUS IN AN ORDERLY FASHION IN YOUR ASSIGNED AREA.** Pushing, shoving, or creating a disturbance might result in injuring someone or in being late for school.
- **TAKE YOUR SEAT IMMEDIATELY.** Remain seated while the bus is moving or when instructed to do so by the bus driver.
- **ENTER AND LEAVE THE BUS ONLY AT THE FRONT DOOR AND ONLY AFTER THE BUS HAS COME TO A FULL STOP.** (In case of emergency, the driver may give you other instructions).

- KEEP YOUR HEAD AND HANDS INSIDE THE BUS WINDOWS AT ALL TIMES. Throwing objects, no matter how small, on the bus or out the windows is extremely dangerous.
- SAVE YOUR LUNCH AND SNACKS UNTIL YOU ARRIVE AT YOUR DESTINATION. Eating and drinking are not allowed on school buses.
- AVOID SHOUTING AND OTHER LOUD NOISES. In addition to disturbing others, loud noises could distract the driver and cause unsafe operation of the bus.
- LEAVE THE BUS IN A QUIET AND ORDERLY MANNER. Join your schoolmates in the schoolyard or go to the office if school has begun.
- GET OFF AT ASSIGNED STOP.

Failure to comply with these rules may result in loss of bus privileges and/or further disciplinary action at school.

GENERAL INFORMATION

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the main office by means of a written note if your address or home or work phone number has changed. All records will be changed accordingly. This information is very important. In the event of an emergency we need current information for your child.

CUSTODY

If a student is in the care of one parent and there are restrictions of which the school should be aware, it is the responsibility of the parent to send in such information. Legal documentation of custody must be presented to the school. *The custodial parent is responsible for providing the non-custodial parent with all school information (copies of report cards, school notices, etc.)*

FIELD TRIPS

Educational field trips are taken during the school year at the teachers' discretion. Written permission from parents is required. Children without written permission should come to school on the day of the field trip, and classwork will be provided for them. Students who are not permitted to participate due to financial or disciplinary restrictions, must also report to school, and classwork will be provided for them.

STATIONERY

Stationery is sold school Monday through Friday from 8:10 AM to 8:20 A.M.

COMMUNICATION ENVELOPES

Communication Envelopes are sent home every Wednesday. These envelopes contain important information concerning Our Lady of Consolation School. The envelopes are to be signed by a parent and returned to school the next day.

VISITORS

Visitors are to enter the school through the glass doors on Princeton Avenue. They are to sign in

at the desk there, and sign out when leaving. Visitor Identification Tags are required. Parents or other visitors are not permitted to visit classrooms or travel in the school buildings without permission of a school administrator.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences may be scheduled by sending a note to the teacher with your child, by calling the office and asking that the teacher contact you or by e-mailing the staff member.

FIRE SIP (SHELTER IN PLACE) DRILLS

In accordance with Philadelphia Fire Department regulations, FIRE/SIP drills are conducted regularly to familiarize students with emergency procedures.

STANDARDIZED TESTING

The Terra Nova Test is administered each year. The results are communicated to parents and are utilized by the school for curriculum planning.

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.

GRADUATION

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met.

The Administration and the eighth grade teachers determine procedures for graduation.

PERFECT ATTENDANCE

A student will earn a Perfect Attendance Certificate at the end of the school year if he/she has had no absences. (The only exception is if the student attended the funeral of a close family member.)

INTERNET ACCEPTABLE-USE-POLICY

In an effort to insure the safety of our students and guard the liability of Our Lady of Consolation School and the Archdiocese, an ACCEPTABLE-USE-POLICY has been developed. This AUP has gone through several drafts with the diocesan lawyers. Please read it very closely and discuss its contents with your child.

Purpose:

- To encourage the proper use of computers in education.

Goals:

- To provide electronic tools to develop the ability to evaluate and synthesize information from a variety of sources, and enable students and teachers to work effectively with various

computer/communications technology.

- To encourage critical thinking and problem solving skills.

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 AUP Monitoring and controlling all such material is impossible, but the school will make every effort to insure that only appropriate sites are accessed.

General Guidelines For Use Of The Internet:

- All users are required to take simple Internet training (how to sign on, log off, etc.) from the computer coordinator or his/her designee.
- Use of the 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 a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- E-mail accounts through the school's computer may be restricted.
- 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 gains or profits is not allowed from an educational site.
- Users may not move, repair, reconfigure, modify or attach external devices to the systems.
- The system operator has the right to monitor all activities.
- Additional rules and restrictions may be added at any time.

Discipline:

- Violations of these rules will be dealt with by the administration of Our Lady of Consolation School.

Student Rules:

- For reasons of personal safety, students will never post personal contact information about themselves or other people. This may include address, telephone number, school address, etc.
- Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people, not in accord with the philosophy of Our Lady of Consolation School.
- Students will not plagiarize works they find on the Internet. Plagiarism is taking the

ideas or writings of others, and presenting them as if they are one's own.

- Students will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy any other users.
- Students will not knowingly or recklessly post false information about persons or organizations.
- Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or any other means. These actions are illegal.
- The illegal downloading of copyrighted software for use on home and school computers is prohibited. Violation of these rules may result in any or all of the following:
 1. Loss of Internet access
 2. Disciplinary or legal action by the school or other involved parties.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable educational vehicle. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

GOAL

The school's goal is to prepare its members for life in an electronic, global community. To this end, the school will:

- provide a variety of technology based tools
- teach technology skills
- integrate technology with curriculum
- encourage critical thinking and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/ Appropriate Use:** All technology use and Internet access at schools for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access entertainment sites, for example social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.
- **Copyright/Intellectual Property:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

- **Examples of Unacceptable Uses:**
 - Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Do not use obscene, profane, lewd, vulgar, rude or threatening language. Do not knowingly or recklessly post false information about any persons, students, staff or any other organization.
 - Users must not use a photograph, image or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or

extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.

- Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password.
- Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
- Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example social networking sites such as myspace.com or facebook.com or gaming sites, except for educational purposes under teacher supervision.
- Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
- Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Electronic Devices:** Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
- **Administrative Rights:** The Office of Catholic Education or the school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers.

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

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

Our Lady of Consolation Catholic School reserves the right at anytime to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new

students when the situation dictates.