



STUDENT/PARENT HANDBOOK

OUR LADY OF ANGELS REGIONAL SCHOOL

2020-2021

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www.ourladyofangelsmorton.org



Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to Our Lady of Angels Regional School!

In choosing OLA, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Our Lady of Angels for the 2020-2021 school year. Please read this document carefully, and sign the two attached agreements. These agreements state that you intend to abide by all policies of OLA during the 2020-2021 school year.

Our faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

All In God’s Name,

Mrs. Susan Lowe, M.S.
Principal

Our Lady of Angels Regional School

Our Lady of Angels Regional School is a pre-kindergarten through eighth grade Catholic elementary and middle School under the guidance of the Archdiocese of Philadelphia's Office of Catholic Education.

The curriculum stresses academic achievement within a Christian community where children feel loved and respected by peers and teachers, alike. Vatican II texts, specifically, the Catechism of the Catholic Church, are used to guide OLA School theology, and ensure our compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, students can further come to an understanding of the Christian life. At OLA, we aspire to equip saints for this life, and the next.

Diocesan Curriculum Guidelines, consistent with the Common Core State Standards, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of technology tools, and a multi-text approach to the content areas.

History

Our Lady of Angels Regional School opened in September of 2012, after the schools of Our Lady of Perpetual Help (Morton) and Our Lady of Fatima (Secane), merged to create OLA as we know it today. Sister Deborah Krist, OSF, was the founding Principal. She dedicated herself to bringing together, and keeping alive the traditions and legacies of both schools, and the respective traditions of their former sponsoring religious communities: Sisters of Saint Francis of Philadelphia and, Sisters, Servants of the Immaculate Heart of Mary, Immaculata for four years. Mr. Andrew D'Angelo led the school from July 2016 to June 2018. Mrs. Susan Lowe became the administrator in July of 2018.

Mission Statement of Our Lady of Angels School

The members of the Our Lady of Angels Regional School community are committed to living lives based on the Gospel message of Jesus Christ, in an atmosphere conducive to spiritual, intellectual, emotional, social, and physical growth. As a Catholic school, it is our goal to form students to be full and practicing members of the Church. We strive to be a center of academic excellence which rigorously prepares students to be contributing members of the global community.

Policies and Procedures

Absence

When a student is absent from school, a parent must call the office by 8:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. If you should reach the office voicemail, please leave a message with the student's name, teacher, and reason for absence. You may also email the office at acook@olaschool2.com and/or msquadrito@olaschool2.com

Students should be fever free for 24 hours, and be able to eat their normal diet for 2-3 meals before returning to school. Children must also be free of contagious illness. Please do not send children who are sick to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence at least a week in advance.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

When a student is absent **due to illness**, a parent may call the school office before 10:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 3:00 PM only.

Assignments, homework, etc., will be given to any student who misses school for any reason other than an excused medical absence a day in advance of the absence. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (30) days or the equivalent of 30 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the Common Core State Standards, are followed for the teaching of all secular subject areas. The entire curriculum is posted on the Archdiocese of Philadelphia Schools website. OLA offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Catholic social teaching, servant leadership, and preparation for the reception of the Sacraments of Reconciliation, First Holy Communion, and Confirmation are the foundations for our religious education program. Liturgies are typically held on the First Friday of each month for the entire school community. The Sacrament of Reconciliation is offered to all students in grades 2 (after First Reconciliation) through 8 throughout the school year as well as various prayer services and religious activities.

Computer Literacy

Includes: Word processing, data base, spread sheets, web design, effective and responsible use of social media, appropriate and ethical use of E-devices, and integration with curricular subjects. The Diocesan Technology Committee guidelines and goals are followed and are posted on the Archdiocesan website.

Fine Arts

All students will receive instruction in both music and fine arts one period per week.

Handwriting

Proper manuscript and cursive letter formation is taught and held as the standard for all students in grades Pre-K-8.

Reading/English Language Arts

Includes: Reading, Grammar, Writing, Spelling, Vocabulary, Library Skills, Listening/Speaking, and Appreciation of Literature are taught with an emphasis on critical thinking skills.

Mathematics

Includes: Mathematics Skills, Pre-Algebra, and Algebra.
Honors Math is available to students who qualify in grades 6-8.

Physical Education

Physical fitness programs are taught at each grade.

Science

Includes: Life, Earth, Physical, and General Sciences and STEAM Laboratory Experiences.

Social Studies

Includes: History, Geography, Economics, State History, and Current Events.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn, but choose *not* to learn. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students with a failing grade will not be allowed to participate in any extracurricular activities until the grade has improved to a passing grade. Academic probation will require a meeting with the principal, teacher and student. The Academic expectations of all students in regards to Academic Probation are further outlined below:

- **Academic Grades** - A student will be placed on Academic Probation if there is a significant decrease in academic performance, such as an overall grade average below 70%.
- **Academic Responsibilities:**
 - School is the student's first priority.
 - Homework and projects are handed in on time.
 - Students must be paying attention during class.
 - Students show respect, responsibility and are prepared for class.
 - Attendance

Accreditation

Our Lady of Angels Regional School is accredited through the Middle States Commission on Elementary schools.

Admission Information

Nondiscriminatory Policy

Our Lady of Angels Regional School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Our Lady of Angels:

1. Members of Our Lady of Perpetual Help, Our Lady of Fatima, St. Joseph (Collingdale), St. George (Glenolden) Parishes
2. Members of other Catholic parishes
3. Non-Catholic students

Children entering K must be five (5) years of age by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness, both academically, and socially.

At the time of registration, all new students seeking admission to OLA School are evaluated on the basis of current standardized test scores, recommendation from current principal, and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship (to receive “in-parish” tuition rate.)
- *Health Records
- *Immunization Records
 - +All students entering OLA School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP/Testing (when applicable)

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at OLA School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at OLA. The recommendation and decision of the school is final. OLA is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. OLA cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from OLA. This decision will be made so that the student’s educational and/or behavioral needs may be fully met in another educational setting. If the decision to separate the student from OLA is made by the school, the student’s tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of OLA will be accepted on a space-available basis. Non-Catholic students are expected to attend all religious observances, and participate in daily religious education classes.

Financial Obligations

Beginning with the 2018-2019 academic year, fees will not be charged separately. The tuition figures listed below are **all inclusive** – there will be no additional fees. Each **family** will pay a \$275.00, **non-refundable** commitment fee, which will be deducted from your total tuition balance.

TUITION SCHEDULE SCHOOL YEAR – 2020-2021

| PRE-KINDERGARTEN 3 & 4 YEAR OLDS | TUITION [includes all fees] |
|--|---------------------------------------|
| Tuesday, Wednesday, Thursday ~ Mornings Only (8:00 – 11:00 AM) | \$2,950.00 |
| Tuesday, Wednesday, Thursday ~ Full Day (8:00 AM – 2:40 PM) | \$3,700.00 |
| Monday – Friday ~ Morning Only (8:00 AM – 11:00 AM) | \$3,400.00 |
| Monday – Friday ~ Full Day (8:00 AM – 2:40 PM) | \$5,300.00 |

| IN-PARISH [with record of parish affiliation/regular support] | TUITION [includes all fees] |
|---|---------------------------------------|
| Kindergarten – 8 th Grade ~ ONE Child | \$3,950.00 |
| Kindergarten – 8 th Grade ~ TWO Children | \$6,000.00 |
| Kindergarten – 8 th Grade ~ THREE or MORE Children | \$6,750.00 |

| OUT OF PARISH [includes non-contributing parishioners] | TUITION [includes all fees] |
|--|---------------------------------------|
| Kindergarten – 8 th Grade ~ ONE Child | \$6,250.00 |
| Kindergarten – 8 th Grade ~ TWO Children | \$9,000.00 |
| Kindergarten – 8 th Grade ~ THREE or MORE Children | \$12,000.00 |

Allergy/Asthma Policy

OLA School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

1. Asthma Medication

Immediate access to reliever inhalers is vital. All medicines will be under supervision of the school nurse and/or homeroom teacher. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name.

The nurse will store all inhalers in the nurse's office.

2. Record Keeping

At the beginning of each school year, or when a child joins OLA, parents are asked to submit a child's medical record. From this information the school keeps its asthma registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

3. The School Environment

OLA recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Parents/guardians must provide a letter from the student(s) physician that he/she has a potentially life threatening allergy.

OLA School makes no claim to be a peanut-free school.

4. Classrooms

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will provide medical assistance and emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks must be kept in a separate snack box or chest provided by the parent or guardian.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

6. Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. OLA will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. In the event that a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip. The day will be recorded as an absence.

Blogs

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, or other parents, or the parish.

No parent should open a Facebook® account under the name of the school or a particular grade or organization. The only official Our Lady of Angels Facebook® page is the one created and monitored by OLA. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

Buckley Amendment

OLA adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Bullying and Cyberbullying

Our Lady of Angels attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face disciplinary action.

Car Lines/Drop-Off/Pick-Up

A.M. Drop off: All cars (K-8) must enter from Franklin Avenue and park in the main parking lot. Students will use the crosswalk and enter the building through the designated doors. After dropping off, cars will travel around past the OLPH Rectory and exit onto Franklin Ave; no one may exit onto Amosland Ave. **DO NOT** pull out of the car line and drive across the paved path and through the main parking lot. This creates a potentially very dangerous situation.

Pre-K parents **only** may use the parking spots near the Amosland Ave. entrance, and walk their children to the side door for drop off. Pre K parents **only** may exit onto either the Amosland Ave. or Franklin Ave.

P.M. Pick-Up: All parents (K-8) must park in the main lot and wait there for their child to be dismissed by the teacher(s) on duty. **All** cars must exit onto Franklin Avenue. **The Amosland gate is for busses only.**

Parents are asked to pay close attention during drop off and pick up. It is recommended that cell phones not be used at this time.

It is the responsibility of the parent to contact other carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home in a different carpool or by a different means on a given day.

Cell Phones/Electronic Devices

At no time during the day should a cell phone/tablet/electronic device of any kind, etc., be in a student's possession. They must be turned off and handed in to the homeroom teacher first thing in the morning. The administration reserves the right to search the contents of a confiscated cell phone.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Child Abuse Laws

Our Lady of Angels abides by the Child Abuse laws of the State of Pennsylvania, and the policies of the Archdiocese of Philadelphia, Office of Child and Youth Protection. This mandates that all cases of **suspected** abuse and/or neglect be reported to Child Line and Child and Youth Services.

Conduct

Our school climate emphasizes deep respect for the human dignity and uniqueness of every individual. Each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Crisis Plan

OLA has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. OLPH Church
2. Off Campus – Amosland Elementary School
3. An alternative site may be chosen if the situation warrants.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

Discipline

Detention

Detention may be issued to students in grades 4-8 for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal and/or homeroom teacher who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Our Lady of Angels Regional School. Students who have been expelled will not be allowed to return to the school **for any reason** without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from OLA.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face immediate expulsion.

Emergency Drills & Evacuation

State Law requires that **fire drills** be held on a regular basis. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Facebook® and other Social Media Postings of Student Photographs

OLA works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. OLA adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at OLA are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own, on their personal Facebook® page. Such postings are a violation of OLA's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from OLA.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.

9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. OLA risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
14. All chaperones must be 25 years of age or older and have all clearances on file with OLA.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Grading Scale

**Please see the Academic Recognition Appendix*

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility.

Assignments, homework, etc., will be given to any student who misses school for any reason other than an excused medical absence a day in advance of the absence. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Immunizations

All students enrolled in OLA must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Instagram®:

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Items Brought To School

OLA is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

Lost and Left

Any items left in the school building or on the school grounds should be given to the Main Office staff. **Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parents are to be advised that many items are actually *placed* in the Lost and Left by the student when the student would like a different item. Parents are encouraged to look for their child's item in the Lost and Left box.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school nurse in the container received from the pharmacy and must have on its label the following information:

- b. Child's name
- c. Name of doctor prescribing the child's medication
- d. Frequency
- e. Dose
- f. Date

When the school nurse is in the building, she will administer prescription medication, with the appropriate order/direction from parents/doctors. On days when there is no school nurse in the building, parents must come to school to administer any prescription medication. No OLA staff member will administer prescription or over the counter medication at any time, under any circumstances.

Off-Campus Conduct

The administration of OLA reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parents As Partners

As partners in the educational process at OLA, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has a packed lunch, or arranged hot lunch, and snack or snack money,

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To refrain from negative comments about students, teachers, or the administration on social media.

Parent's Role in Education

We at OLA, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of OLA School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted

in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at OLA, we trust you will be loyal to this commitment. During these formative years (grades Pre-K to 8), your child needs constant support from both parents and faculty in which to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin each school year with a commitment to partnership as we support one another in helping your child realize their fullest potential and place in God's plan for them.

Promotion Policy/Retention

Advancement to the next grade at OLA is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given 3 times (December, March, June) during the academic school year.

Progress Reports will be posted on our Option C website in October, January, and April for students in Grades 1 to 8.

No student will be given a Progress Report or Report Card if tuition, library fines, or After School CARE Program fees are in arrears.

Parents are encouraged to regularly check Option C for student progress. The system is updated regularly by all teachers.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at OLA. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 7. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist, Confirmation are only conferred to students baptized in the Roman Catholic tradition and take place at the student's home parish/church.

School Hours

Grades Pre-K through 8: 8:00 AM – 2:50 PM. Students not in the Gym at 8:00 AM are considered tardy.

At OLA, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:30 AM. Students arriving prior to 7:30 AM must enter through the Main School doors, and will be considered to have attended the Morning CARES Program. These families will be charged accordingly.

Prayer and afternoon announcements begin at approximately 2:40 PM each day. Dismissal immediately follows. Please check the school calendar for early dismissal dates. Students not picked up by the end of dismissal (approximately 3:15 PM) will be sent to the After School CARES Program. These families will be charged accordingly.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**.

School Property

Any member of the school community who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

OLA attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face disciplinary action.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face disciplinary action.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Ridley Police Department will be notified.

Smoking

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property.

Student Records

OLA adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the OLA School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents will refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Cell Phones: At no time during the day should a cell phone/tablet/electronic device of any kind, etc., be in a student's possession. They must be turned off and handed in to the homeroom teacher first thing in the morning. The administration reserves the right to search the contents of a confiscated cell phone.

Facebook® and other Social Media Postings of Student Photographs

OLA works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. OLA adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at OLA are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page. Such postings are a violation of the OLA's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from OLA.

Instagram®: Photos and captions on a student or parent’s Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion. If your own child texts you during the school day, please do not respond. Any concerns should be directed to the Principal’s Office.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Telephone

Permission to use the telephone must be obtained from the office personnel. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher’s classroom is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher’s cell phone to make a telephone call.

Title IX

OLA adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Uniforms and Dress Code

Our school uniform is only available from Flynn and O'Hara Uniforms. They have a store in Clifton Heights. The website: www.flynnohara.com contains the uniform list and pricing.

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (on these days, unless otherwise specified, students may wear their gym uniforms only). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

Uniform information, is found, in full, on the school website under the "Resources for Parents" tab.

Uniform Guidelines – Additional Information

HAIR AND ACCESSORIES

BOYS – ears cut out, eyebrows visible, hair cannot touch collar, no highlights

GIRLS – no highlights or hair coloring - Simple/Plain hair bands and headbands only (no bows, feathers, etc.)

MAKEUP AND JEWELRY

Makeup, artificial nails and nail polish are prohibited

Earrings – GIRLS may wear **ONE** small post earring in each ear lobe only
BOYS – no earrings allowed

Watches – Boys/Girls are allowed to wear simple watches without alarms. No "Smart watches" are permitted.

NO OTHER JEWELRY IS ALLOWED

All students – hair should be neat with bangs above the eyebrows. Boys hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, pony tail holders, etc. must be in the hair, **not worn on wrists**. **Extreme hair coloring and bleaching is not permitted.**

No cosmetics, lip gloss, colored chap stick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No colored contact lenses.

No body piercing except pierced ears. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain. No rubber band jewelry.

Watches with a beeping device/timer/or alarm should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in.

Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

All individuals who volunteer in the school must complete the Archdiocesan mandated background check, and safe environment training. This information is on the school website, under "Resources for Parents." No adult may volunteer in any capacity, at any time until ALL appropriate clearances and trainings are processed and complete, and final approval has been given by the school's Safe Environment Coordinator.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the Option C communication system.

Withdrawal of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Right to Amend

OLA reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Option C communication system.

Parent Signature Page

I have read the 2020/2021 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Student Name _____

Parent (Legal Guardian) signature

Date

Parent (Legal Guardian) signature

Date

Student name (PreK-2)/Signature (3-8)

Date

Student name (PreK-2)/Signature (3-8)

Date

Student name (PreK-2)/Signature (3-8)

Date

Student name (PreK-2)/Signature (3-8)

Date

Student Release, Waiver of Liability, and Indemnity

Attendance at **Our Lady of Angels Regional 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.

Our Lady of Angels Regional Catholic School
2130 Franklin Avenue / Morton / Pennsylvania 19070
p. 610.543.8350 / f. 610.544.3203 / www.ourladyofangelsmorton.org
Forming Future Leaders in the Faith



SEPTEMBER 2020

BY ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS HANDBOOK, 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_____



STUDENT CONTACT & EMERGENCY INFORMATION

STUDENT NAME: _____
(Last, First)

Grade: _____ Teacher: _____ Date of Birth: _____

Allergies: _____

Parent #1: _____
(Last, First)

Cell Phone: _____

Home Phone: _____

Work Phone: _____

Parent #2: _____
(Last, First)

Cell Phone: _____

Home Phone: _____

Work Phone: _____

Student Name: _____

STUDENT CONTACT & EMERGENCY INFORMATION (con't)

In the event of an emergency, when a parent cannot be reached, you authorize OLA to call, and release your child to the following the adults:

1. _____ Relationship to Child: _____

Phone # 1: _____

Phone #2: _____

2. _____ Relationship to Child: _____

Phone # 1: _____

Phone #2: _____

3. _____ Relationship to Child: _____

Phone # 1: _____

Phone #2: _____

Local Physician's Name: _____

Address: _____

Phone #: _____

Additional Information/Notes:

| |
|--|
| |
|--|

Additional Information for School Nurse

Student Name: _____
(Last, First)

Medical Conditions/Precautions (Check all that apply)

_____ Severe Bee Sting Allergy _____ Asthma _____ Seizure Disorder

_____ Latex Allergy

_____ Medication Allergy _____

_____ Food Allergy _____

_____ Other Conditions _____

Daily medications taken by your child, including dosage & frequency:

Date of last Tetanus Shot (dT, TT, DPT, DT, DTaP) _____

My child has permission* for the school nurse **only** to administer:

Antacid (Tums) _____ | Acetaminophen (Tylenol) _____

Ibuprofen (Advil) _____

**Please initial to confirm your consent; Leave blank if you do not consent.*

I hereby give permission for my child to be treated in the Health Room in accordance with Ridley School District Policies and to be transported to the doctor or hospital for evaluation and/or treatment in the event of an emergency. The School Nurse may release necessary information about my child to appropriate school personnel, and in the case of medical emergencies, to those rendering care to my child.

Parent Signature: _____ Date: _____