

**St. Monica School
2500 S. 16th Street
1720 Ritner St.
Philadelphia, PA 19145**

STUDENT-PARENT HANDBOOK

This handbook contains certain policies and procedures of the School. The School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

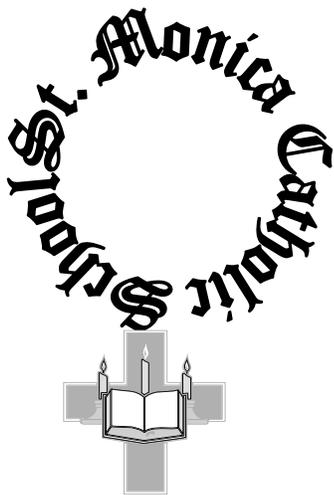
Students and parents must accept and abide by the school's policies and procedures in order for the student to attend school.

IMPORTANT TELEPHONE NUMBERS

215-334-3777 - Junior School
215-467-5338 – Senior School
215-334-4170 – St. Monica Rectory
Website: saintmonicaphilly.org

MISSION STATEMENT

Grounded in Gospel values and solid academics based on Core Curriculum Standards, the Saint Monica School community challenges students to become lifelong learners and to grow into successful leaders in our Church



In a cultural climate in which moral norms are often thought to be matters of personal preference, Catholic schools have a crucial role to play in leading the younger generation to realize that freedom consists above all in being able to respond to the demands of the truths of the Gospel...

*Pope John Paul II
May 30, 1998*

ACADEMIC POLICIES

1. Preparation for Class

The student is responsible for completing all class assignments and Failure to do so indicates a lack of serious preparation for class. homework assignments will ultimately affect the student's effort grade Daily performance of students is assessed by the teacher. Examination worksheets for neatness and completeness of work, as well as class projects are part of the overall report card grade. Students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.



homework on time. Incomplete on the report card. of copybooks and participation and

2. Class Participation

Students are expected to:

- listen and show respect to the teacher at all times.
- demonstrate respect and concern for other students by a willingness to share and to take turns.
- actively participate in class by responding orally or in writing as circumstances dictate.

3. Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects. Homework is included in grading for report cards.

The suggested nightly schedule for homework (both written and study assignments) is:

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



In the event of absence or suspension, all homework and missed assignments must be made up. If a student is absent, parents are to call the main office to report absence and request homework before 8:15 a.m. Assignments for absent students may be picked up in the main office by 3:15 p.m.

4. Unsatisfactory grades

Notification of unsatisfactory academic progress will be sent home prior to the end of the trimester. Learning not only cultivates intellectual skills, but also responsibility for one's actions; Progress Reports will indicate some of the following:

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

- Inappropriate behavior
- Unsatisfactory grades

5. Student Recognition

- “Four Star Students Club” – students who receive a “4” in effort and conduct
- Peacemaker of the Month
- Critics Choice
- National Junior Honor Society



6. Academic Responsibilities

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

work and homework in a student’s ability.

Academic probation is determined by administrators and teachers regarding specific students who demonstrate a continuing pattern of failure:

- The progress report issued prior to the report card will include a written notification citing the possibility of academic or behavioral probation.
- The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student’s program for improvement.
- Written verification that the child will be on probation will be forwarded to the parent/guardian.

7. Conditions and Consequences of Academic Probation

- If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing. The same procedure will follow for behavioral probation.
- If the student is unsuccessful in meeting his/her academic and/or behavioral responsibilities, the administration will review the student’s continued enrollment in the school.

8. Promotion or Retention

Student progress is monitored throughout the school year. At the **first** report card period, the parent/guardian is informed of the student’s academic, social and emotional progress during the parent-teacher conference. In January, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By mid-May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification, which must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

9. Report Cards

Report cards are issued **three** times a year to students in **Grades K through 8**. Teachers determine “weight” given to various forms of assessment.

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

- major testing (at least five tests in the major subjects)
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects
- Homework



10. Curriculum Modification

Curriculum modifications are made for students in need of limiting expectations, small alterations, or adjustments in certain curriculum areas in order for the student to make progress. This is determined after the student has undergone the necessary testing.

11. National Junior Honor Society (NJHS)

The NJHS of St. Monica School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students in Grades 7 and 8 who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NJHS and have been adapted to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

12. Standardized Testing

The *Terra Nova Test* is administered each year to students in Grades 1 through 7. Test scores are communicated to parents and are utilized by the school for curriculum planning.

13. Test Grades

In order to keep parents aware of the child’s academic progress, tests are sent home periodically to be signed by parents and returned promptly.

14. Graduation



Eighth grade students who have completed the prescribed maintained a suitable discipline record are eligible for graduation activities if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teachers.

course of study and graduation and

Any 8th grade student who fails two or three basic skills (Reading, Language Arts or Mathematics) as well as anyone with a failing composite average is required to attend Summer School if they wish to attend an Archdiocesan High School in the Fall.

15. Closing Exercises

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

ADMISSIONS

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

The school endeavors to accommodate students with special needs, as the school’s resources and capabilities reasonably permit. The School reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The School follows the local public school district's age requirements for admission. A student who is 6 years old by September 1st is eligible for first grade. The age for admission to kindergarten should be one year less than that of the first grade. The necessary forms and certificates for admission include:

- a. Birth Certificate.
- b. Baptismal Certificate (*if not baptized in St. Monica Parish*).
- c. A certificate of immunization
- d. Social Security number
- e. Signed agreement for tuition payment schedule
- f. Signed forms for Internet Usage Policy, Photo Release, and Act 90/195 materials
- g. For grades other than kindergarten and first, students must have a transfer slip and copies of immunization, academic and disciplinary records.

REGISTRATION GUIDELINES

1. Registration

Registration for kindergarten students and other students new to the school takes place in early spring. This registration is only for **new** students. Registration information is communicated through the school communication envelope, the parish bulletin, and local newspaper. There is a non-refundable fee due at the time of registration. Registration fees are published *in a letter to parents* with tuition costs.

2. Re-Registration

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the weekly communication envelope in *early Spring* prior to the next school year. Tuition fees and non-refundable re-registration fees are published in *the parent letter that accompanies the re-registration form*. All financial obligations must be current before re-registration can be processed.

ADMISSION OF NON-CATHOLICS

St. Monica School serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of Faith. St. Monica School gives preference in admission to Catholic students registered in the parish. Other students are enrolled if class size permits additional students. Our school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

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

- a. The permission of the Pastor is obtained.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- c. The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
- d. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- e. The parents/guardians agree in writing to assume responsibility for all financial obligations.

ASSEMBLIES

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

ATTENDANCE

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

1. Absences - The policies regarding this area are as follows:

- a. A student who has been absent from school, even for one day, is required to present a written note explaining the reason for the absence to his/her homeroom teacher. If the child returns without a note from his/her parent, this is considered an unexcused absence. If note is not received after second day of return, a demerit may be issued. A persistent pattern of unexcused absences may be considered parent neglect.
- b. A doctor's certificate may be required for absence of an extended nature (3 days).
- c. If a child is going to be absent or arrive late at school, you are required to call the school. The number to call to report absences or lateness is listed at the front of the handbook. Please call by **8:15 A.M.**

If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.

- d. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- e. A child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
- f. In order to arrange for assignments of children who are absent due to illness, kindly call the school office by **8:15 A.M.** This work may be picked up by the parent at the school office no earlier than **3:15**. It is the responsibility of the student to complete work and tests that have been missed due to absence.
- g. All make-up work and assignments from absence/vacation must be completed in a timely manner.

2. Arrival/Dismissal Procedures

The school grounds generally are supervised during school hours, from 7:30 a.m. – 2:55 p.m., when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

3. Arrivals

A child must come directly to the gym/cafeteria between **7:30 a.m. and 7:55 a.m.** They enter the building by way of the Student Entrance and report directly to their line area in the gym. Parents are asked not to leave a child at school before **7:30 a.m.** **In the Junior School we ask that parents do not enter the school yard with the children. Students enter the building by the Main Entrance and report to the cafeteria. Parents may NOT enter the building with the students.**

4. **Daily Schedule**

Grades 1 – 8

Morning Session 8:00 – 11:45
Lunch 11:45 – 12:25
Afternoon Session 12:25 – 2:55



Kindergarten

Morning Session 8:00 – 11:15
Afternoon Session 12:00 – 3:00

5. **Dismissals**

Children are dismissed from their classroom by their teachers at **2:55**. No child may leave the building prior to dismissal without the Principal’s permission. Silence is to be maintained during dismissal.

6. **Early Dismissal - Individual Students**

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the “Visitor’s Book,” in order to have your child released from school.

7. **Emergency Closings**

St. Monica School follows the Archdiocesan directives regarding early dismissals. On the individual student, emergency form parents indicate if children may walk home or will be picked up in the event of an emergency closing (weather, etc.)

For weather-related emergency closings or late openings, please listen to KYW-“Philadelphia Archdiocesan Schools will be closed.” Please do not call the rectory or convent to ascertain a school closing since the school receives information via the radio. You will also be notified by School Reach.

In the event that an emergency situation arises once the school day has begun we will follow your directive on the emergency closing form.

8. **Emergency Contact Forms**

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency.

9. **Lateness**

A student who arrives **after 7:55** is late for school and must:

- report to the school office for a late slip
- present the late slip to the teacher in the classroom

*Early is on time;
on time is late!!*

Consistent unexcused lateness or absence can be considered parental neglect. Such cases will be reported to [the local school district] for further investigation.

10. Vacation Policy

The planning of family vacations is strongly discouraged during the school year. Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work must be made up **when the child returns to school. Teachers are not expected to provide assignments prior to trips.**

AUXILIARY SERVICES

1. State Funded Programs

Non-Public School Services - Catapult Learning Company (Philadelphia County)

Catapult Learning runs our largest state-funded program, Act 89, which provides Remedial Reading, Remedial Math, Guidance and Counseling Services, Educational Testing, Consultation, Speech and Language, and Psychological Services to a non-public school student in Philadelphia County. Catapult Learning provides Speech and Language services. These services are provided to all students who have a need in any of these areas.

2. Federally Funded Programs

These programs provide services to our students under Titles I, II, IV, VI. These services include improvement of Reading, Social Services, and Tutorial Services.

BOOKS AND MATERIALS



Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. Graffiti is never permitted on copybooks and/or covers

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the School.

Parents are welcome to visit the "lost and found" located in the *main office*.

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

ELECTRONICS DEVICES/CELLULAR PHONES

Electronic devices including cell phones, I-Pods, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted in the classroom. All students must turn in cell phones and other devices each day to be stored in the classroom closet. Students disregarding this policy incur a demerit. Items used during school are generally taken from the student and sent to the office to be picked up by parent.

CHILDREN ARE RECEIVING EXTENDED SERVICES (CARES) PROGRAM

After school childcare is available for Grades 1 – 2 from 2:55 p.m. until 6:00 p.m. in the Junior School and Grades 3-4-5-6 in the Senior School. Fees and regulations are contained in the CARES Handbook.

COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS

1. Legal Custody Issues

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The school requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition.

2. Conferences

Parent-teacher Conferences are scheduled at the first *trimester* report period for Grades K to 8.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the teacher, the principal, or the pastor. Good communication makes it easier to direct your child in his/her educational endeavors.

Teachers may not be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

3. Family Communication Envelopes

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include the school website (saintmonicaphilly.org), this handbook, a monthly calendar of events, the *weekly parent newsletter*, family envelopes that go home weekly with the *youngest* in each family, parent-teacher conferences, Home and School meetings, Progress Reports and Report Cards. The school website will contain all or most of the communications listed.



It is the responsibility of the youngest child in each family enrolled at the school to provide the parents with all written communications. ***Parents are asked to check book bags and folders regularly for such communications.*** Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students are instructed to hand all communications for school to their classroom teacher.

4. Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Except for a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/ guardian with legal custody. Requests should be made in writing to the child's teacher.

5. **Release of a Child**

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

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

1. **Purpose:**

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

2. **Goals**

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

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

3. **Responsibilities of User:**

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

4. **Technology Use Guidelines**

- **Educational Purpose/Appropriate Use:** All technology use and Internet access at schools for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access entertainment sites, for example social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.

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

5. General Requirements for Acceptable Use Policy for Technology

- **Examples of Unacceptable Uses:**
 - Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Do not use obscene, profane, lewd, vulgar, rude or threatening language. Do not knowingly or recklessly post false information about any persons, students, staff or any other organization.
 - Users must not use a photograph, image or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.
 - Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password.
 - Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
 - Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
 - Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example social networking sites such as myspace.com or facebook.com or gaming sites, except for educational purposes under teacher supervision.
 - Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
 - Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Electronic Devices:** Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to cellular phones, calculators, gaming devices, MP3 players, and I-Pods/I-Pads. The administrator of the school will determine access. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
- **Administrative Rights:** The Office of Catholic Education or the school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers.

6. Discipline

The computer education coordinator and the school administration will handle violations of these rules. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.

- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

5. Student Rules

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

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

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

6. Student Access Contract

Use of the school's computer resources requires that the student and his/her parent(s)/guardian(s) sign the Student Access Contract at the time of registration.

GENERAL CODE OF CONDUCT

1. Discipline Code

We believe that discipline is fundamental to life. Discipline is a of the Philosophy of a Catholic School, which attempts to committed Christian – a Christian committed to the observance regulations, which will assist the individual in responding to responsibilities and obligations to himself/herself and others.



necessary reflection
develop a fully
of just rules and
his/her

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

The discipline code applies to students and parents/guardians both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

2. Disciplinary Procedure for Grades 1 to 8

Notice of Lateness – Students will be issued a detention after five late arrivals. The school reserves the right to take other disciplinary measures in extreme cases of lateness.

Notice of Demerit – These forms communicate to a parent that a child’s behavior has interfered with the right of a teacher to teach, the right of a student to learn, or jeopardized the safety of self or others.

Notice of Detention – A detention is issued after three demerits. Detention is held after school in one of the classrooms with a teacher present. Parents are notified of a pending detention. Detentions are held in the Senior School from 3:00 until 3:45 and in the Junior School from 2:55 until 3:25.

3. Harassment

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

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the Principal and is available upon request.

4. Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior.

Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a student or a parent/guardian - includes, but is not limited to, the following:

- a. disrespectful behavior of any kind toward or about any staff member, student, volunteer or parent
- b. insubordination
- c. fighting
- d. bomb scares or triggering other false alarms
- e. cheating or plagiarism
- f. possession, use or sale of drugs or alcohol
- g. smoking
- h. stealing
- i. intimidation, harassment or threats of any kind; and possession of any weapons



These categories do not cover every possible situation. The school will determine which behavior is inappropriate. Although the school cannot assume responsibility for students’ behavior off premise, this behavior policy applies both in and out of the classroom, in the school community and neighborhood.

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

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

5. Demerits

The following chart is only a guideline for the classroom teacher in the issuance of demerits. It is not an all-inclusive list of conduct that violates the Discipline Code. The number of demerits may be adjusted accordingly by the teacher/principal.

The following infractions may warrant at least one (1) demerit per infraction:

- a. **Not prepared for class** – not having proper supplies or books for class repeatedly. Demerit will be issued after the first warning
- b. **Improper behavior** – including, but not limited to disturbances in class/ playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process
- c. **Cheating** – the taking or giving of schoolwork that is not one’s own – or if the teacher has probable cause to suspect such an action
- d. **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student
- e. **Abusive language** – any inappropriate language used on school premises
- f. **Forgery** –handing in any school paper signed by anyone other than a parent or guardian or handing in a paper written by someone else
- g. **Invading the privacy of another’s desk** – teacher or student.
- h. **Gum chewing/eating in class** – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time
- i. **Dress code violation** – any infraction of the uniform dress code
- j. **The damage of any school, church or personal property** – desks, chairs, windows, etc.
- k. **Failure to return a signed demerit slip** – demerits must be returned within two (2) school days
- l. **Unsigned test papers/mark sheets** – tests and mark sheets must be returned within two (2) school days
- m. **Out of bounds** – any student who is in the wrong place at the wrong time
- n. **Other** – any other behavior that warrants attention not specified on the above list

Serious Infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored functions. Examples of Serious Infractions include the following:

- a. **Truancy** – unexcused absences
- b. **Violent behavior** – any fighting or behavior that causes physical injury
- c. **Blatant disrespect for authority** – to any adult in the building
- d. **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus**
- e. **Irreverence in church**
- f. **Vandalism** – destruction or defacing of parish or school property
- g. **Profane/obscene language or gestures or engaging in immoral conduct**
- h. **Possession of any item that may present a danger to others in school or out**
- i. **Cutting class**
- j. **Leaving campus without permission from a school authority**

6. Procedure for Demerits

When a student receives a demerit, the parent/guardian must sign it on the night issued. It must be returned the following day to the issuing school official. **A parent/guardian’s signature indicates that the parent/guardian has seen the demerit and is aware of behavior that resulted in its being issued.**

7. Suspensions

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

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

Procedures for student suspensions:

- a. Infractions of a serious nature, as determined by the school
- b. Parents/Guardians of the student will be informed in writing of the suspension as soon as practicable.
- c. Suspensions will be implemented [in school] or out of school, at the discretion of the Principal.
- d. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- e. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- f. Where possible, a student will be referred to a counselor or a teacher for counseling.
- g. Signed agreement of parents and a written report of the suspension will be filed in the student's record.

8. Dismissal

- a. After three (3) formal suspensions, a student may be dismissed.
- b. Students who are dismissed may apply for readmission after one full year. The school will determine whether re-admittance is appropriate.
- c. In certain instances, the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.
- d. Parents/Guardians of the student will be informed in writing of the dismissal as soon as possible.

DRESS CODE



Neatness and cleanliness in personal attire are part of a child's education and the parents. When a child looks and feels good about himself/herself, he/she acts and This dress code is in effect for all students coming to school, during school, and for certain school events.

responsibility of the works accordingly. leaving school and

Any student not in compliance with the dress code will receive a demerit.

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

BOYS

Solid, plain gray trousers
Black belt
White, long or short-sleeved shirt
(Imprinted golf shirts may be worn until October 1st)
Monogrammed navy blue sweater with V-neck
(long sleeves or vest type)
Navy blue tie
Sturdy black shoes – **NOT** athletic type sneakers
Regular black socks

OTHER REGULATIONS

Extreme or faddish hairstyles (Mohawks, faux-hawks, shaved lines, etc.) are not permitted
No bleached or color treated hair
Jewelry: NO earrings, one watch, one ring and One, small religious medal
No pants will hang from hips or drag on floor
No plastic/rubber "support" bracelets

GIRLS

Navy blue uniform jumper with emblem
(Length must reach to top of knee)
White, long or short-sleeved blouse
with Peter Pan collar
Solid dark blue knee socks
(No ankle socks permitted)
Navy blue or black leotards may be worn
in cold weather
Navy blue cardigan sweater in cold months
Solid blue oxford shoes – laced or buckled type

OTHER REGULATIONS

Extreme or faddish hairstyles are not permitted
No bleached or color treated hair
Jewelry: small post earrings (one for each lobe), One watch, one ring and one small religious medal
No make-up of any kind (clear nail polish only)
No fake or sculptured nails
No plastic/rubber "support" bracelets

1. Hair Styles/Grooming

A student's hair must be neat, clean and well groomed. Hair color must be one that is found naturally on human beings and must be one color. Boys' hair length in back must not extend below the collar. Ponytails or braiding the hair up to make it appear shorter is not permitted. Mohawks, faux-hawks, shaved lines, etc. are not permitted. Facial hair, specifically beards, mustaches and extreme sideburns are not permitted. Boys who come into school with facial hair will be required to shave or they will be sent home in the custody of a parent with an unexcused absence. Any hairstyle on a boy or girl that is deemed a distraction or inappropriate by the Principal or Vice Principal, must be immediately changed before that student is readmitted to classes.

2. Jewelry

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each earlobe). Boys are not permitted to wear earrings. Bracelets, ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a simple chain is permitted.

3. Out of Uniform

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

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. Afterschool clubs are held at various times during the school year. Some of the activities include:

Bowling
Chorus
Student Council
National Junior Honor Society
Yearbook
CYO Sports Programs



Share your talents and get involved!

Participation in extracurricular activities does not excuse students from homework or schoolwork.

FAITH FORMATION



Liturgical Experiences

The Bishops of the United States have called the schools to a ministry of message, community, service, and worship. Since Liturgy is one of the most powerful educational instruments at the disposal of the Church, it is expected that the parish and school will make participation in the liturgy and the sacraments readily accessible to its students, developing personal sanctity and building a community of faith. Families are encouraged to participate in Family Masses celebrated once a month at 10:00 a.m.

FIELD TRIPS/CLASS TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that the school deems to be high risk. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. A field trip parent consent form must be signed by the parent(s)/guardian(s) and the student, on the form provided and returned to school by date indicated.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the school. **The child must attend school on the day of the trip or be marked absent.**

GYM / P.E.

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



sportsmanship in himself/herself or considered

The gym uniform consists of plain blue sweats and imprinted white tee shirt or imprinted blue sweatshirt, white sneakers with ties and white socks. During times of extreme heat, regulation shorts may be worn with the permission of the principal. Sneakers must be tied to the top during the school day. Tee shirts must be tucked in while class is in session. Pins or buttons are not permitted for safety reasons. No jewelry may be worn on gym day. Students must be in full regulation uniform to participate in gym class.

If for reasons of health, parents wish a child to be excused from gym class the student is to present a doctor's note to the office and will be given another assignment in place of that class. Children not taking gym class are to dress in their regular school uniform.

HEALTH

1. Medical Records

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

Diphtheria, 4 doses Toxoid - one after the fourth birthday
Tetanus, 4 doses Toxoid - one after fourth birthday
Polio, 3 doses Trivalent Oral Vaccine
Measles, 2 doses of vaccine
Rubella, 2 doses of vaccine
Mumps, 2 doses of vaccine
Varicella, 2 doses
Hepatitis B, 3 doses of vaccine



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

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

2. Nurse

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

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse or administrator will arrange to have the student transported to the hospital.

All students are screened yearly under the state-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

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

3. Accident/Illness at School

Accidents or illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. **No medicine of any kind, including aspirin, may be given to the student.** Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school.

4. Medications



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

Parents/guardians are required to sign an authorization form, which is available from the school, if the student must take medication at the school. No medications should be placed in lunch boxes or school bags for students to self-administer. All medications must be taken in the main office of school.

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

HOME AND SCHOOL ASSOCIATION

The Home and School Association of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the school's children. It strives to enhance the parents' and teachers' role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office. Every family is expected to be a member of the Home and School Association, to pay the necessary fee, and to participate in the activities scheduled for the year.

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

LIBRARY

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

LUNCH PROGRAM



Students, whose parents work, may stay in school for lunch. The **40** minute lunch period is divided between lunch and play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and forwarded to the office.

Please include in your child's lunch box **two napkins** – one to use and one under his/her lunch. This is most appreciated as a means of helping with the cleanup at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed. **Respect and courtesy are to be shown to the parents who supervise and assist during this time. All rules for lunchtime routine must be followed.**

There is a fee charged to each family to pay the lunch monitors for this supervision during the lunch break. Provision is made for students not in the Lunch Program to stay for lunch occasionally, if an unexpected situation arises. Please inform the office if there is a change in your child's usual lunch procedure. **The children may not leave the school premises if they are scheduled to remain in school for lunch.** No student may remain in school during lunchtime unless the lunch fee is paid by the designated date.

INVOLVEMENT OF PARENTS/GUARDIANS

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

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

- Sending their child to school physically fit, clean, and properly dressed and fed
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline
- Discovering their child's special interests and talents so that they may be developed to the fullest
- Sending a written explanation each time their child is absent from school
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the law
- Taking an active role in the Home and School Association

SAFETY

1. Fire Drills

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



instructed to leave the to directions posted in

2. Regulations

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- All visitors must report to the school office.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for lunch recess.
- Students line up at the sound of the bell. **We ask that parents do not enter the schoolyard;** but wait outside the fence. Students are dismissed in line and walked to the corner with the assigned teacher. Junior school children are picked up at one of three corners: 17th & Ritner, 18th & Ritner, and 17^h & Porter.

SMOKING

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

STATIONERY

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. During the school year, *copybooks and theme books* can be purchased in the school office during the morning activity period.

TELEPHONE - SCHOOL OFFICE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the principal. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.

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

TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish. The student will be given a transfer slip on his/her last day of school. School records will be forwarded to the child's new school upon request from that school. Every change of address, phone number, or family name must be reported to the principal as soon as possible. Up-to-date records are needed in case of an emergency.

TRANSPORTATION

Most students attending St. Monica School are within walking distance. Limited busing is provided and students who qualify by distance may apply for transpasses.

1. Car Pick-up

Parents who pick up students must park their cars and meet the students at the school dismissal area. Running is prohibited. A teacher will oversee car pick-up procedures daily. the end of the walking lines and remain with the teacher until they



Students must be at
are picked up.

2. Walkers

Students must remain in line, follow the directives of the assigned crossing guards.

teacher, and obey the

3. Crossing Guards

Crossing guards are provided by the local public school district. They are not employees or under the direction of our School. The School is not responsible for the conduct of crossing guards or for insuring that crossing guards are posted as scheduled.

TUITION

Saint Monica Parish has partnered with FACTS Management Company to manage our tuition payment program. All tuition payments are made through FACTS at online.factsmge.com. (1-866-441-4637)

Through FACTS

- tuition payments are automatically deducted electronically on the tenth of each month.
- Payments can be made from checking or savings accounts or from a variety of credit cards. (There is a 2.75% convenience charge. Visa is not accepted.)
- there are multiple payment options processed securely through bank-to-bank transaction.

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here. In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school. The Pastor and Administration review the tuition records on a quarterly basis. The *trimester* student report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Pastor and Tuition Board. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely manner.

VISITORS

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

Parents coming to school to bring forgotten articles or to relay messages must report to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of **7:55 A.M. and 2:55 P.M.**, unless the Principal gives permission for such a visit.

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

VOLUNTEERS

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

Library Aides	Classroom Aides
Teachers Aides	Nurse's Office Aides
Typing Aides	Computer Lab Aides
Homeroom Mothers	Extracurricular Activities Aides

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be sent home in the family envelope at the beginning of the year for those parents or family members that would like to share their time and talents with us. Every student is expected to show courtesy and respect to all volunteers.

Parent Cooperation

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not taken lightly!

The principal is the final recourse in all disciplinary situations and matters in this Handbook and may waive any rule or statement for just cause at her discretion.