

# Maternity B.V.M. School

## I. MISSION STATEMENT

Maternity of the B.V.M. School provides students with the tools needed to become successful citizens in the global community. Keeping Mary as our model, we encourage students to say, Yes to God. Our vision is to **B**e the Change, **V**iew the Goodness and **M**ake a Difference.

### Mass Attendance

All Catholic parents, in choosing to send their children to our parish school, are also accepting the serious responsibility to train their children in the ways of the Catholic Faith. Among the many duties that this entails, one of the most serious is their attendance at Holy Mass, as a family, on all Sundays and Holy Days of Obligation. A parent's most important responsibility is to ensure eternal happiness for their child. Faithful recognition of the Precepts of the Church and devotion to the Blessed Sacrament are just two important ways parents can be role models for their children. All parents should strive to give their children a sound faith-filled foundation, including the practices of their faith. Any inquiries about the Catholic Faith can be made to the Pastor, Father Quinter or the Director of Religious Education, Sister Mary Beth.

## II. SCHOOL HOURS

The school day begins with prayers at 8:00 AM when the Prayer Bell rings.

### Morning Schedule

Grades Kindergarten to 8 can report to the Cafeteria beginning at 7:00 AM; at 7:45 AM, safeties take Kindergarten, Grade 1 and Grade 2 to their classrooms.

### Lunch/Recess

Grades 1 to 4

Cafeteria : 11:50 to 12:20  
Recess/Bathroom : 12:25 to 12:55

Grades 5 to 8

Recess/Bathroom: 12:10 to 12:25  
Cafeteria: 12:30 to 1:00

### Dismissal

The Prayer Bell rings at 2:50. Dismissal lines are called beginning at 2:53.

### Early Dismissal Schedule

Prayers: 11:50  
Dismissal: 11:53

or

Prayers: 12:55  
Dismissal: 1:00

### Late Start Schedule

Prayers: 10:00  
Dismissal 2:50

## **Important Phone Numbers**

School Office	215-673-0235
Rectory	215-673-8127
Cares	215-313-4407
Pre-K	215-673-1422

## **III. SCHOOL POLICIES**

### **ADMISSIONS POLICY**

Maternity B.V.M. School admits students of any race, color, national and ethnic origin. The school does not discriminate in the administration of its educational policies, its admission policies or any school-administered program.

### **Grades Pre-K to 7**

1. Children entering Pre-kindergarten must be four years of age on or before September 1<sup>st</sup>.
2. Children entering Kindergarten must be five years of age on or before September 1<sup>st</sup>.
3. Children entering First Grade must be six year of age on or before September 1<sup>st</sup>.
4. Children entering Grades Six, Seven, and Eight are received on a probationary basis until the end of the first trimester. Then, they may be formally accepted if conditions warrant acceptance.
5. Non-Catholic children are admitted to Maternity B.V.M. School as space becomes available. These students are required to take classes in all academic areas, including religion, and are required to attend all Liturgical Celebrations.
6. Parents of all new students in Grades 4 to 7 will meet with the principal at the time of registration for a Pre-Admission interview and to set-up a time to take the Admissions Test.
7. Maternity B.V.M. School does not accept new students for Eighth Grade.

### **Requirements**

The following documents and records must be presented at the time of registration:

1. Birth Certificate
2. Baptismal certificate, if baptized in a parish other than Maternity B.V.M.
3. Immunization records from the doctor
4. A copy of the child's most recent report card from the school in which the child is currently enrolled
5. Any other pertinent information that may relate to the child's achievement in a school setting (e.g. psychological, physical, learning disability testing)
6. Whenever there is a family situation involving either divorce or separation, a copy of the court order **must** be presented for the office file.
7. The published, non-refundable registration fee and tuition deposit per child.

**PLEASE NOTE: No registration will be taken if any of the above documents and records are not presented at the time of registration.**

### **RE-REGISTRATION**

Re-registration for the following academic year for students already enrolled in Maternity B.V.M. School takes place in February/March of each year. At the time of re-registration, a non-refundable registration fee is required for all students.

## IV. ACADEMIC POLICIES

### CURRICULUM

Maternity B.V.M. School offers 10 years of continuous academic development. Our school has been fully accredited by the Middle States Association of Colleges and Schools. Maternity B.V.M. School follows the Guidelines and Common Core State Standards in Math and ELA as directed by the Office of Catholic Education of the Archdiocese of Philadelphia. The school modifies curriculum for students with diagnosed needs. A student with a modified curriculum will receive a grade followed by the letter M on the report card to indicate the modification.

### GRADING

Grades are calculated based on a variety of assessments such as: tests, quizzes, projects, class participation and home and school assignments. Parents are notified if the child is in danger of failing mid-way through the trimester by sending home a Deficiency Report that must be signed and returned. All students may view their grades through the MSP online grading system, by clicking on the Progress Report tab or by viewing their class grades.

### HOMEWORK

In accordance with the principles of effective education, the school's policy is to assign homework to all grades each day. Homework takes priority over extra curricular activities. On weekends or over holidays, homework is at the discretion of the teacher. Homework is a necessity because it reinforces skills taught in class, trains the mind through memorization and enhances critical thinking. Homework may take any of the following forms: written assignments, assignments not completed in class, reading assignments, study and review assignments and long or short term projects or reports. The amount of time for homework is based on students with average ability. Some students will need less time while others may need more time. This time schedule includes times for written as well as study assignments.

Grades K - 15 minutes  
Grades 5 & 6 – 90 minutes

Grades 1 & 2 - 30 minutes  
Grades 7 & 8 – 120 minutes

Grades 3 & 4 - 60 minutes

### PROMOTION

#### A. Retention

Students are recommended for retention only for very serious reasons. It is recommended that intervention take place as soon as possible in the form of private tutoring and/or remediation from CORA Services in our school to enhance student skills. **A student who has a prolonged absence without sufficient homebound tutoring to ensure mastery of grade level skills would be a candidate for retention.**

#### B. Conditional Promotion

Any student in grades 1 to 7 who fails the subjects of Math or ELA in two trimesters on his/her report card must attend a recognized summer school program or be tutored by a professional educator before he/she is admitted to Maternity B.V.M. School in September of the following academic year. Reports indicating the skills reviewed and student performances must be forwarded to the principal by August 20<sup>th</sup> in order for a decision to be made regarding the student's education at our school. If the reports are acceptable, the student will continue in our program.

Parents of eighth grade students will be notified by March 31<sup>st</sup> if a student is in danger of failing. However, the school reserves the right to notify parents of grade 8 students at any time during the second or third trimester that a student is experiencing academic difficulty and may fail for the year. If indeed, the student should fail a major subject, a diploma will not be awarded until satisfactory completion of a certified summer school program. Eighth graders are not permitted to repeat 8<sup>th</sup> grade at the same school. Maternity B.V.M. School does not provide summer school. Finding an appropriate summer school or tutoring program is a parental responsibility.

## **ACCIDENT/ILLNESS**

Parents will be notified in the event of sudden illness or accidents of a serious nature. IT IS OF ABSOLUTE IMPORTANCE THAT THE OFFICE AND THE HOMEROOM TEACHER HAVE AN UP-TO-DATE LIST OF EMERGENCY CONTACT PHONE NUMBERS.

## **ATTENDANCE**

If your child is to achieve success in school, he/she should be in good health and be able to attend school daily. Good sense dictates that it is most inappropriate for your child to come to school when he/she is ill. Your child needs to remain at home during illness so recovery will be quick and other students are not exposed to the illness. We ask you to protect your child and our students by keeping your child at home during the time of his/her illness. **STUDENTS WITH A FEVER MUST STAY HOME UNTIL THEY ARE FEVER-FREE FOR 24 HOURS.**

## **Directives for Student Absence**

- On the morning of your child's absence and on each subsequent day of absence, call the school office at **215-673-0235 and press #2 between 7:30 AM and 8:30 AM** to report absence and whether or not someone will be picking up any assigned work. If you have registered your child for the CARES Program, please be sure to mention this and a message will be forwarded to the staff members.
- If you inform us of your intention to pick up your child's homework or missed class work, it will be available to you **in the Main Office between 2 PM and 3 PM**
- On the day of your child's return to class after an illness or other absence, he/she must present from the parent/guardian to his/her homeroom teacher, a **written absence note** stating the length of the absence and the reason for the absence. **If a student has been absent due to illness on three or more consecutive days, a doctor's certificate must also be presented with parental note.**

## **EARLY DISMISSAL**

Appointments during the school day are **discouraged**. If an early dismissal is required, a written note must be sent in to the teacher prior to the pick-up time. The note must include the name of the student, the class, the reason for the request and the time and date of the pick-up. If someone other than the parent or guardian is picking up a child, written notification must be sent to the office prior to the pick-up. The principal or designee is responsible to ascertain the identity of the person who calls for the student. The parent/guardian must report to the office and sign their child out on the log sheet provided. It is imperative that the office knows about each child who leaves the building during school hours. "School hours" include the lunch/recess period. **No parent may go into a classroom to pick up a child. No child can be picked up after 2:00 pm for an appointment. If you have an appointment that requires your child to miss school in the afternoon, please be sure to come for them BEFORE 2:00 pm. Any child who leaves school early, will not be considered for Perfect Attendance. Missed instructional time is HIGHLY DISCOURAGED.**

## INCLEMENT WEATHER

If there is a chance of inclement weather, please listen to Radio Station KYW 1060 AM. Our school will be closed if the announcement reads, “**All Philadelphia Public and Archdiocesan Schools are closed.**” If by any chance the announcement says, “**There is a two-hour delay,**” **our school day will begin at 10:00 AM.** If there are any special changes made to a schedule a School Reach Phone Call will be placed to all families.

If school is already in session and a message comes in to close school, we will activate the School Reach Phone Messaging System to notify you of the change in schedule. Please be aware that it is of the utmost importance that we have the correct phone number and email address in order for you to be reached in a timely manner.

Note: School closings and delays will also be posted on the School’s Website and Facebook Page.

## LATENESS

- If a student oversleeps or is late for some other reason, send him/her to school. It is better to be late than to miss class completely.
- It is the PARENT’S responsibility to see that their child gets to school on time. We must prepare our children to become responsible citizens, being on time, is the first of many steps. Set a good example.
- Upon arrival in school, the student is to report to the main office to obtain a late slip.
- Any student arriving after 8:00 in the morning is late. **If a student is late 5 times in one month, in grades 3, 4, or 5 the student will be given a detention slip. This is separate from the Behavior demerit.**
- **Any child in grades 6, 7, or 8 who accumulates 5 late slips, will be issued a detention, whenever it occurs.**
- **LATENESS DOES AFFECT PERFECT ATTENDANCE.** You cannot receive Perfect Attendance, if you have a chronic problem with punctuality.
- In grades K to 2 any child who missed classwork, will be expected to make it up during lunch/recess.

## BOOKS

### 1. Text books

- Are to have clean paper covers or Book Socks at all times. Covers may not have drawing scribbling, or inappropriate writing on them. **Contact paper may not be used to cover textbooks.**
- Are to be carried to and from school in a book bag.
- May not have any pencil or ink marks in them.
- In the event of lost, stolen or damaged books - All books are numbered and the teacher keeps a list of students names that correlate to the number in order to identify the responsible party.
- Must be returned to school in June.

### 2. Workbooks and copybooks

- Are to be covered in clear contact paper.
- Must have the student’s Name and Homeroom Number
- Must be kept neat, legible, in good condition and free from all unnecessary writing.
- Must be carried to and from school in book bag.
- All workbooks, except the Religion Book, must be returned to school in June.

### 3. Lost or damaged books

- Students are responsible for all books and materials assigned to them.
- Books and/or materials lost or damaged by the students are to be replaced by the student responsible:  
Cost for textbooks: publisher cost                      Workbooks: \$10.00 per book

## CALENDAR

A tentative yearly calendar is sent home at the beginning of each year. An additional monthly calendar is sent home to note dates and times of events for each month. The school calendar can also be viewed on the school's website [www.maternitybvm.net](http://www.maternitybvm.net) as an alternative to sending home a paper copy.

## CARES

Maternity B.V.M. offers an after school program (**Children Are Receiving Extended Services**). Information is available in the school office regarding registration and fees for this program and online on our website.

## CHANGES in address, e-mail, and/or telephone

It is necessary for parents/guardians to notify the homeroom teacher and the school office concerning any change in address, email address and/or telephone number, whether it is a change at home or place of employment. This should be done as soon as changes are made. This is very important both in case of an emergency and in keeping our records up-to-date. If you wish to receive the phone call reminders and emails, you must provide the principal with the correct phone numbers and email addresses in order for the Phone Messaging System to work correctly. If you are not receiving phone messages please contact your child's homeroom teacher to confirm the accuracy of the information we have on file.

## COMMUNICATION FOLDERS

Effective communication is the single most important factor that assures a positive relationship between the home and the school. Several forms of communication exist at our school to keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include this handbook, a monthly calendar of events, a weekly newsletter from the principal, communication folders and parent-teacher conferences, as well as the School & Classroom Websites. The online grading system, MSP, is also an effective means of communication for both parents and teachers. This website provides numerous communications from the principal, teachers and Home & School Association. It also contains all recent communications sent home in the weekly folder so that those who wish to join our paperless efforts can.

Each week the communications folder is sent home on Wednesday. Each child receives a folder. The folder contains any tests that have been graded, important permission slips, lunch menus, etc. Parents are asked to sign the tests and the conduct chart of each child and return it the next day. Information from the office &/or rectory is also contained in the communication folder but only that of the youngest child. These folders will go home every Wednesday and should be returned on Thursday.

## CONFERENCES

Conferences between teachers and parents are necessary in the educative process. The parents of each student will meet with their teacher on a scheduled date for report card conferences. Additional conferences may be held upon the request of either the parent or the teacher. This can be done by scheduling an appointment either by note, e-mail or a phone call to the teacher. These conferences must be held before or after school.

The following communications policy is to be maintained:

1. The teacher is the contact.
2. The principal is the second contact.
3. The pastor is third to be contacted, only if a resolution has not been made.

**Please follow this chain of command.** You must first contact the classroom teacher by note, email or phone call. **Parents must make an appointment to speak with the teacher and should never assume they can enter a classroom during the instructional day without an appointment. The flow of education must not be interrupted.**

## **CORA Services**

Counseling or Referral Assistance is a nonprofit, multi-funded Child and Family Resource Center. CORA helps the school in maximizing the services available to Non-public school children under Pennsylvania Act 89 funding. The services available under Act 89 include Counseling and Guidance, Corrective Reading and Math, Psychological Evaluations and Speech and Language remediation. These services may also be available to students upon parent or teacher request.

## **EMERGENCY PLANS**

**Maternity B.V.M. School has two emergency plans in place, one for evacuation and the other for lock down.** The first, **Crisis Management Plan**, is activated when, for any reason, the school needs to be evacuated. The plan calls for us to walk the students to the Upper Church at 9200 Old Bustleton Avenue, where parents/guardians may come to pick up their child(ren). In case of emergency where evacuation is necessary, **DO NOT CALL THE SCHOOL, THE RECTORY OR THE CHURCH.** Our plan is to leave the building immediately and meet parents/guardians at the Church. In this type of emergency evacuation, there will not be time or personnel to answer phone calls; instead, go immediately to the Church and follow the directions provided.

**The second, Shelter in Place Plan**, is activated when the school is to be locked down. This will happen if our school is called either by the police or fire department or the Office of Catholic Education and instructed to do so. During lockdown mode, NO ONE IN, NO ONE OUT is imperative. The police department will be onsite to enforce this regulation. This plan is not meant to last more than three hours, at which time the Police Department will have buses on site to remove our students to a safe location which would be announced through the media and the emergency alert system to the community at large. This means that parents must go to the designated evacuation site to pick up their children. The parent Messaging System will be used as emergency contact. Parents **MUST** follow the directions given in these messages and **NOT** come to the school!

## **DISCIPLINE**

Clear and concise rules are essential for effective management in any situation. It is a necessary reflection of the Catholic School Philosophy. This philosophy attempts to develop children who are fully committed to the observance of just rules and regulations that will assist them in responding to the responsibilities and obligation they have to themselves and to others.

The code of conduct of Maternity B.V.M. School has several objectives:

- The first is Safety and the well being of the entire school community.
- Secondly, to form students who are mature, responsible, self-disciplined individuals who live the Gospel message of Christ.
- The third objective is that the school attempts to create an environment conducive to learning.

If a student violates the code of conduct, they must realize that there will be consequences for his/her action. As individuals gifted by God's grace, they must realize their choices are their own responsibility. If they make poor choices, they must accept the consequences of their actions. While possibly painful, they will ultimately grow from this experience.

In order to accomplish this goal, a demerit system is in place. Minor Discipline Offenses include but are not limited to those listed on the Demerit Form (Refer to addendum #3). This form is sent home on Wednesday afternoon in the Communication Folder. It is the responsibility of the parent to check this on a weekly basis. If **two** demerits are issued a warning phone call is made by the homeroom teacher because when a **third** demerit is issued, a detention is given. **Whether or not the demerit is signed, once it is given, it is a matter of record**

**and will be counted, unless the teacher whose signature is on it officially takes it away. Detention will be scheduled twice a month on a day of the week agreed upon by faculty. Detentions are served from 3 to 4 PM. It is the responsibility of the parents/guardians to see that the student gets home safely after the detention is served.**

### **Violent-Threatening-Harassing-and Inappropriate Acts by Students and Parents**

It is the intent of Maternity B.V.M. School to provide an educational environment free from all forms of improper threats, intimidation, hostility, 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 otherwise not conducive to the educational and religious mission of our school. These include, but are not limited to:

- Disrespectful behavior of any kind toward or about staff, student or other parent of students
- Insubordination
- Fighting
- Bomb scares or triggering other false alarms
- Cheating or plagiarism
- Use or possession of drugs or alcohol
- Smoking
- Stealing
- Weapons possession of any kind
- Intimidation, harassment, or threats of any kind

These categories do not cover every possible situation. The school is responsible for determining what is appropriate or inappropriate behavior both in and out of the classroom, in the school community generally, as well as outside the school community where such improper behavior affects the community. Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious vision of the school is grounds for disciplinary action, including but not limited to immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities when warranted.

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, if the student is suspended but not dismissed, the student may be required to have psychological or psychiatric clearance before returning to school. The student may also be put on a Behavior Contract at the discretion of the administration.

### **BULLYING**

Bullying is never tolerated in any form (physical, verbal, cyber, etc.). The school reserves the right to dismiss any student who takes part in any form of bullying. Maternity B.V.M. School strives to protect the rights of all faculty and students and works hard to build an atmosphere of safety and security.

### **DRESS CODE**

**Uniforms with the exception of sweaters, are worn beginning with the first day of school.**

**A. Girls: Grades K-5 (winter): Plaid jumper, knee length;**

**Grades 6 to 8: Plaid skirt, knee length (which means: nothing shorter than 1 inch above the knee) and may not be rolled).**

- White, long or short sleeve blouse (undergarment must be PLAIN WHITE)
- Navy blue V-neck long sleeve or sleeveless sweater (Grades 6 to 8) from November through March
- Navy blue knee socks or leotards
- Navy blue MBVM School cardigan (OPTIONAL)
- Regulation navy blue oxford shoe (Docksidors and loafers are not permitted) must be tied



- Summer Uniform is optional: Short sleeve regulation polo shirt (with logo). *Stated below*
- Make-up, nail polish and artificial nails are not permitted; only clear nail polish is permitted
- Fad style haircuts (THIS MEANS NO MOHAWKS, RAZOR CUTS LINES ON THE SIDE, ETC.) or coloring are not permitted;
- Only one pair of post earrings is permitted. One earring in each ear.
- One ring on each hand is permitted
- One thin bracelet and a watch are permitted
- A religious medal on a thin chain is certainly permitted and encouraged
- No other jewelry is permitted, such as thick gold or silver chains, leather or rope necklaces.

### Summer Uniform (Optional)

- Navy blue skort: One-flap, plain, No buckles, zippers or pleats
- Short sleeve regulation polo shirt –white with Maternity B.V.M. logo
- White sneakers with white quarter length or crew socks

### B. Boys: Grades K-8

- Navy Blue trousers (No corduroys)
- Navy blue tie
- White, long or short sleeve shirt (with plain white T-shirt underneath)
- Navy blue V-neck long sleeve or sleeveless sweater (November through March)
- Short sleeve regulation polo shirt (Fall and Spring) with logo. *Stated below*
- Regulation black oxford shoes (Docksiders are not permitted) which must be tied at all times
- A belt (black or blue)
- Hairstyles, including cultural or ethnic variations, are to be cut in conservative style: not touching the collar, above the eyebrows and cut/trimmed around the ears. **No tracks, tails or fad styles are permitted. Spiked, colored or excessive use of gel will NOT be allowed.** Sideburns must be above the earlobe. Upper grade students must be clean-shaven (no beards, mustaches, or other facial hair).
- EARRINGS ARE NOT PERMITTED
- **Kindergarten students only wear the yellow golf shirts (long and short sleeve): they should not wear the vest, shirt or tie.**

### Summer Uniform

- Navy Blue walking shorts
- Short sleeve polo shirt- white with Maternity B.V.M. logo
- White sneakers with white quarter length or crew socks

### C. PHYSICAL EDUCATION

(All pieces must have the Maternity B.V.M. logo)

- To be worn only on Gym Days or when otherwise directed
- Light blue regulation T-shirt with logo
- Navy blue regulation sweatpants with logo
- Navy blue regulation sweatshirt with logo
- Navy blue regulation shorts with logo
- **White socks** are to be worn with the Gym Uniform
- All students **MUST** wear sneakers in order to participate in Physical Education (can be any color)

- No cut offs permitted
- ABSOLUTELY NO JEWELRY OF ANY KIND MAY BE WORN ON GYM DAYS

### **ELECTRONIC DEVICE POLICY**

Cellular telephones, iPods, handheld electronic games or personal music players or games of any kind that may be distracting or disruptive to the learning environment are not permitted. In a situation where a cell phone is necessary, the student must hand it in to the homeroom teacher, who either sends them to the main office or locks them in a classroom closet. No student may use a cell phone during the day. If a parent/guardian feels that it is necessary for their child to carry a phone before or after school, they must fill out a form giving the student permission to carry the phone and acknowledge that the phone may not be used on school property for any reason, including after school activities, when at CARES, or detention. A Bring Your Device Policy may be used at the discretion of the classroom teacher for special projects. THE USE OF CELLPHONES IN THE CAFETERIA BEFORE OR AFTER SCHOOL IS NOT PERMITTED.

### **FIELD TRIPS**

Periodically, students are taken on field trips as part of their educational experience. Such trips are made only with the permission of their parents/guardians. Since field trips are educational in nature, all students should participate unless they are ill. When such trips are planned, permission slips are sent home to be signed and returned to the teacher. If a permission slip is not signed and returned to the teacher, the student will not be permitted to go on the trip. Telephone calls will not be accepted in lieu of the proper form. A faculty member, assisted by parent volunteers, will accompany the children on the field trip. ANY parent/guardian chaperoning a trip **MUST have a Criminal Background Check and Child Abuse Clearance on file with the principal.** Participation in any field trip is a privilege. Misconduct, as well as delinquent tuition payments, may prevent a child from attending these special events. Children, who are not permitted to attend a school trip, by either parent or school request, must report to school. Field trips are considered school days. Appropriate dress (School uniform or gym uniform) and conduct are always expected on a field trip. NO CHILD WILL BE PERMITTED TO GO ON ANY TRIPS IF THEIR FINANCIAL OBLIGATIONS ARE NOT UP-TO-DATE.

### **FIRE DRILLS**

The Philadelphia Fire Department, the Archdiocese of Philadelphia and Commonwealth of Pennsylvania conduct fire drills on a periodic basis as directed. Directions are posted in each classroom **and common area** for the proper procedure to exit the building. The children must exit quickly and in silence for the safety of all concerned.

### **GRADUATION**

Any eighth grade student who fails the subject of Math or ELA in two trimesters on his/her report card or who has a failing composite average, is required to attend an Archdiocesan summer school if they wish to attend an Archdiocesan High School in the Fall. If a student fails to achieve the basic academic performance necessary for graduation, that student will be excluded from the graduation ceremonies. Finally, should any student's tuition be unpaid, he or she will be excluded from participating in graduation ceremonies and any eighth-grade school closing activities. Participation in closing ceremonies is a privilege, not a right. The school reserves the right to deny a student from participating in the closing exercises if, in the view of the school, the student's academic or disciplinary record indicates that this privilege should be rescinded. The Graduation for Eighth Grade is always scheduled for the Wednesday prior to the closing of school.

NO CHILD WILL BE PERMITTED TO PARTICIPATE IN ANY END-OF-YEAR CELEBRATIONS, IF FINANCIAL OBLIGATIONS ARE NOT UP-TO-DATE.

## **HEALTH HABITS**

A healthy child responds better to instruction. Help your child to practice proper health habits, which are taught in school. Among these are:

- Proper sleep – a bedtime for your child should be established and effort made to be consistent with this time.
- Proper diet – your child should eat a healthy breakfast and bring a proper lunch to school, (any child who comes to school without a lunch should report this to the lunchroom monitor.
- Proper clothing - your child should be sent to school with clothing that prepares him/her for the weather.
- Proper bathing – your child should be taught respect for his/her body by parental guidance. Cleanliness of body and clothes should be encouraged.

## **HEALTH SERVICES**

Although a school nurse is present two days per week (FOUR days in a 2-week period), she is not permitted to diagnose or treat illnesses. If a child is sick in the morning, please do not send the child to school. The school nurse's duties are to: maintain health records for each child; screen each child for vision, hearing, height and weight; check immunization records; inform parents when necessary of the need for Physical Examinations (Grades K and Six). We receive these services through the school district of Philadelphia and have no control over the number of days the nurse is present.

## **INTERNET USE**

Unauthorized and inappropriate use of the Internet in or out of school is grounds for disciplinary action up to and including dismissal. Inappropriate student Internet use at home that in any way associates his/her wrongful conduct with the school, students of the school and any teacher or staff member, may be cause for disciplinary and legal action if the use affects the administration of the school generally, or the relationship of the school to the student specifically. Thus, for example, the posting of an Internet site from home containing threatening and/or derogatory comments about a teacher, student or school official may be grounds for dismissal. This is particularly applicable where the site creates an atmosphere of fear or otherwise adversely affects the educational and religious mission of the school. See Acceptable User Policy for Technology for Catholic Schools of the Archdiocese of Philadelphia at the conclusion of this handbook. (\*See new Acceptable Use Policy revised 9/2011)

## **LIBRARY**

Students have access to materials in the school library. The classroom teacher is responsible for following the Guidelines when teaching library skills. Books may be taken out on a weekly basis. Overdue books have a fine attached. Replacement charges will be made for lost or damaged books. In respect for others' needs, quiet is expected in the library. Students may be denied access to the library when their behavior is a disturbance to others, or if refusal to return books is consistent.

## **LUNCH**

All students stay for lunch during the school year. The 45-minute lunch period is divided into 30 minutes for lunch and 15 minutes for Recess.

- Please include in your child's lunchbox, 2 napkins, one for the table and one for the lap.
- Students bring their lunch to school each day except when they order special lunches in advance. IF FOR SOME REASON YOUR CHILD FORGETS HIS/HER LUNCH, THEY WILL BE GIVEN A

PACKAGE OF CRACKERS AND A DRINK or if available, a soft pretzel. Many times, other children will have extra food and share their food.

- Chocolate milk, white milk, and iced tea are available for the students to purchase at the lunch period each day. Students eat in the school cafeteria unless otherwise specified (in unusual circumstances).
- A well-prepared lunch is a parent's responsibility. While reality is that there will be days when lunches are forgotten, the school will NEVER allow a student to go without.
- In order to concentrate and comply with the Diocesan Wellness Policy, the school STRONGLY DISCOURAGES parents from bringing in lunch from a 'fast food' establishment. Not only is it unhealthy; it is not fair to the other students sitting at the table. If it is used as a 'special treat' for your child, please examine alternate ways of providing a treat for your child.
- Students are expected and required to eat with appropriate table manners.
- Students are to speak in conversational tones to those students at their assigned table.
- Students may not leave their seat without permission.
- Inappropriate behavior such as throwing food or fighting will require disciplinary action. It is expected that the students will follow the directives of the lunch monitor when cleaning up their place, disposing of trash and moving to the recess area or classroom after lunch.
- Pre-K students eat lunch in their classroom.

### Special Lunches

Two or three days a week the school offers a hot lunch in the cafeteria. Forms are sent home and orders are placed a month in advance. If there are extras on Hot Lunch Day, the children may purchase one at that time.

### MEDICATION

- The city of Philadelphia provides a school nurse to Maternity B.V.M. school 2 days per week (4 days in a 2-week period).
- **The school encourages all children on medication to take their medication, where appropriate, before coming to school. In rare cases medications may be administered during school. Those children who are old enough to take the medication should do so by themselves in the presence of the school nurse or in the presence of a staff member when the nurse is not present.**
- Medication may not be taken in a classroom or carried on the person of a student.
- For children who are not able, due to their age or for other reasons, to take their medication when required during school hours, the school encourages parents, where and when possible, to assist the children in taking medication.
- Only as a last resort may the school assist children in taking medications. In these cases, appropriate instructions must be provided to the school, signed by a parent or guardian. This is necessary so a record of the dates and times for administration of the medicine can be kept in the Main Office. All medications MUST be properly labeled and brought to school by a parent/guardian. Children may not carry medication to or from school.
- All medication will be kept locked in the nurse's office.
- Parents need to inform the homeroom teacher, the school nurse and Main Office IF and WHEN a child is using an inhaler or in need of an Epi-Pen.

### MONEY

Use the following procedure for turning in all money:

- **Put money in an envelope.**
- Mark the envelope clearly with student's name, grade, room number, amount of money and the purpose for the money.

## **PARTIES**

- On a student's birthday, **with permission of the teacher**, a small treat may be sent in for the class.
- No student may distribute party invitations in school at any time.
- Party invitations should be distributed outside the school environment so that social functions do not create unnecessary stress to some students who may not be included on the guest list.

## **PHYSICAL EDUCATION**

Phys. Ed. classes are held each week for students in Kindergarten through eighth grade. Instruction is provided in various physical disciplines. Children learn how to properly perform certain exercises and the rules of various sports. Students also learn skills such as good sportsmanship and fair play. All activities are based on the Guidelines provided by the Office of Catholic Education. Students in grades 6,7, & 8 sign a Behavior Contract at the beginning of the year; failure to comply will result in a dismissal from the class for the remainder of the trimester. See Dress Code for proper gym uniform.

## **REPORTING STUDENT PROGRESS**

A good system of reporting student progress is one which helps build the student's self-respect and knowledge, social and emotional behavior, and spiritual and physical development. Maternity B.V.M. School treats the reporting of student progress by use of four methods: personal conferences (in person or by phone), interim progress reports, report cards, and achievement assessment. **It is the parents' responsibility to log-in to the online grading system (My Students Progress) to see how well the student is progressing academically.**

### **Student Interim Progress Reports**

These reports are distributed to the students at the mid trimester point. After reviewing the progress report, parents/guardians must sign it and return it to the homeroom teacher. This also serves as a warning of potential failure in a given content area. If at the midpoint of the trimester a student has either an I or U or a numerical grade of 79 or below, caution should be taken and student test scores should be monitored more carefully by the parents. **Pre-K and Kindergarten do not issue Midterm Progress Reports.**

### **Report Cards**

Report cards provided by the Archdiocese of Philadelphia are issued to students three times during the academic year in order to keep parents informed of their child's strengths and weaknesses in all subjects. Parents should review the report card carefully and note any particular weakness so that they may guide the child in improving this particular curriculum area. Grades are based on total participation of the students: oral and written work, assessments, projects, homework, etc. If a report card indicated that a student's work is not satisfactory, parents should confer with the teacher as soon as possible. The report cards are distributed at the end of each trimester. Please see calendar for dates. Report cards can be viewed online using the online grading system, MSP. **The school only issues a paper copy of the Report Card when a parent requests it.**

## **Archdiocese Marking Code for Major Subjects**

### **Grades 1~3**

- O: Consistently produces work of high quality and applies learned skill
- VG: Regularly produces work of high quality and applies learned skill
- G: Frequently produces quality work and applies learned skill
- S: Produces work of satisfactory quality and usually applies learned skill
- I: Produces work of inconsistent quality and needs frequent re-teaching
- U: Produces work of unsatisfactory quality

## **Grades 4~8**

Marks are determined by tests, class work, homework, class participation, independent projects and a variety of assessment practices in the subjects of Religion, ELA, Mathematics, Social Studies and Science. Grades are number grades from 70-99.

In the subject of Handwriting, Art, Music, Physical Education, Technology, and World Languages the following is the grading system:

1. Little or no growth in area
2. Partial mastery
3. Meeting expectations
4. Exceeds expectations for level

## **Personal and Social Growth & Effort and Study Skills**

### **Grades 1~ 8**

**Number indicates the level of performance the student has demonstrated.**

- 4-Exceeding
- 3-Developing appropriately
- 2-Needs Improvement
- 1-Unsatisfactory

## **STUDENT COUNCIL/REPRESENTATIVES**

At Maternity B.V.M. School, Student Council is open to any student in the sixth through eighth grades.

Students must have a conduct grade of 3 or better for each trimester and maintain an average of 85 in all subject areas.

Eighth grade students serve as President, Vice President, Secretary, and Treasurer. In May of seventh grade, students campaign and elections are held for these positions. The elected students are responsible for all duties of their position. They are responsible for reporting to the principal after each meeting to get approval for the items discussed.

Every sixth, seventh and eighth grade homeroom has two representatives elected by their peers. Homeroom representative elections are held in September and each candidate is required to give a speech to his/her homeroom. The elected representatives are responsible for attending meetings and keeping the homeroom up-to-date as to what is going on in the school. If for any reason, an officer or representative breaks a school policy, they are put on probation. If another infraction occurs, they will be relieved of their position.

**\*The honor of serving on Student Council is a privilege, not a right.**

## **STUDENT AMBASSADORS**

Ambassadors serve as liaisons between the student body, the administration, the alumni, and the entire parish community. Students chosen as Ambassadors will represent Maternity B.V.M. at functions including alumni reunions, open houses, fundraisers and other special events specified by the principal. They will act as gracious hosts/hostesses to guests of the parish and assure that Maternity B.V. M.'s events run smoothly and that visitors have a pleasant experience. The Ambassador program is designed to showcase students who accurately represent the current student body of Maternity B.V.M. to former students, members of the parish community and its surrounding neighborhoods.

## TECHNOLOGY

### Purpose

Technology is a valuable and real world educational tool. Our school is committed to teach its faculty, staff, , students and school community to work and to learn effectively with technology and to ensure responsible use of the equipment. The policy outlined below applies to all technology use including Internet use. The *Acceptable Use Policy for Technology* applies to all students, faculty, staff, volunteers or community members allowed access to technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

### Scope of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use in and/or outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. the types of electronic and digital communications referenced in the AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat room and instant messaging.

### Goal

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

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

### Responsible User

Our schools will make every effort to provide a safe environment for learning with technology including Internet safeguards. The faculty, staff, students and school community are granted the privilege of using the computer hardware peripherals, and electronic communication tools, including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia, we use information and technology in safe, legal and responsible ways. We embrace the following condition or facets of being a digital citizen:

- **Respects one's self.** Users will select online name that is appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people or forward inappropriate materials or communications.
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

## **TECHNOLOGY USE GUIDELINES**

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

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

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

- Teacher school web page
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking sites

Teachers or administrators, in their normal responsibilities and duties, may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or personal cell phone. However, they should not purposely distribute a home phone number or personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrators' personal numbers email or networking sites, the teacher or administrator should immediately report this to the administrator or proper authorities.

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

### **Examples of Unacceptable Uses – Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use of photography, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Attempt to circumvent system security
- Deliberately visit a site for unacceptable material or any material that is not in support of educational objective. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media
- Use technology for any illegal activity. Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: Copyright material and threatening or obscene material.



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

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

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, and many others.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech fall under applicable constitutional protections.

'Friending' of current students is forbidden on a **teacher's personal social networking site**. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

### **Policy Violations**

Violation of the above rules will be dealt with by 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/detention, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

### **TRANSFERS**

A parent or guardian of a student who transfers from Maternity B.V.M. School to another school must complete a transfer request with the Main Office. A transfer form for the new school will be presented to parents at this time **if** all fees and tuition have been paid in full. When a parent or guardian presents the transfer to the receiving school and registers his/her child, the receiving school will request student records from our school. These records will be **mailed** to the receiving school. **Due to the integrity of students' records, all records are mailed to receiving school.** It is a school policy that records are never given to parents/guardians for hand delivery to the receiving school.

### **TRANSPORTATION**

In the beginning of the school year parents/guardians are asked how their children will arrive and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. **WE MUST KNOW HOW YOUR CHILD IS GETTING HOME. WE CANNOT TAKE YOUR CHILD'S WORD ON THIS, IT MUST BE SUBMITTED IN WRITING.** Transportation changes will not be made over the phone. Dismissal lines include Bus riders, Car riders, CARES and Walkers.

### **Bus Riders**

Buses in the afternoon follow two trips. After first trip is dismissed, the remaining bus riders report to the cafeteria, along with those students going to the CARES Program. Trip B bus students wait in the Cafeteria with two teachers for the buses to return for the second trip.

## Bus Transportation Conduct

Busing is provided by the School District of Philadelphia. Students may only ride on the bus assigned to them by the office. **No student may ride another bus or switch without the proper paperwork.**

- For the safety of all students, all regulations on the school bus must be obeyed at all times.
- Parents should be aware that students could lose their busing privilege if their behavior results in any disciplinary infractions while riding the bus.
- Disrespect and disorderly conduct will prevent a student from riding the bus.
- Screaming, standing, fighting, name-calling, changing seats, eating, chewing gum, defacing property, throwing things, etc. are all violations of good conduct and will lead to disciplinary action.

If the bus driver issues a written complaint, the student will meet with the principal that day. **After receiving two bus reports** the student will lose busing privileges for a week. Should there be a third violation, the student will lose privileges for the rest of the year. Parents must provide transportation during suspension.

## Car Riders

- All cars riders are dismissed from the church parking lot.
- We request that you not have your child picked up at alternate spots on Welsh Road as we have no way of knowing if they are picked up by you. **ALWAYS KEEP YOUR CHILD'S SAFETY FIRST.**
- **No parent should drive up or down the hill between the convent and church at dismissal.** This is not safe for anyone. Pre-K parents may NOT park or drive in the driveway between the convent and the church.
- Parking is also prohibited in the lot behind Saints Peter and Paul Orthodox Church. **Everyone must park in the OUR church parking lot.**

## Walkers

- Students are walked to the corner of Welsh Road and Old Bustleton Avenue and are crossed at the intersection.
- Students may not go into 7-Eleven on the corner. Parents must not pick up their children in the parking lot, either. This is a safety issue and traffic nightmare.

## TUITION

All families of students attending Maternity B.V.M. School are expected to adhere to the terms of the contracted payment schedule for tuition and related school fees. Request for exceptions in extraordinary circumstances **MUST** be directed to the rectory. Failure to comply with the contract may result in student dismissal.

**Beginning with 2012-13 school year, each family is expected to sell 50 raffle tickets at a cost of \$5 per ticket (\$250) Tuition liability will be prorated for families who do not sell 50 tickets.**

## VISITORS

For the safety of the students and faculty:

- All visitors to the school must first check in at the main office.
- No visitor may go to any area of the school without first signing in at the office and receiving a "Visitors Pass".
- This pass must be worn while you are in the building and be returned when you leave.

## VACATIONS

- Vacations while school is in session are not permitted.
- Teachers also have no obligation to assign work ahead of time and/or re-teach missed lessons due to vacations. Teachers have no obligation to assign 'make-up' work.

- **Students will be expected to complete all school and homework assignments upon their return from vacation.**
- If an assessment is given while a student is out for a vacation, a student must take that assessment immediately upon returning to school with the time and place of the assessment at the discretion of the teacher. Credit will be lost for oral and written class work, assignments, projects, reports, test, etc. that are not completed due to absences for vacation.