

Table of Contents

Mission.....	1
Admission.....	1-2
Acceptance	2
Withdrawal	2
Arrival of Children.....	2-3
Assemblies... ..	3
Attendance	3
Bus Transportation	4
Care of Books.....	4
Child Custody... ..	4
Class Trips/Field trips.....	4
Collection of Money	5
Internet Acceptable Use Policy	5
Discipline	5-6
Detention... ..	6
Suspension.....	6
Expulsion.....	7
Dismissal of Children	7
Early Departure.....	8
Emergency Information.....	8
Support Services... ..	8
Emergency Situation Drill... ..	8
School Closings	8
Late Pick-Up of Children	9
Dress Code	9-11
Health Information	11
Medical Appointments.....	11
Medication Policy... ..	11
Homework.....	12
Lunch.....	12
Lunch Recess... ..	12
Make-Up Work.....	13
Home Communication	13
Notebooks... ..	3
Report Cards... ..	13-14
Restricted Areas for Students... ..	14
Restricted Items.....	14
Retention... ..	14
Sexual/Verbal Harassment/Abuse	14
Stationery... ..	15
Sports.....	15
Tag Days.....	15
Teachers' Authority... ..	15
Telephone Calls	15-16

Testing... .. 16
Tuition and Fees... .. 16
Visitors.....16-17
Volunteerism.....17
Written Work 17
External Lockdown... .. 17
Shelter-In-Place 17
Appendix A: Crisis Management..... 18
Appendix B: Food Allergies and Special Medical Conditions 18-19
Appendix C: OMC Parish School Anti-Bullying Policy... .. 19-20

Mission

Our Mother of Consolation Parish School is dedicated to the mission of educating the children of parishioners as well as others who entrust their children to its care. As an institution of Catholic education, its purpose is to assist in the formation of Christian individuals who live and proclaim the message of our Lord Jesus Christ. Through a fully integrated curriculum, a qualified faculty is committed to the teaching of Catholic values that foster the intellectual, moral, and spiritual potential of students. By maintaining a strong identity as a parish school, we create a faith-filled academic community that promotes mutual respect and social responsibility.

Belief Statements

- All children can learn.
- Educating the whole child is essential to success.
- Children deserve knowledgeable teachers to pursue their purpose in God's plan.
- Children need the opportunity to reach their individual potential in a safe, loving and spiritual environment.
- School is an environment that fosters life-long learning in students and faculty.
- Differentiated learning allows students to learn at their own pace.
- Children are given the opportunity to develop a social conscience through community outreach.
- Students, families and educators are a TEAM... Together Everyone Achieves More.
- Students see the face of God in themselves and in all others.
- Respect for diversity allows us to embrace our differences and celebrate our similarities.
- Provide instructional processes that encourage learning through listening, inquiry and problem solving.
- Offer experiences through which students will learn to use leisure time creatively and well.
- Provide an atmosphere where exploration and greater self-determination are encouraged by positive adult instruction and guidance.
- Develop a living community of faith providing opportunities for study, sharing and growth in the Gospel message.
- To live our commitment by reaching out to others in need through activities that provide intellectual, cultural, spiritual, and socially conscious experiences for our students and our faculty.

Admission

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

Admission is based on the following criteria:

- that the Catholic parents desire to raise their child(ren) in the Catholic faith;
- that the parents agree to cooperate and uphold the rules and regulations of the school;
- that parents of non-Catholic children permit their children to study the Catholic faith and participate in all liturgical and religious programs according to the school schedule;
- that the parents agree to support the Home and School Association;
- that children of parishioners will be given first preference if a waiting list is necessary at any grade level.
- that the parents agree to support the school and child's educational efforts.
- that the child's needs are within what the school can provide.

Age Regulation:

Pupils will be admitted to Kindergarten if they are five years of age by September 1, and to Grade One if they are six years of age by September 1. There can be no exceptions to this regulation.

Official documents required:

- Birth Certificate or passport.
- Certificate of Baptism if Catholic and if not baptized at Our Mother of Consolation.
- Official record of immunizations.
- Documented proof of a complete physical examination.
- Letter of permission to register from your pastor if Catholic and if not a member of Our Mother of Consolation Parish.

Acceptance

All students are accepted at Our Mother of Consolation Parish School based upon acceptance of our philosophy and procedures and on **a trial basis for the first year for academics and behavior**. During this period at its discretion, the school administration may require withdrawal of a student who exhibits academic and/or behavioral difficulty.

Withdrawal - Whenever a student is withdrawing from school, please:

1. Notify the principal and school office.
2. Contact the tuition administrator and reconcile your account.
3. Return all books and materials that belong to the school.

Arrival of Children

No student is permitted in the school yard or on the school grounds before 7:45 AM. There is NO school staff supervision for any child prior to 7:45 AM. If you bring your child to school prior to 7:45 AM you must remain with your child until school staff are present. After 7:45 AM, students in grades K-4 are to remain in the school yard in the areas designated. This is not a time for physical activity, ball-playing or rough play. Students in grades 5-8 will go directly to their classrooms and will be under the supervision of their homeroom teacher. At 8:10 AM teachers will accompany students to the classrooms. All lines are expected to enter school in silence.

In case of inclement weather, all students will enter the building upon their arrival (after 7:45 AM) and will proceed directly to their classrooms.

If a student is late (arriving after 8:10 AM), they must come to the main entrance of school and obtain a late slip in the school office. Parents and/or students should not knock on other exterior doors to enter.

Assemblies

Assemblies are held at various times during the school year for a variety of purposes. Students are expected to act with courtesy and decorum and abide by the following rules:

- Enter quietly and sit in assigned seats.
- Sit quietly while waiting.
- Show appreciation by applauding at appropriate times and in an acceptable manner.
- Avoid voicing negative remarks or sounds.
- Leave in a quiet and orderly manner.

Attendance

For the safety of students, parents are required to call the school office on the morning of absence before 8:00 AM. Leave a voice message including the child's name, grade, and reason for absence. **Upon a child's return to school, a note from the parent or guardian MUST be presented to the classroom teacher and should include the students name, date/s of absence and reason for absence.** Please be specific as to the nature of the illness.

Tardiness: A detention will result after three unexcused lateness's in one trimester and for each subsequent late arrival in the same trimester. Five or more unexcused late arrivals in one trimester can lead to a grade of "1" in Personal and Social Growth on the report card. An "unexcused lateness" is described as arriving after 8:10 AM and not having an excuse beyond your control. In the event of severe inclement weather, students may be admitted without penalty at the discretion of the school administration.

If a child has been absent for three consecutive days or more, a physician's certificate must be presented upon return to school. If an extended absence from school is necessary, the school should be contacted for class work and homework assignments. If a student is absent for Take Your Child to Work Day this is considered an **unexcused absence** as per Archdiocesan directives. An excused absence is only for deaths in the immediate family as per Archdiocesan directives. As per PA law a child absent more than 30 days can be assigned to repeat a grade.

Bus Transportation

School bus transportation to Our Mother of Consolation is provided by the school district of residence with state funding. The Philadelphia School District provides transportation for grades 1 through 8. A form will be sent by the school to parents near the end of the school year for a request for busing for the next school year. These requests are forwarded to the transportation directors for review. The transportation departments make decisions on bus eligibility and set schedules and stops. For reasons of safety and insurance purposes, students are not permitted to ride buses of other school districts.

Students and parents are reminded that good behavior on the bus is of paramount importance to the safety of all. Students who receive two written notices by the bus driver will be suspended from bus use for one week. A third notice results in loss of bus privileges for the remainder of the school year.

Care of Books

All books must be covered and have the child's name on the inside cover of the book. Please check books periodically and encourage children to take care of the books loaned to them. There is to be no drawing or graffiti on books, book covers, notebooks, or folders. All students must have a book bag by the first full week of school.

Child Custody

It is extremely important for the protection of students and parents that the terms of legal separation regarding custody of children and visitation privileges are on record in the school office. In the absence of access to these court records, the school must presume that either parent has equal access to the child.

Class Trips/Field Trips

Class trips must be approved by the school principal. A permission slip is sent home in advance to be completed and signed by both parents if possible. It must be given to the teacher (along with any applicable cost) before a student is permitted to attend a trip. A personal note of parent permission is not

acceptable.

A teacher and/or the school administration has the right to exclude a student from a class trip for reasons of conduct or incomplete schoolwork. Students not attending a class trip are required to report to school and are expected to complete assignments provided by their teacher/s. Failure to report to school will result in an unexcused absence.

Collection of Money

As a rule, money is not collected by the classroom teacher (with money needed for a class trip as an exception). **Parents are not permitted to collect money from other families in the class without the principal's approval.**

Milk, pretzel and lunch monies are to be placed in separate envelopes with the child's name, grade, date and amount indicated. They should be given to the classroom teacher and sent to the school office. They are collected on a monthly basis.

We discourage children from bringing money to school. The children are not permitted to leave money in their desks when they are out of the room. The school cannot assume responsibility for missing cash.

Internet Acceptable Use Policy

With right of access to the school's computers comes the responsibility to use the computers appropriately. All school computers are equipped with software that blocks objectionable web sites; however, the possibility remains that some inappropriate material could come up in spite of this precaution.

All students and parents are required to sign the Acceptable Use Policy before students are permitted to access the Internet. This form can be found on the school website under the for Parents link.

Discipline

The system of discipline at Our Mother of Consolation Parish School exists to maintain an orderly educational environment that is conducive to learning. The child's self-discipline is our goal. Parents are to support the staff in creating a climate of mutual respect, courtesy, good manners and personal responsibility. Parents are expected to instruct students to conduct themselves according to the school **Code of Courtesy** and to work to achieve the following:

1. Abide by all school regulations and policies.
2. Be appreciative of the sacrifices made on their behalf by using their God-given talents to the best of their ability.
3. Respect all faculty, staff, and other adults who work at the school.
4. Be considerate and respectful of other students.
5. Be attentive and prepared for class.
6. Adhere to the school's dress code.
7. Respect school property.
8. Be on time for school.
9. Complete daily class and home assignments.
10. Be truthful and appropriate in speech.
11. Avoid any contact with or use of drugs or alcohol.
12. Be considerate of the school bus driver and other students on the bus.
13. Refrain from littering and from damaging school.

14. The School reserves the right to review anything brought on school property.

All families are required to sign and return the school's Anti-Bullying Policy. This can be found on the school website by clicking on the For Parents link, then Required Form on the drop-down menu.

Detention

Detention is punishment for the student's failure to observe school rules or policies. Teachers may detain any student who disregards class or school rules. At least one day's notice will be given to parents before a detention is held. Detention will be held from 3:00- 4:00 PM at the discretion of the teacher. At least one day's notice will be given to parents before a detention is held. A student may receive a detention slip stating the reason for detention, name of teacher assigning the detention and the date and length of time for the detention. **This slip should be signed and returned to the issuing teacher.**

Detention is a school-imposed punishment and does not require parental permission. **It is not held at the student's convenience.** A parent is expected to pick up the child promptly at 4:00 PM or specify in writing how the student is to get home at the conclusion of detention.

Suspension

When deemed necessary for the morale and good order of the school, the Principal may suspend pupils from class. Suspension is a major step toward possible expulsion. This means that the student may not be in school. There are no in-school suspensions. The student is required to complete all school and homework assignments which can be obtained through the school office.

In order for a suspended child to be reinstated, parents must report for a school conference, the date and time of which will be determined by the school Principal. Students may not resume classes until this conference has been held.

Note – Teachers determine acceptable classroom behavior in line with the School Code of Courtesy and Anti-Bullying Policy. Any behavior that limits or repeatedly interrupts the teacher's ability to conduct lessons is unacceptable. Teachers hold the right to determine and establish what is acceptable. Students are informed of all classroom policies and procedures within the first 3 days of school. Students are reminded of such throughout the school year.

Expulsion

A minimum of two suspensions during the academic year can lead to student expulsion. In certain incidents, the seriousness of the offense can warrant immediate expulsion. The pastor and principal have the authority to expel a student from school.

Major disciplinary infractions include, but are not limited to, the following:

- immorality
- gross defiance
- truancy
- unauthorized leaving of school grounds or school sponsored events
- theft
- vandalism
- cheating
- forgery

- conduct failures
- possession and/or use of weapons
- possession and/or use of illegal substances
- verbal, physical, or sexual harassment
- verbal, written or physical threats or fighting
- profanity or disrespect in word or action directed to school employees or other adults

In some of the above circumstances, the seriousness of the offense may incur immediate expulsion.

Dismissal of Children

Students in kindergarten - grade 2 are dismissed at 2:50 PM. Students in grades 3-8 are dismissed at 3:00 PM. Lines are announced over the intercom system. Students participating in after-school activities will be called after other dismissal lines have been called. These students may not be in the hallway until students for after-school activities are called.

Dismissal is to occur in silence. Students must form straight, orderly lines during dismissal and follow the directions of the teacher responsible for their particular dismissal line. Parents are to wait at their car for their child(ren) to be brought over. Students picked up by car cannot be picked up on Chestnut Hill or Norwood Avenues. This is for the safety of the child/ren. If for some reason you need to pick up your child in the front of school you **MUST** come into school and personally escort your child to your car. **It is expected that parents arrive on time to pick-up their students. Teachers have duties and responsibilities after school and are not available to sit with children.**

Early Departure

A child may leave early upon the written request of the parent or guardian and with the principal's permission. Students will be permitted to leave early only with a written note signed by the parent and submitted to the school office.

A parent or legal guardian must be the one to pick up the child unless otherwise stated in the note. If someone other than a parent or legal guardian is designated to pick up the child, identification will be requested by the school staff.

In picking up your child from school, please report to the main office. The school administrator will contact the classroom teacher and your child will come to the main office.

If there is an emergency at home which requires your child to leave school, please contact the school administrator prior to arriving. If there is an early dismissal from school due to snow or any other emergency situation, the Option C notification system will be initiated, and you will be notified.

Emergency Information

It is essential that an emergency information card be kept current in the school office for every family. Parents should complete the card and return it on the first day of school. If changes are made to that information during the course of the school year, parents should inform the school office of such changes.

Support Services

CORA and Catapult Services provide an Educational Psychologist, Reading Specialist, Math Support, Guidance Counselor and Speech Specialist to our school on a limited basis. Therefore, these services are focused on grades K-3 but support may be extended to other grades as needed. We have no IEP or Wrap-around services.

Emergency Situation Drills

Fire Drills are generally held monthly in accordance with state law. Students must not run or talk for the duration of the drill.

Shelter-in-Place drills are practiced in case there is ever a need for students to be sheltered at school. See Appendix A for details

School Closings

If school is closed due to weather conditions KYW radio will announce “All public and parochial/Archdiocesan schools are closed.” If there is no such announcement, school is open unless you receive an alert through the school notification system.

Late Pick-up of Children

Children being picked up by car will remain in the school yard with a teacher, weather permitting, until 3:15 PM. In the case of inclement weather, the children will be brought into the building and can be picked up by contacting the main office. We ask that all children be picked up promptly at 3:00 PM.

If a situation arises where a parent or legal guardian cannot arrive by 3:15 PM, the parent is to call the main office to advise us of the situation. After 3:15 PM the children will be brought into a school classroom with a teacher to wait. After ONE such incident in a trimester, parents will be charged \$10.00 per incident per half hour. Children not picked up will not be admitted to the CARES program.

Dress Code

All students are expected to arrive at school every day wearing the school uniform.

Spring/ Early Fall Uniform (can be worn from the opening of school until mid-October and from mid-April until the end of the school year)

Boys (K-8):

- Navy blue uniform shorts or navy-blue dress pants worn with a belt.
- White short-sleeved uniform golf shirt (with school name) or white dress shirt with school tie.
- One of the two uniform shoe options worn with navy or white socks extending above the ankle - no tennis socks.

Girls (K-8):

- Navy blue plaid jumper (K-4) or navy-blue plaid skirt (5-8).
- Navy blue uniform shorts or navy-blue dress pants with a belt are optional.
- White short-sleeved uniform golf shirt (with school name) can be worn with skirt, shorts or pants.
- White short-sleeved Peter Pan collared blouse worn with jumper; white short-sleeved oxford collared shirt worn with skirt.
- Uniform shoe options worn with navy or white socks extending above the ankle - no tennis socks.

Regular School Uniform Boys (K-8)

- Navy blue dress pants worn with a belt (not below the waist).
- White dress shirt (long or short sleeved) with school tie.
- Uniform sweater (pullover or cardigan) or sweater vest (all with school name).
- One of two uniform shoe options worn with navy or white socks extending above the ankle - no

tennis socks. A white turtleneck may be worn in the winter with the uniform sweater (pullover or cardigan) or sweater vest (all with school name).

Note: The golf shirt may be worn year-round in grades K- 2 only; must be worn with a uniform sweater (pullover or cardigan with school name) in the winter.

Girls (K-4):

- Navy blue plaid jumper with OMC patch (left side). White short or long-sleeved Peter Pan collared blouse. Uniform sweater (pullover or cardigan with school name)
- One of the uniform shoe options worn with navy blue knee-socks or navy-blue tights.
- A white turtleneck may be worn in the winter with the uniform sweater (pullover or cardigan).

Girls (5-8)

- The same as above except that upper grades wear a navy-blue plaid skirt worn with an oxford collared shirt.
- Skirts and jumpers may not be worn more than 2 inches above the knee.

Gym Uniform for boys and girls (K-8):

- Navy blue sweatpants with school logo.
- Navy blue sweatshirt with school logo.
- Navy blue T-shirt with school logo.
- Sneakers with white athletic socks extending beyond the ankle - no tennis socks.

Note: Navy blue mesh gym shorts with school logo may be worn until mid-October and beginning again in mid-April.

Substitutions for the gym uniform are not permitted for any reason. If the gym uniform is not available for gym day, **the student is expected to be in the school uniform and may bring sneakers and athletic socks for the gym period. *CYO Sports shirts are not permitted.***

The following are not permissible:

- Makeup of any kind may not be worn or brought to school.
- No colored nail polishes.
- Excessive jewelry – only post earrings for girls.
- Boys are not permitted to wear earrings as well as mohawks or hair beyond shoulder length.
- Athletic shoes worn with the regular school uniform without a doctor's note.
- Shirts hanging out of skirts, shorts or pants; all shirts must be tucked in.

Decisions regarding excesses and extravagances remain at the discretion of the school administration. Students in violation of the school uniform policies will receive a Uniform Violation notice. A detention is assigned if a student accumulates three Uniform Violations and for each subsequent violation thereafter. Five uniform Violations within a trimester can result in a grade of "1" in the area of Personal and Social growth on the student's report card. For

extenuating circumstances that prevent the student from being in the proper uniform, parents should send a note to the homeroom teacher. **We ask that all parents and students cooperate with the school dress code fully as it helps to maintain a more formal and focused learning environment.**

Health Information

If new information becomes available concerning your child's health, parents are to put that information in writing to the principal and school nurse. Your child's teacher will be advised of any condition which would be necessary to maintain the safety of your child while in school.

Children who remain home due to fever or vomiting are to remain at home for at least a 24-hour period after these symptoms have disappeared.

School Nurse

The Philadelphia School District provides a school nurse one day a week. Our Mother of Consolation Parish School provides a school nurse two days a week. The school district nurse is also on call in emergency situations.

The nurses will conduct vision, hearing, and scoliosis testing in grades designated by the district health department. The nurse will also keep student records for height, weight and general growth progress. They are also required to check that all students are in compliance with Pennsylvania state immunization mandates.

Medical Appointments

Parents are asked to make appointments for children outside of school hours whenever possible. Teachers must be aware ahead of time that a student has an appointment.

Medication Policy

It is recommended that prescription and other medications be given to the student before or after school. In those instances when it is absolutely necessary that medications be administered by school personnel, permission must be obtained from the student's physician and submitted to the school to be maintained on file.* ANY medication for a child must be brought to school by the child's parent along with written directions for administration. Medication and instructions must be handed to the school administrator or nurse by the parent- NOT THE CHILD. Medication must be in the original, labeled pharmacy container

*** * All proper forms must be completed and returned to the school office before any medication will be administered in school. The forms are available on the school website under the For Parents link.**

Homework

Homework, both written and studied, shall aim at deepening, strengthening and broadening the knowledge already acquired and is not given in the place of instruction. It is expected that parents/guardians supervise student homework in all grades. The approximate amount of time to be spent on written and studied homework is as follows:

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

Lunch

OMC is a NUT-FREE school. All lunches, snacks, birthday treats, etc. MUST be NUT-FREE. There are no exceptions. Parents are requested to provide paper napkins and other necessary utensils for their child. It is preferable that glass containers not be used in packing snacks or lunch. Soda is discouraged. Students are encouraged to bring a nutritious lunch to school.

Lunch deliveries are not permitted in fairness to all students. Children are expected to demonstrate polite table manners.

Lunch Recess

Students are permitted outside play activities during their scheduled lunch recess. Appropriate conduct is expected of all students during lunch recess, as enforced by school staff and parent volunteers on yard duty.

A child is not allowed in the school building during the lunch recess without permission from a faculty member.

Procedures for the end of lunch recess:

Grades K-4:

First bell – stop all activity.

Second bell – walk to the line.

Third bell – become silent.

Grade 5-8:

First bell – stop all activity and walk to the line.

Second bell – become silent.

No candy, food or drink is permitted in the school yard at any time.

Make-Up Work

Students in grades 4-8 should consult their teacher(s) for assignments missed during a period of absence. Students in upper grades should find a reliable “homework buddy” who will get assignments for that student. The student is responsible to:

- Make up any work missed during the period of absence by the time given by the teacher/s
- See that projects are submitted on the day assigned. Students should expect a lower grade for projects submitted after the due date.
- Take all tests that are missed on the day/time assigned by the teacher.
- See that all homework is completed on the day it is required for class. Late homework assignments must be completed; however, a lower grade may result.

If a student does not adhere to the above, the student should expect that his or her grades will be averaged according to the number of tests/assignments administered to the entire class.

The student and parent/guardian, not the teacher, are responsible for seeing that all make-up assignments are completed.

Taking children out of school for vacations and extended holidays is strongly discouraged.
Teachers are not required to supply assignments in advance for anticipated absences.

Home Communication

Weekly communication will be emailed to parents via Option C.

Notebooks

Work placed in notebooks should be purposeful. Doodling and graffiti on or inside notebooks is not permitted.

Report Cards

The Report Card (Grades 1-8) used is approved by the Archdiocese of Philadelphia Office of Catholic Education. It is distributed on a trimester basis and is to be signed and returned to the homeroom teacher promptly after review by the parent or guardian. ***Tuition payments must be up to date for a child to receive his or her report card.*** Teachers hold the authority to determine report card grades. Report card grades once issued will not be changed as a rule.

Parent Conferences

Parent conferences are scheduled for parents or legal guardians twice a year (October and January). Parents or teachers may request a conference at any time during the school year.

Interim Progress Reports

Interim Progress Reports are issued *as needed* at the midpoint of each trimester. These indicate the need for improvement or the possibility of failure for the trimester.

Academic Honors (grades 4-8)

1st Honors – 90 or above in all subjects with 3 or 4 in all other areas
2nd Honors – 85 or above with 3 or 4 in all other areas

Restricted Areas for Students

Students are not permitted near the teacher's desk when he or she is out of the room. The faculty room is for the exclusive use of the teachers and school staff. Students are not permitted in the faculty room or faculty restrooms (main floor and faculty room).

Students are not permitted beyond the reception area in the Main Office. Restricted Items

Restricted items include, but are not limited to, the following:

- **No gum, food, candy or drink is permitted in the school yard. No gum is permitted in the school at any time.**
- **No candy is permitted in the school building unless distributed by the principal or a teacher.**
- **No knives or weapons of any kind are permitted.**
- **No cell phones or smart watches (unless registered) or other electronic devices are permitted in school.**

Retention

Students completing a grade's work to the extent of their ability are generally to be promoted to the next grade. Parents will be kept informed about the inability of a child to progress. The decision to retain or promote a student is made by the principal in consultation with the teacher(s), support personnel and parents.

Sexual/Verbal Harassment/Abuse

Sexual harassment, bullying (including via the Internet), name calling and/or "slam books" are not tolerated. All employees, students and parents of this school are responsible for ensuring that it remains free of these kinds of harassment. The school is mandated to report suspected home abuse to *Childline*

and/or the Philadelphia Department of Human Services.

The principal will respond to questions about this policy, investigate complaints, and take appropriate action including possible dismissal where it is determined that a violation of this policy has occurred. See **Appendix C**.

Stationery

Teachers will provide a list of student's stationery needs for the coming school year. Some stationery items are provided at school at a minimal cost to parents.

Sports

Sports activities are provided through the CYO Program. Academics, however, remain the school's priority. **In order to participate in sports activities, students must maintain passing grades including a grade of at least "2" in Special classes.** Averages less than 80 place an athlete on probation and teacher advice should be sought in regard to sports participation.

Tag Days

From time to time throughout the year, students are invited to participate in Tag Days. Tag Days typically follow a particular theme and **students are expected to wear appropriate casual clothes that follow the theme of the day.** Parents are advised in advance about Tag Days.

Students are asked to contribute a dollar or two on these days as a donation to a specified organization or other fundraiser.

The teacher/s and principal reserve the right to prohibit a student from participating in future Tag Days if a student has not dressed appropriately or followed the theme of a previous Tag Day

Teachers' Authority

A teacher's authority is not confined to the classroom. All teachers and school personnel have the authority to supervise any student not conforming to school regulations anywhere in the school building or on the school grounds.

Telephone Calls

Students may make telephone calls only in an *emergency* and from the telephone in the Main Office. Calling home for permission to visit a friend or bring a friend home, to have a parent sign a test paper or bring forgotten homework or books is not permitted.

Students are not permitted to have cell phones or smart watches on the school grounds until the 3rd grade. If you find it necessary for your child to carry a cell phone or smart watch a Registration Form must be completed and returned to the school office. The cell phone or smart watch must be turned-off in school and kept in your child's school bag AT ALL TIMES. Phones or smart watches found in the possession of a student and not in the school bag will be taken and stored in the principal's office. A parent must come to school to retrieve the phone or smart watch.

PreK, Kindergarten and First Grade are not permitted cell phones or smart watches for any reason.

Testing

Instruction and subsequent assessments are guided by the curriculum and Common Core Standards as presented on the Archdiocesan website.

- **Classroom Testing** - Periodic testing in each subject area is determined by the classroom teacher. Students are generally given several days' notice to prepare.
- **End-of-Year Tests** - Archdiocesan End-of-Year tests are administered in June in major subject areas for grades one through eight.
- **Standardized Tests** - The Terra Nova standardized test is administered in the spring of each year. Tests results are made available to parents once scores have been received from the test agency.

Tuition and Fees

In January of every school year a registration process is conducted for the next school year. A tuition policy registration form is completed and signed. **A non-refundable fee per family is collected at the time of registration.**

For re-registration to be considered complete, all financial responsibilities must be up to date.

As part of the registration process, parish families may be requested to meet with the pastor. You will be notified of such a request. If you are registered in another Catholic parish, your pastor must sign your registration form in order for it to be processed. Tuition payments will be processed through *SMART Tuition Management Services*. Families will have the option of paying their tuition in full to Our Mother of Consolation Parish School on **July 1st**. Unless paying in full, all families will participate in the *SMART* program using one of *SMART's* payment plan options. Tuition payments to *SMART* are made on a ten-month plan beginning June and ending in March.

Visitors

For the safety of the children, all visitors (including parents) must *always* enter the building at the front entrance and are required to sign in at the Main Office before visiting other parts of the building. If volunteering in a classroom or for any other activity, all clearances (as required by the Archdiocese of Philadelphia) must be current and on file in the main office. Clearances must be submitted prior to volunteering at school. There are no exceptions to this policy.

Parents are not permitted to come to a classroom while class is in session, unless arrangements have been made in advance with the teacher and principal.

Meeting with a teacher before or during school hours is not permitted unless this arrangement has been made in advance with the teacher.

Volunteerism

Volunteering is a way of life at our school. **Each family is expected to participate in *at least one volunteer activity during the school year.*** Our school cannot function without this support. The particulars of the School Volunteer Program are provided under the For Parents link on the school website. The program describes procedures for obtaining the clearances required to volunteer in the school.

Written Work

Parents are asked to support teachers in expecting and stressing to the children that all written work be neat, legible and complete. Please stress spelling, penmanship, and correct sentence structure in all assignments.

External Lockdown

This would occur if a person, persons or substance (i.e. gas or hazardous substance) outside the building posed a threat to the school community. All outside doors are secured. In this situation, the teachers are informed via another code over the intercom and all students are secured in classrooms while all school and classroom doors are locked. Internal Lockdown procedures are included. Authorities are notified.

Shelter-In-Place

Each classroom is equipped with an emergency kit in the event students are sequestered for a time beyond the normal school day. This could be due to Internal or External School Lockdown, chemical or biological release, regional explosion or severe weather. The kit includes a medical kit, radios, blanket, flashlight and some nonperishable food. A clean, sealed water supply is kept in the school for distribution. Lockdown procedures are initiated which will include moving all students on the bottom floor to more secure locations in the first and second floors.

Please note as per the Philadelphia Fire Department Hazardous Material Unit – *“Parents must never attempt to come to school. If they do, they will only become part of the problem, exposing them to a potentially dangerous atmosphere. Nor should parents telephone the schools. This would only tie up much needed telephone lines and distract the faculty from providing the students with their assistance at these very critical times.”*

Once the all-clear has been announced by the authorities, normal school procedures will resume. Parents will be notified via the parent notification system.

Appendix A:

Crisis Management

Fire

The student body practices Fire Escape Drills on a monthly basis under the supervision of teachers and staff and in cooperation with the Philadelphia Fire Department. The Fire department will observe at least two drills and make any necessary recommendations.

In School Violence

In the event that a student or students become violent or aggressive beyond the control of school personnel the CORA Crisis Team will be called to respond. This team, upon arrival, assumes control of the situation. Parents will be called to come to school immediately to remove the student from school. Under the direction of the CORA Crisis Team parents are informed of the procedures necessary for the student's possible resumption of school activity. It should be noted that Our Mother of Consolation Parish School maintains a Code of Courtesy Program designed to teach the students in each grade appropriate behavior.

Internal Lockdown

This would occur if a person gained access to our school who posed a threat or a student presented danger. Our school is equipped with a security camera and doors which can only be opened from within. Students are not permitted to open an outside door unless in the presence of a teacher who grants permission. Should an internal threat exist, teachers are informed via a code over the intercom, students proceed to their classroom if not already there and all classroom doors are immediately locked. Police are notified. Doors remain locked until an all-clear is given by the authorities.

Evacuation

In the event that a danger within the building exists and students can safely evacuate, the students and staff in grades K,1 and 2 will proceed to Norwood Fontbonne Academy on Norwood Avenue. Students and staff in all other grades will proceed to Chestnut Hill Presbyterian Church on Germantown Avenue just beyond the hospital. Again, parents will be notified of events via the school notification system once authorities give clearance.

Appendix B:

Food allergies and special medical conditions

Parents are responsible to notify the school in writing of the nature and extent of a child's allergy or special condition. A physician's letter indicating any accommodations is required. The school nurse will maintain a file of all notes and keep teachers informed of any changes or updates in accommodations. The school will make all reasonable accommodations that are medically necessary on an individual basis. Teachers are provided a list of all students with allergies or special conditions at the start of the school year. Teachers and staff are provided with regular updates on health-related issues by medical personnel. *Parents of allergic children are expected to instruct their child about what he or she may not eat and to not accept food from another student.* When the school provides food for students (i.e. special events or celebrations) parents are informed in advance. In the case of an allergic reaction or symptoms, the school will immediately call the parent and if necessary, will administer a provided Epi-Pen or other medication. If necessary, the child will be transported to the hospital for further evaluation or treatment. *School policies and procedures regarding food allergies are posted on the school website for further review.*

Appendix C:

Our Mother of Consolation Parish School Anti-Bullying Policy

As an institution of Catholic education, Our Mother of Consolation Parish School teaches Catholic values and contributes to the formation of educated Christian persons who live and proclaim the message of our Lord Jesus Christ. Catholic Schools have been established to provide an environment of faith, which brings all of life together within the grace and love of God, With that in mind, a school Anti-bullying policy has been established to promote a school environment that is safe for all and conducive to learning. Our Mother of Consolation Parish School views bullying as un-Christian behavior and it will not be tolerated. Behaviors as noted below are unacceptable and subject to disciplinary action.

Our Mother of Consolation Parish School defines **bullying** as **deliberate and sustained/repeated acts** that may encompass any of the following:

1. Intended to isolate, hurt, or humiliate another individual or to increase social standing at someone else's expense.
2. Hurtful to another individual in any of the following ways:

Physically - pushing, hitting, kicking, spitting or any other use of violence; using hurtful gestures; taking items forcibly; purposely damaging another person's property; writing hurtful comments about a student; forcing someone to do something or in any way intimidating another.

Verbally - teasing, name calling, using sarcasm, threatening or excluding another, initiating or spreading mean comments, rumors or gossip or in any way intimidating another.

Through use of technology, (i.e. cyber-bullying) – using technology to hurt others through any communication device such as email, cell phone, camera, chat rooms, Facebook, texting or website. This includes using any technology to create or send unkind or unflattering comments or pictures of anyone.

As with any educational endeavor, success is only realized if all those involved in the process – school, students and parents - are working collaboratively. A triangle of mutual support must exist. If any party does not hold up their side, obviously the triangle collapses and the effort of the others is wasted. In that regard, the OMC community maintains the following expectations of each party:

School - All school personnel will support and uphold the School Anti-bullying Policy and Code of Courtesy. This policy and the School Code of Courtesy will continue to be practiced, taught and reviewed by all teachers throughout the school year. Teachers will be in-serviced yearly on bullying topics. Outside anti-bullying presentations for students will be engaged yearly as finances permit.

Parents - All parents and guardians will support the School Anti-bullying Policy and Code of Courtesy. Parents and guardians will review both of the above with the student(s) throughout the school year. If parents provide technology to their student(s) in any form (computer, cell phone, iPad, iPod, smart watch etc.) they will be responsible to teach the proper use of that device.

Parents will direct their student(s) to uphold the Anti-bullying policy and the Code of Courtesy at home, in school, on the school bus, at any school-related activity and even outside of school.

Students - All students will uphold the School Anti-bullying Policy and Code of Courtesy. These policies will be followed whether in school, on a school bus, at home or at any school-related activity and even outside of school. All students will stop or report any acts of bullying they witness. No student is a bystander to acts of bullying.

Appendix D:

Our Mother of Consolation Statement on Technology and Christian Spirituality

The most important parts of OMC's curriculum are timeless: lessons about love, justice, and mercy. We teach lessons about our Catholic faith, the beauty of creation, solidarity with those who are suffering, and how to cultivate a prayer life. The most important thing we teach is how to pray and worship God.

Because we believe in loving our neighbor and exploring God's good creation, we are also committed to participating in society. Today's society requires learning about technology in age-appropriate ways. In other words, we are interested in teaching technology not in spite of our faith, but because of our faith. Our faith will therefore guide what and how we teach about technology.

OMC students use technology to communicate, express creativity and conduct research. Our teachers have access to updated technology in their classrooms. We empower students with the technical skills necessary to participate in a culture and an economy that is increasingly oriented towards computers and electronic media. An OMC graduate will be prepared for high schools where technology use is required. We teach our students about technology and ethics, and train them to be savvy about things like internet privacy and safety.

However, sometimes we all need an oasis from electronics. Technology addiction can be a problem in our society. Big businesses market technology aggressively, and we want to be careful about getting caught in the hype. Therefore, we also don't hesitate to teach with old-fashioned paper and pencil, books and chalkboards. We encourage families to unplug at home regularly and often. We recommend habits such as family meals without screen time, a walk in the park without a phone call, and spending a Sunday without getting sucked online. Students should feel at home writing a hand-written letter and communicating face to face.

Each September, all OMC families sign the Philadelphia Archdiocesan rules governing the specifics of school technology use. These rules are enforced at OMC. But mere rules can never capture the ongoing challenge of integrating modern technology and Catholic faith. To do that, we should pray, and talk regularly with each other and with our children about these issues.

For all of these reasons, OMC maintains a Technology Task Force. This subcommittee includes faculty, parents, student council and parish representatives. This group meets two to four times a year to review technological trends in our community. We are a resource for the school and parish community, publishing a regular tip sheet. This tip sheet shares what we're seeing online and in social media, including suggestions about when to engage technology, when to monitor cautiously, and when to just say no. If you have comments, questions, or would like to be a part of this conversation, please contact Mrs. Sheetz, Fr. Bob, or any member of the OMC School Advisory Board.

Student's signature

Parent's signature

Date

Appendix E: Faith Works: You did it for me at OMC – Statement to Call to Service

Faithful to Roman Catholic tradition, students at Our Mother of Consolation Parish School are called to serve the least among us. By virtue of our baptismal promise to follow Jesus, we have a responsibility to serve. Jesus clearly expressed His expectation for us to care for one another when he explained, “Whenever you saw me hungry and gave me to eat, thirsty and gave me to drink, saw me a stranger and welcomed me, named and clothed me, sick or imprisoned and visited me, *you did it for me.*” (Matthew 25:31-46)

The Corporal Works of Mercy, taken directly from this passage in Matthew 25, form the basis of our approach to service. Grounded in catechesis that is both deeply personal and at the same time sensitive to global issues, OMC students participate in projects that feed the hungry, visit the sick, clothe the naked, raise money for the homeless and those in need of clean water, write to those who are imprisoned, and serve at funeral services to bury the dead.

OMC Parish School is in a unique position to afford students opportunities to put their faith into action. As part of a parish that sponsors monthly education and collection projects, our students collaborate with the parish. At school, we take additional steps, such as:

1. Service Learning: Students learn about social issues such as homelessness and hunger, where our faith calls us to show mercy. This education occurs both in assemblies, where guest speakers share information and stories, as well as in the classroom, where teachers and parent volunteers explore issues in more depth.
2. Sacrificial Giving: Students collect needed items and raise money for charities that address the issues they are studying.
3. Awareness Raising: Students are equipped and encouraged to talk with one another and with families and friends about our shared social responsibilities.
4. Action: Students engage in actions that serve and support those who are in need.
5. Prayer: The Corporal Works of Mercy each have corresponding Spiritual Works by which we are called to pray for those in need. Prayer services for specific marginalized groups, such as those who are without home and enough food, are conducted to connect learning, action, and prayer.

These acts of service have great value in and of themselves. This approach to service, however, is also designed to instill lifelong habits, and to develop and deepen at each grade level in age-appropriate ways. Our school Call to Service, which mirrors the Code of Courtesy, gives each grade clear benchmarks for understanding justice and charity. Through instilling our responsibility to serve Christ by serving the least among us, OMC nurtures each child’s personal relationship with Jesus and helps that relationship bear fruit.

*“The fruit of silence is prayer. The fruit of prayer is faith. The fruit of faith is love.
The fruit of love is service. The fruit of service is peace.”*

St. Mother Teresa of Calcutta

Student’s signature

Parent’s signature

Date

Student Release, Waiver of Liability, and Indemnity

Attendance at Our Mother of Consolation Parish School (the “School”) and participation in activities that are sponsored and/or supervised by or taking place at School (“School Activities”) may present certain risks of injury or illness (including from Covid-19 or other communicable diseases) that could result in death and/or risks of loss of or damage to property. Parents/guardians enrolling their child or children in School acknowledge such risks and voluntarily assume those risks or other unknown risks, and accept that the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia have no obligation to provide any insurance or other financial assistance for the costs of any injury, illness, or death or loss of or damage to property resulting, directly or indirectly, from the School Activities, and expressly waive any claim for such compensation.

Acknowledgments. Parents/guardians agree that they: (1) consent to their child’s participation in School Activities; (2) understand the nature of the School Activities; and (3) their child is qualified, in good health, and in proper physical condition to participate in the School Activities.

Medical Treatment. In the event of a medical emergency, parents/guardians’ consent for their child to receive necessary medical treatment until the emergency contact person(s) on file with the School can be notified and that they are responsible for the payment of any such treatment.

Waiver and Release. By acknowledgement and acceptance of this Handbook, parents/guardians, on behalf of themselves, their child, heirs, next of kin, spouse, and legal representatives, release, waive, discharge from, and agree not to sue the School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia and their respective affiliates, successors, and assigns, directors, officers, employees, volunteers, agents, contractors, and representatives (collectively “Released Parties”) for any and all claims, costs, liability, or damages of any injury, illness, death or loss of property resulting, directly or indirectly, from the School Activities except if caused by the gross negligence or intentional misconduct of any of the Released Parties which shall not be imputed to the other Released Parties.

Indemnity. Parents/guardians will indemnify, save, and hold harmless each of the Released Parties from any litigation expenses, attorney fees, loss, liability, damage, judgment or cost which may be incurred as the result of any claims by others against the Released Parties on behalf of the parents/guardians or their child.

I ACKNOWLEDGE THAT I HAVE READ THE STUDENT RELEASE, WAIVER OF LIABILITY AND INDEMNITY AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE. I ACKNOWLEDGE THAT I AM ACCEPTING THIS STATEMENT FREELY AND VOLUNTARILY AND INTEND THIS TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY.

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT FORM

I ACKNOWLEDGE THAT I HAVE READ AND ACCEPT BOTH THE TECHNOLOGY AND SERVICE STATEMENTS.

TECHNOLOGY

Student's signature

Parent's signature

Date

SERVICE

Student's signature

Parent's signature

Date