

SAINT STANISLAUS PARISH SCHOOL



HANDBOOK

REVISED SEPTEMBER, 2008

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SECTION I

SAINT STANISLAUS PARISH SCHOOL

MISSION

I. MISSION STATEMENT

The mission of Saint Stanislaus Parish School community is to help our children realize they have been chosen by God to be holy and to encourage them to respond freely and completely to God's call throughout life. In the spirit of Stewardship, we join with families in the development of their children to communicate the teachings and traditions of the Catholic faith through prayer, generosity, action, and service. We are committed to academic excellence recognizing the uniqueness of each student as we prepare all students to serve responsibly in the twenty-first century.

SECTION II

PHILOSOPHY OF EDUCATION

II. PHILOSOPHY OF EDUCATION

The Gospel message proclaimed by Jesus Christ is the central focus of the philosophy of education at Saint Stanislaus Parish School. The work of our school is to integrate the teachings and traditions of the Catholic faith into all areas of learning. A spirit of faith, stewardship, and academic excellence is fostered in a Christ-centered environment.

Through the experience of prayer, sacraments, and religious instruction, the students develop Catholic morals and attitudes that enable them to live out their faith in everyday situations. The integration of faith and tradition in all subject areas promotes an atmosphere of honor and respect for all children and their uniqueness.

Stewardship is the essence of the Catholic Christian message we proclaim. Guided by the efforts of their parents, pastor, priests, faculty, and staff, the students are able to express their discipleship, which is the center of Christian stewardship. These experiences will enable the children to be better prepared to assume a more meaningful role in building community in their neighborhood, nation, and world in the twenty-first century.

Saint Stanislaus Parish School strives to achieve academic excellence in a Christ-centered environment. A responsive and flexible approach to curriculum is provided to meet the diverse needs of all students. The traditional academic disciplines are enriched by fine arts, physical education, and technology. In this environment students are empowered to actualize their potential and become lifelong learners.

Through involvement in religious formation, stewardship activities, and academic endeavors, the students of Saint Stanislaus Parish School will learn to make responsible choices and become contributing members of the faith community.

“We have many parts in the one body, and all these parts have different functions. In the same way, though we are many, we are one body in union with Christ, and we are all joined to each other as different parts of one body. So we are to use our different gifts in accordance with the grace that God has given us. If our gift is to speak God’s message, we should do it according to the faith that we have; if it is the gift of ministry, it should be used for service; if it is to teach, we should do it generously; whoever rules should exercise authority with care; whoever shows kindness to others should do it cheerfully.”

Romans 12: 4-8

SECTION III

POLICIES

III. POLICIES

SACRAMENTS

The children of Saint Stanislaus Parish receive Sacraments as follows:

Grade 2....Reconciliation

Grade 3....First Eucharist

Grade 6....Confirmation

Any child who is a member of a neighboring parish is to receive his / her First Holy Communion and Confirmation in his / her own parish church rather than in the church of the host parish that is providing the school facility for their Catholic education.

ADMISSION

Saint Stanislaus Parish School is committed to providing a quality Catholic education for the children in the North Penn area. The following policy applies to Saint Stanislaus Parish School in coordination with neighboring parish schools.

Registration Guidelines

The policy outlines the order in which families are accepted into Saint Stanislaus Parish School.

1. Parish families with children currently enrolled in Saint Stanislaus Parish School
2. Other families (non-parishioners) with children currently registered in Saint Stanislaus Parish School
3. Families new to Saint Stanislaus Parish School
 - a) Students transferring from other Catholic schools
 - b) Families new to Saint Stanislaus Parish School
4. Families out of Saint Stanislaus Parish
 - a) Catholic students coming from a parish without a school
 - b) Catholic students coming from a parish which has closed its school enrollment
 - c) Catholic students coming from another parish school for other reasons
 - d) Non-Catholic students

Registration

Dates for registration for pre-school, kindergarten students, and other students new to Saint Stanislaus Parish School will be published in the Church bulletin. This registration is only for **new** students. Re-registration information is disseminated through the school communication envelope and the parish bulletin. There is a non-refundable fee due at the time of registration. Registration fees are published prior to registration along with tuition costs.

Re-Registration

Families registered in Saint Stanislaus Parish School are required to re-register annually. Re-registration information for the following year is forwarded to each family through the weekly communication envelope, prior to the next school year. Tuition fees and non-refundable re-registration fees are published annually. All financial obligations must be current before re-registration can be processed.

Early Childhood

Early Childhood Education is a journey where children travel at a different pace according to their individual development, background of experience and needs. The curriculum assists in the development of the total person-spiritually, physically, emotionally, socially, and intellectually. Early Childhood educational experiences provide the opportunity for unifying all aspects of children's lives.

School Age

A child entering a pre-school – 3 yr. old session must be three (3) years of age by September 15th of the year of admission.

A child entering a pre-school - 4 yr. old session must be four (4) years of age by September 15th of the year of admission.

A child entering kindergarten must be five (5) years of age by September 15th of the year of admission.

A child entering first grade must be six (6) years of age by September 15th of the year of admission.

Requirements For School Entrance

- 1. Students entering any pre-school session** must be capable of using the lavatory facilities.
- 2. Catholic students entering kindergarten and first grade**
 - a) Parish membership verification
 - b) Baptismal certificate if the child was not baptized at Saint Stanislaus Parish
 - c) No child may be enrolled / registered without written immunization record
 - d) Birth certificate
 - e) Technology acceptable use policy

3. Catholic students entering grades two through eight

- a) Parish membership verification
- b) Birth certificate
- c) Baptismal certificate if student was not baptized at Saint Stanislaus Parish
- d) Transfer from previous school with a permanent record card
- e) Immunization document listed for admission of student in any grade
- f) Technology acceptable use policy

Admission of Non-Catholics into Saint Stanislaus Parish School

Saint Stanislaus Parish School serves a variety of purposes, including the academic, social, and physical development of the students. However, the primary purpose of Saint Stanislaus Parish 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. Saint Stanislaus Parish 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 Saint Stanislaus Parish School under the following conditions:

- 1) The permission of the Pastor is obtained by the Principal in each case.
- 2) Adequate facilities and space are available without denying the admission of eligible Catholic students.
- 3) The parents / guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions which are offered as part of the school program.
- 4) The parents / guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of Saint Stanislaus Parish School.
- 5) The parents / guardians agree in writing to assume the responsibility for all financial obligations.
- 6) The parents / guardians and student(s) agree in writing to adhere to the technology acceptable use policy.

Tuition

Saint Stanislaus Parish 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 in Saint Stanislaus Parish School.

The pastor, school administration, and parish business manager determine the tuition costs for the following school year. This information is communicated to the school parents / guardians through the weekly communication envelope, in addition, tuition fees are published in the parish bulletin.

School families receive a tuition invoice and a payment envelope in a communication mailed to the family by the end of July. The envelopes for tuition payments for September through May are enclosed in the first September communication envelope. The yearly tuition is divided into ten payments. The payment schedule begins August 10th and ends in May of the current school year.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. The pastor and school administration review tuition records on a trimester basis. Parents will not receive the trimester student report card if the tuition account has an outstanding balance, unless the parent has met with the pastor or the school administration of Saint Stanislaus Parish School.

Subsidy / Church Contributions

Saint Stanislaus Parish School relies primarily upon three (3) sources of revenue: parish subsidy, tuition, and development by fund raising efforts.

Saint Stanislaus Parish School is committed to supporting our parish school and assisting any family who desires Catholic education for their children. Every school family who is a contributing parishioner will receive a parish scholarship for their children in grades one through eight. In order to be eligible for the parish scholarship, each family must meet the following parish expectations:

- Each Catholic family is to be active in their faith by fully participating in the parish life of Saint Stanislaus.
- Each family will receive church envelopes to be used for a weekly contribution.
- Each family is expected to contribute a minimum of \$15.00 a week beginning July 1st through the last Sunday in June in order to be eligible for the parish scholarship.
- If family contributions are not current by June 30th, the family will not be eligible for the parish scholarship and Non-Contributing Parishioner tuition will apply.

ATTENDANCE / ABSENCE

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.

Absence Reporting Procedure

Student absences must be reported to the school office before 9:00 AM on the day of the student's absence. In addition, on the first day the child returns to school, written notification of the reason for the absence must be presented to the homeroom teacher. A physician's note is required after a prolonged absence.

The administration will contact a parent / guardian when a student has an excessive number of days absent. **Students who miss excessive school days without a physician's note or known valid reason will be considered truant and subject to dismissal.** The local public school will be notified of dismissal for truancy and that the child is no longer on the school roll.

Leaving School During School Hours

Parents / guardians must notify the homeroom teacher if the child needs to leave the school during school hours. The parent / guardian must report to the office to officially sign out the child. Students leaving for the day before 10:30 AM are charged with a full day's absence. Students leaving after 10:30 AM but before 2:00 PM are charged with a PM absence.

Lateness Reporting Procedure

Students arriving between 8:45 and 10:30 AM will be marked "late". If arriving after 8:45 AM, a student must report to the office with a written notification of the reason for lateness. A parent / guardian must accompany the child and sign in the child. Then a late pass will be issued which will admit the student into his / her homeroom. Chronic lateness will result in administrative review of the situation.

Vacations Reporting Procedure

Vacations during school sessions are strongly discouraged. A written request must be submitted to both the administration and homeroom teacher. Missing assignments will be made up after the child returns from the absence. Teacher and student will determine an appropriate make-up schedule upon the return of the student.

DRESS CODE

SCHOOL UNIFORM

A student's appearance, self-respect, and performance complement one another. All uniforms must be appropriately sized. Listed below is the dress code for Saint Stanislaus Parish School:

PRE-SCHOOL ATTIRE

Pre-school students will wear play clothes according to the season. Sneakers must be worn everyday.

KINDERGARTEN ATTIRE

Kindergarten students will wear the Saint Stanislaus gym uniform every day. During the winter months a white turtleneck shirt may be worn under the T-shirt or a Saint Stanislaus sweatshirt may be added. Sneakers must be worn daily.

Girls

Grades 1-4

Jumper: Blue and Khaki Belted (No emblem)

Blouse/Turtleneck: White, Bermuda collar, long/short sleeved or white turtleneck

Sweater: (Optional) Monogrammed blue orlon cardigan

(All sweaters are to be monogrammed with white lettering.)

Pants: Navy blue **uniform** pants (**Pants must be purchased through Flynn and O'Hara.**)

Socks: Navy blue knee socks or navy blue opaque tights (**no sheer stockings**)

Grades 5-8

Skirt: Blue and Khaki Kilt

Blouse/Turtleneck: White oxford cloth with button collar, long/short sleeved or white turtleneck.

Sweater: Monogrammed navy crew neck orlon pullover

(All sweaters are to be monogrammed with white lettering.)

Pants: Khaki **uniform** pants (**Pants must be purchased through Flynn and O'Hara.**)

Socks: Navy blue knee socks or navy blue opaque tights (**no sheer stockings**)

Boys

Grades 1-4

Trousers: Navy blue dress slacks

Belt: Mandatory - blue, black or brown

Shirt/Turtleneck: White long/short sleeved oxford cloth button collar or white turtleneck

Tie: Navy blue printed tie (**The tie must be purchased through Flynn and O'Hara.**)

Sweater: Monogrammed navy orlon pullover, V-neck sweater, or V-neck sweater vest

(All sweaters are to be monogrammed with white lettering.)

Socks: Navy blue or white crew socks (**No sport socks or tennis socks**)

Grades 5-8

Trousers: Khaki dress slacks (**Uniform slacks must be purchased through Flynn and O'Hara.**)

Belt: Mandatory - blue, black, or brown

Shirt/Turtleneck: White long/short sleeved oxford cloth button collar or white turtleneck

Tie: Striped men's (blue, yellow, white) (**The tie must be purchased through Flynn and O'Hara.**)

Sweater: Monogrammed navy orlon pullover, V-neck sweater, or V-neck sweater vest

(All sweaters are to be monogrammed with white lettering.)

Socks: Navy blue or white crew socks (**No sport socks or tennis socks**)

All Students 1-8

Shoes: Brown, black, or blue sturdy **rubber-soled shoes with backs**. Oxfords, loafers, docksiders (**no sneakers or sneaker-type shoes, chunky or high heel shoes, dress boots, hiking boots, canvas shoes, clogs or cros**) All shoes must have a flat heel. Boots over the ankle are not acceptable.

Hair: A student's hair should be neat and trim, no longer than the eyebrow and a boy's hair must not touch the shirt collar. **No coloration or distracting haircuts will be permitted.**

Belts: All short or long pants with belt loops **must** have a black, brown or blue belt.

Accessories: No make-up or nail polish is acceptable. **One ring** may be worn on each hand. Girls may wear **only one pair** of small post earrings (**NO hoops**). Boys **may not** wear earrings to school. Students are permitted to wear a **thin** necklace with a Christian religious symbol. **Watches may be worn; but only ALERT bracelets and necklaces are permitted.**

Gym Uniform

All students (grades 1-8) are expected to wear the navy blue uniform sweatpants, sweatshirt, appropriate athletic sneakers, and white crew socks. The school name is required on the sweatshirt. Gym shorts and T-shirts may be worn from September 1st to October 15th and from May 1st to the end of the school year. T-shirts must have the school name. **No alternative T-shirt or sweatshirt will be permitted. (Gym uniforms must be purchased from Flynn and O'Hara.)**

(Also hoodies and sweat pants are sold by the school)

Optional Summer Uniform

The summer uniform may be worn from September 1st until October 15th and from May 1st until the end of the school year.

Girls

Grades 1-4

Monogrammed white golf shirts with navy blue lettering

Navy blue walking shorts with a belt

Socks: white crew

Grades 5-8

Monogrammed white golf shirts with navy blue lettering
Kilt or navy blue walking shorts with a belt
Socks: white crew

Boys

Grades 1-8

Monogrammed white golf shirt with navy blue lettering
Navy dress pants (grades 1-4), khaki dress pants (grades 5-8), or navy walking shorts with a belt
Socks: white crew
(Summer uniform shorts must be purchased from Flynn and O'Hara)

Proper Attire

SPECIAL NOTES ABOUT PROPER UNIFORM ATTIRE AND SUPPLIES

- 1. All blouses and shirts must be tucked in – not rolled or folded.**
- 2. Only opaque blue tights are acceptable - not stockings.**
- 3. Only plain white undershirts may be worn under a boy's/girl's shirts.**
- 4. Uniform length cannot exceed 1 inch above the knee.**
- 5. Sport socks may not be worn with any uniform.**
- 6. Knee socks must be pulled up to the knee.**
- 7. Shoes must be properly laced and tied.**
- 8. Head coverings are not permitted to be worn with the uniform.**
- 9. Toys, skateboards, roller blades, scooters, wheelies, electronic devices, CD players, I-Pods, etc. must not be brought to school.**

N.B. If your child carries a cell phone for safety purposes, then it must be kept in his/her backpack and turned off during school hours.

STUDENTS IN VIOLATION OF UNIFORM REGULATIONS WILL HAVE SAME-DAY LUNCH DETENTION.

Dress Down Days

On Dress Down Days, students may wear jeans and a polo shirt, blouse, or T-shirt. **Hats are never permitted to be worn during school hours.** In hot weather a pair of shorts, **that cover the thigh**, may be worn. No article of clothing may be worn if it is torn or cut-off. It may not bear any offensive language or image as determined by the faculty and administration of the school. All attire for such days must be modest (**no bare midriffs**) in light of the school's Catholic nature and philosophy.

PERSONAL AND SOCIAL GROWTH

Personal and Social Growth is a necessary reflection of the philosophy of a Catholic School, which attempts to develop a fully committed Christian. As Christians, the students will respond to their responsibilities and obligations as they follow the two Great Commandments of Jesus. First: “You must love the Lord your God with all your heart, with all your soul, and with all your mind.” and second: “You must love your neighbor as yourself.” (Matthew 22:37-40)

Living these commandments helps the students develop self-control, a necessary element in personal growth and raises students’ awareness of their relationship with all community members. The observance of school rules is necessary to create an appropriate atmosphere for learning. Faculty and parents must work together to assist the students in their religious, academic, social, and physical development.

We expect the children to grow and develop in the following areas:

RESPECT RESPONSIBILITY COOPERATION SELF-CONTROL

Personal and Social Growth is necessary to foster and develop individual responsibility so all students can take full advantage of the educational programs offered. Teachers and students discuss the necessity for school-wide organization and need to incorporate school-wide expectations into the program of Personal and Social Growth for Saint Stanislaus Parish School.

In order to provide communication between home and school in regard to the Personal and Social Growth of the student and to encourage a positive change in behavior, conduct referrals will be issued to (Grades K to 3) and to (Grades 4 to 8). The conduct referral must be signed by a parent / guardian and returned the following day. **Absence of parental / guardian signature does not negate the conduct referral.** An accumulation of conduct referrals issued in a specific marking period will be reflected by a check mark on the report card.

The grading equivalent for Personal and Social Growth on the report card will be as follows for all students in grades 1-3:

Behavior Grade 1-3

- (4) Exceeding
- (3) Achieving
- (2) Growing
- (1) Emerging

Conduct referrals
will be reflected.
on the report card.

The grading equivalent for Personal and Social Growth will be as follows for all students in grades 4-8:

Behavior Grade 4-8

- | | |
|------------------------------|------------------------------|
| (4) Exceeding | at discretion of teacher |
| (3) Developing appropriately | 1-10 conduct referrals |
| (2) Needs Improvement | 11-20 conduct referrals |
| (1) Unsatisfactory | 21 or more conduct referrals |

The following Archdiocesan rubric will be used to assess each student’s Personal and Social Growth

**PERSONAL AND SOCIAL GROWTH RUBRIC
FOR GRADES 1 THROUGH 8**

CRITERIA	4	3	2	1
Cooperative	-considers the needs of the moment	-frequently considers the needs of the moment	-sometimes considers the needs of the moment	-rarely considers the needs of the moment
Respectful	-listens to, shares with, and supports others	-frequently listens to, shares with, and supports others	-sometimes listens to, shares with, and supports others	-rarely listens to, shares with, or supports others
Responsible	-fulfills assigned responsibilities with a high degree of effectiveness	-fulfills assigned responsibilities effectively	-fulfills assigned responsibilities with moderate effectiveness	-fulfills assigned responsibilities with minimal effectiveness
Self-Controlled	-chooses the appropriate behavior for the classroom	-frequently chooses the appropriate behavior for the classroom	-sometimes chooses the appropriate behavior for the classroom	-rarely chooses the appropriate behavior for the classroom

A student who receives an Unsatisfactory (1) or a Needs Improvement (2) on the report card is not eligible for honors in grades 6, 7 and 8.

Conduct Referral 4-8 Sample

Saint Stanislaus Parish School

Name _____
Date _____

Grade/Homeroom _____
Teacher _____

Personal And Social Growth

RESPECT

Demonstrates Positive Religious Attitudes

- 5 Misusing the name of the Lord
- 5 Lying
- 5 Displaying prejudice
- 5 Cheating or copying another's work
- 5 Stealing
- _ Other

RESPECT

Demonstrates Respect For Self and Others

- 5 Showing disrespect of self
- 5 Showing disrespect of others (i.e. mocking, name calling)
- 10 Showing disrespect of teachers/volunteers
- 5 Showing disrespect of the rights and opinions of others

RESPECT

Demonstrates Respect For Property

- 5 Showing disrespect for school property/personal property
- 2 Defacing copybooks, workbooks, and textbooks
- 1 Failing to cover textbooks
- _ Other

COOPERATION

Displays A Cooperative Attitude

- 3 Behaving improperly in lines, bathrooms or corridors
- 3 Being out of bounds
- 2 Violating lunch time regulations
- 2 Chewing Gum
- 2 Eating food during class time or in bus line
- _ Other

COOPERATION

Takes Pride In Personal Appearance

- 5 Violating hair code
- 1 Wearing incomplete uniform (school or gym)
- 1 Wearing makeup/nail polish
- 1 Wearing excessive jewelry
- 1 Wearing uniform improperly (school or gym)
- _ Other

RESPONSIBILITY

Accepts Responsibility

- 2 Lacking required materials for class
- 1 Failing to return home/school correspondence _____
- 1 Failing to bring absence excuse
- _ Other

SELF-CONTROL

Shows Growth in Self-Control

- 5 Behaving aggressively (verbally or physically)
- 5 Continuous disruption
- 3 Calling out/excessive talking/interrupting
- 3 Fooling or being inattentive in class
- 3 Leaving classroom seat without permission
- 3 Disobeying church, homeroom, dismissal procedures
- _ Other

Student Signature _____ Parent Signature _____

Conduct Referral 1-3 Sample

Form #159 NATIONAL SCHOOL FORMS Brewster, NY 10509

CONDUCT REFERRAL SAINT STANISLAUS SCHOOL 493 E. Main Street Lansdale, PA 19446 368-0995	STUDENT	DATE
	GRADE	DATE OF INCIDENT
	TEACHER	TIME OF INCIDENT
NOTICE TO PARENTS The purpose of this report is to inform you of a disciplinary incident involving the student.		
REASON(S) FOR REFERRAL:		
<input type="checkbox"/> FAILURE TO OBSERVE SCHOOL RULES <input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY <input type="checkbox"/> RUNNING IN HALL/CLASSROOM <input type="checkbox"/> DISRESPECTFUL TO AUTHORITY FIGURE	<input type="checkbox"/> ANNOYING TO CLASSMATES <input type="checkbox"/> HITTING ANOTHER STUDENT <input type="checkbox"/> RUDE/DISCOURTEOUS <input type="checkbox"/> _____	<input type="checkbox"/> RESTLESS/INATTENTIVE <input type="checkbox"/> EXCESSIVE TALKING/LOUDNESS <input type="checkbox"/> LATE TO CLASS <input type="checkbox"/> _____
ACTION AND RECOMMENDATION(S):		
<input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> DETAINED STUDENT <input type="checkbox"/> _____	<input type="checkbox"/> CHANGED STUDENT'S SEAT <input type="checkbox"/> TELEPHONED PARENT <input type="checkbox"/> _____	<input type="checkbox"/> REMOVED STUDENT FROM CLASSROOM <input type="checkbox"/> PARENT CONFERENCE REQUESTED <input type="checkbox"/> _____
<input type="checkbox"/> If a (✓) is entered in this box, Parent please sign & return. _____		
PINK - PARENTS' COPY BLUE - OFFICE COPY GOLD - TEACHER'S COPY		

DISCIPLINE

Discipline is a necessary reflection of the philosophy of a Catholic school. Effective discipline has as its end the development of students who respect themselves, other persons, and those in authority. The classroom teacher manages the discipline issues of the class and enlists the help of the administrator in cases involving serious or repeated misbehavior. Lunch detention may be imposed if warranted.

Disciplinary Probation Grades 1-3

The Personal and Social Growth assessment of a student in grades 1-3 may warrant disciplinary probation at the discretion of administration.

Disciplinary Probation Grades 4-8

An Unsatisfactory (1) in Personal and Social Growth indicates a failure in Personal and Social Growth. If a student receives an Unsatisfactory (1) in Personal and Social Growth for one trimester, the student is placed on disciplinary probation. The parent(s)/guardian(s) of a student placed on disciplinary probation will conference with the administration, the teacher, and the student at the beginning of the probationary period. The student is to Develop Appropriately (3) in Personal and Social Growth for the following trimester in order to be removed from probation. A student placed on disciplinary probation may or may not participate in class trips at the discretion of the school administration. If a student receives an Unsatisfactory (1) in Personal and Social Growth for two trimesters in one academic year, the student will be liable for dismissal from Saint Stanislaus Parish School.

Any student who is suspended from Saint Stanislaus Parish School for any reason is immediately placed on disciplinary probation, receives an Unsatisfactory (1) in Personal and Social Growth for that trimester, and may be excluded from class trips for the year.

Suspension and Dismissal Policy

Saint Stanislaus Parish School follows the Policy and Procedures of the Archdiocese of Philadelphia regarding suspension and dismissal of a student.

Formal suspension is a serious disciplinary action taken by the administration in regard to a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Suspension is a major step toward possible dismissal. Therefore, it is the responsibility of the administration to inform the parent(s) / guardian(s) of the seriousness of suspension and to seek immediate cooperation in a corrective program designed to resolve the student's problems.

Suspension Procedure

- A. Suspension is imposed for major infractions.
- B. A parent / guardian of the student will be informed of the school's actions.
 1. If, in the judgment of the administration, the student's action warrants removal from the school community for a period of time, a parent / guardian will be notified immediately of the school's intent.
 2. For in-school suspensions, those suspensions which do not warrant removal from the school community, the parent(s) / guardian(s) will be informed of the suspension by either telephone or letter.
- C. Following suspension, the parent(s) / guardian(s) will be interviewed by the administration.
 1. Students removed from the school community cannot be readmitted until the interview takes place.
 2. A parent / guardian must sign a formal agreement which signifies an understanding of the problem and must agree to assume responsibility for the student's future behavior.
 3. Any student suspended from school will receive an Unsatisfactory (1) in Personal and Social Growth on the trimester report card.
 4. The student is readmitted on probation for the next academic trimester.
 - 5. Suspension results in forfeiture of participation in class trips.**
- D. The formal agreement signed by the parent(s) / guardian(s) and a written report of the suspension remain in the student's file for one year after the student leaves Saint Stanislaus Parish School.

1. Suspension reports are not part of the student's permanent or cumulative record.
 2. Reports are only made available to authorized school personnel and parent(s) / guardian(s).
- E. A student is liable for dismissal with the second formal suspension.

Dismissals

- C. After two formal suspensions a student is liable for dismissal. Dismissal is at the discretion of the pastor and administration.
1. Ordinarily a minimum of two suspensions must be incurred before possible expulsion.
 2. If a student is dismissed, a parent / guardian may appeal the decisions to the Office of Catholic Education.
 3. Students who are dismissed may apply for readmission after one full year.
- D. In extraordinary circumstances, immediate dismissal may be warranted.
1. Expulsion from school will not occur without discussion, investigation, and evaluation by the pastor and administration.
 2. The pastor and administration will inform the parent(s) / guardian(s) personally that such a decision was necessary for the good order and morale of the school.

Examples of major disciplinary infractions:

1. Immoral behavior
2. Possession of dangerous or disruptive devices or substances (alcohol, drugs, etc.)
3. Gross defiance
4. Conduct failure
5. Theft
6. Vandalism
7. Truancy
8. Forgery
9. Fighting
10. Sexual harassment
11. Leaving school grounds without permission
12. Smoking or having cigarettes or tobacco products in possession
13. Verbal or physical threats, i.e. bullying
14. Inappropriate use of computers or internet
15. Any other serious or dangerous infraction

Violent/Threatening/Harassing Acts by Students and Parents

In accord with the Policies and Procedures outlined by the Archdiocese of Philadelphia, Saint Stanislaus Parish School will not tolerate violence, threatening behavior, or any harassing acts.

A student or parent who engages in any threatening, harassing, bullying, name-calling, or violent acts may be liable for dismissal. The school will investigate all such incidents promptly and confidentially. A student under investigation will be released to his / her parents or legal guardian and removed from the school pending the investigation.

If the acts involve a weapon, the school will report the incident to the Lansdale Police Department. Items that are not by their nature weapons may become weapons depending on how they are used. For example, a baseball bat, if used to strike someone, can be a deadly weapon. Where physical harm results, the Lansdale Police will be informed. A threat of violence by use of a weapon is a crime.

Bullying

A bully is a person who is cruel to others. Verbal, psychological or emotional abuse denies the dignity and respect deserving to all individuals and is therefore prohibited. This behavior will not be tolerated at Saint Stanislaus Parish School.

Harassment

Saint Stanislaus Parish School will not tolerate conduct by any student based on race, color, sex, age, national origin, or disability which harasses and unreasonably interferes with another's school performance, or creates an intimidating, hostile, or offensive school environment.

Retaliation

Retaliation in any form against a student who exercises his/her right to make a complaint under this policy is strictly prohibited and will itself be cause for disciplinary action. This behavior will not be tolerated at Saint Stanislaus Parish School.

Sexual Harassment

Basic Definition: For purposes of this policy, the term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, requests of sexual favors and other verbal, visible, or physical conduct of a sexual nature. Saint Stanislaus Parish School will not tolerate this behavior.

Child Abuse

The protection and welfare of the students are the goals and responsibilities to which the administrator, teachers, and school staff willingly dedicate daily efforts. The fulfillment of this responsibility requires constant vigilance and concern in all areas of the school operation. This is particularly true in the very sensitive area of child abuse. Because of daily interaction with students, teachers and the administration are in a position which permits identification of children who may be abused or neglected. If a teacher suspects that a child is being abused, the teacher must report this to the administrator, who in turn, after investigation, must enlist the services of the school nurse in determining if child abuse may exist. The administrator must report cases of suspected child abuse to Child Line, the Office of Catholic Education and the Victims' Assistance Office of the Archdiocese of Philadelphia immediately upon such determination.

Protecting God's Children Program

The document Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its November 2002 General Meeting and has been authorized for publication. Article 12 of the Charter calls for all dioceses to establish "safe environment" programs. Our Archdiocese is called upon to cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children.

The parish elementary schools, Prep programs, schools of special education and secondary schools will provide ongoing education to the students under their care around the issues of respect for one's self and body as well as assisting our children in realizing what constitutes the many aspects of a safe environment. Parents will be given insights into these instructional programs as we work together to educate the whole child.

Search of Student Personal Property

The school has the right to search desks and coat closets which are the property of the school. The school understands and upholds the right of privacy which a student has in regard to his/her bag. In circumstances of probable cause, the pastor and administrator may need to conduct a search of the student school bag. An attempt will be made to obtain the student's consent and to have a witness present.

Acceptable Use Policy for Technology *Catholic Schools of the Archdiocese of Philadelphia*

PURPOSE

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

GOAL

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

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

RESPONSIBILITIES OF USER

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

TECHNOLOGY USE GUIDELINES

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

Copyright/Intellectual Property: All urces 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.

Revised August 2006

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Examples of Unacceptable Uses:

- Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Do not use obscene, profane, lewd, vulgar, rude, or threatening language. Do not knowingly or recklessly post false information about any persons, students, staff, or any other organization.
- Users must not use a photograph, image or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial
- disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.
- Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password.
- Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
- Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example social networking sites such as myspace.com or facebook.com or gaming sites, except for educational purposes under teacher supervision.
- Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
- Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

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

Electronic Devices: Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.

Administrative Rights: The Office of Catholic Education or the school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers. Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

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

▪ *Revised August 2006*

Saint Stanislaus Parish School

Guidelines for Parent/Teacher Communication Using Email

Introduction

Saint Stanislaus Parish School recognizes that email (electronic mail) can be an effective form of communication within the organization and with the school community, in addition to phone calls and face-to-face meetings. As we expand the availability of the Internet to all classrooms, Saint Stanislaus faculty members have created email accounts to improve the efficiency and effectiveness of said communication. School administration reserves the right to decide if faculty can use email as a means of communication with parents.

Guidelines for Parent Communication via Email:

Faculty using email to correspond with parents must adhere to the following:

- ❖ Check email daily and reply in a timely manner.
- ❖ Use only the email address sanctioned by the school when communicating with parents.
- ❖ All email communication with parents and students (to and from) must be saved in a personal email folder for a period of one year. Emails that reside on school computers are not confidential and may be requested by the public under the *Open Records Act*.
- ❖ Using email as a communication tool is strictly voluntary. A parent cannot require that staff correspond via email. Similarly, a staff member may not limit their communication to email exclusively.
- ❖ Email messages should be consistent with professional practices for other correspondence. This includes grammar, format, and salutation.
- ❖ Email must never address issues that are contentious, emotional, or confidential in nature. Request a face-to-face or phone conference to deal with such issues.
- ❖ Emails should be short and directional in nature and only include facts.
- ❖ Faculty may email parents only when the parents have agreed to receive emails and have signed a consent form giving an email address.

Acceptable Use of Parent Communication:

- ❖ Email should be limited to communicating general information such as: class activities, assignments, tests, deadlines, and special events.
- ❖ Email may be used to arrange for a meeting/phone call regarding a student issue. Be sure to include a general description of the issue e.g. "I would like to arrange a meeting to discuss your child's lateness."
- ❖ Email may be used to follow-up on an issue that has previously been discussed.

Unacceptable Use of Parent Communication:

Emails should never address/include:

- ❖ Any discussion related to other students
- ❖ Personal information about other students
- ❖ Sensitive information that would normally be discussed face-to-face or by phone
- ❖ Any discussion related to other faculty/staff members
- ❖ Any discussion of a sensitive student issue not previously discussed or initiated by the parent

Suggested Email Responses:

If a teacher chooses not to use email or feels that the topic is too sensitive for an email response, here are a few responses which can be used:

Thank you for your email. Saint Stanislaus Parish School does not use email to discuss sensitive student information. In order to address your concerns and answer any questions you may have, please contact me through the school office (215-368-0995) and I will discuss this with you further.

Thank you for your email. I feel this concern is too sensitive for email. I would prefer to meet (speak) with you regarding this matter. I will contact you on (state date and time) to set a meeting date (discuss this further).

References & Acknowledgements:

These guidelines were modeled after similar guidelines found on the Internet for Pearland Independent School District (10/04) and Windham School District;
www.yourhomework.com article titled *Online Communication Guidelines for Teachers*.

Saint Stanislaus Parish School

Email Guidelines for Parents

Email may be a fast and convenient way for you to communicate, but this may not be the case for many of our teachers. Some teachers read their email in the morning before school, others read them at the end of the day, and some may read them during their lunch break. Many teachers prefer to use the phone to speak directly to parents about certain issues.

For these reasons, please note that should you choose to communicate with your child's teacher through email you may not get an immediate reply. In fact, you may not get an email reply at all, since the teacher will determine how best to speak with you: by email, by phone, or to schedule a personal meeting.

Please follow these guidelines when choosing email to communicate with the staff:

- ❖ Identify yourself in the subject line of your email message and, if appropriate, the name of your child.
- ❖ Send only non-vital messages through email. For example, DO NOT use email to inform the teacher of a transportation change. A teacher may not have time to read your message in a timely manner. The school handbook outlines the procedure for such notifications.
- ❖ Your child's academic progress, learning expectations, or behavioral issues are best addressed through a phone conversation or in person. An email message on these matters is not appropriate.
- ❖ For all medical or health concerns, please contact the school nurse by phone.
- ❖ Keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
- ❖ Remember that email is NOT confidential. Therefore, any confidential information should be conveyed by phone or in person.
- ❖ A good example of an email would be a request for a phone call or personal meeting with the teacher in which you suggest times and dates you are available.
- ❖ Mass emails are prohibited.

Email may be a quick way to send a message, but it is not always the best way to get a quick reply.

Saint Stanislaus Parish School
Email Authorization Form

Parent/Teacher Communication through Email:

We recognize that email has become a popular form of communication and a tool preferred by many of our parents. However, we also respect privacy laws and are mindful that email is not always secure and confidential. We would like to make email communication between parents and teachers a viable option at our school. Teachers and staff may not communicate with you via email unless we have a signed authorization form on file which lists your email address.

Student Name: _____ Homeroom: _____
(Please Print)

I grant permission for school information to be sent to me via email at the following email address:

Parent Signature: _____

Date: _____

Please return this completed agreement to your child's teacher.

SECTION IV

CURRICULUM

IV. CURRICULUM

ACADEMIC STANDARDS

Saint Stanislaus Parish School complies with the philosophy and guidelines of the Archdiocese of Philadelphia and the regulations of the Commonwealth of Pennsylvania regarding content and format of curriculum. The foundation of the educational program integrates faith with the development of the whole child. Saint Stanislaus Parish School strives to achieve academic excellence in a Christ-centered environment. A responsive and flexible approach to curriculum is provided to meet the diverse needs of all students. Students assume shared responsibility for their learning through liturgical, academic, and social experiences.

RELIGION

Saint Stanislaus Parish School's primary message to the students is the Gospel message of hope and salvation fully proclaimed in the person of Jesus Christ. The goals and objectives for catechetical instruction for the various grade levels are based on the Religion Curriculum Guidelines of the Archdiocese of Philadelphia, the National Catechetical Directory, and the Catechism of the Catholic Church. Prayer and worship are an integral part of the religious educational program.

INTEGRATED LANGUAGE ARTS

The Integrated Language Arts Curriculum (ILA) reflects the standards of the National Council of Teachers of English and the Pennsylvania Framework. Instruction in Integrated Language Arts has strong foundations in literacy: reading, writing, thinking, speaking, listening, and visualizing. Skills are further developed in critical thinking, literary evaluation, methods of research, competency in self-expression and metacognitive awareness. Integrated Language Arts includes instruction in reading, writing, vocabulary, phonics, spelling, grammar, and library/reference skills.

MATHEMATICS

The Elementary Mathematics Curriculum is a carefully planned program, consistent with Pennsylvania Standards and the Standards of the National Council for Teachers of Mathematics for mathematics instruction. The students are instructed in heterogeneous groups that combine the benefits of cooperative learning experiences, peer tutoring, and interaction with students of varying abilities. The Elementary Mathematics Curriculum is divided into eight levels of instruction beginning with Level 1 and extending to a Pre-Algebra Curriculum. A comprehensive level evaluation based on the Archdiocesan Curriculum is administered at the end of each year.

SCIENCE

The Elementary Science Curriculum aligns with recommendations of the National Science Teachers' Association and Pennsylvania Standards for Science and Technology. The discovery and inquiry approach is emphasized in the teaching of elementary science. Process skills are developed across the grade levels and differ in the degree of sophistication, quantitative nature, and application to content.

SOCIAL STUDIES

The Elementary Social Studies Curriculum is based upon the National Council for the Social Studies Scope and Sequence. The goals of the Social Studies Curriculum include the development of knowledge, skills, values, and social participation appropriate to the children's age and grade level. The content of the Social Studies Program is interdisciplinary, with emphasis on history and geography. Following the directives of the school philosophy, students are prepared to identify and understand the lessons of history and the challenges of a rapidly developing world, within the context of our Christian beliefs.

TECHNOLOGY

Students need to be computer competent and develop information-age skills. These skills include the knowledge and ability to access, organize, analyze, and communicate information and data. Computers and related technologies are utilized to motivate and empower students, encourage active learning, address different learning styles, and to enrich traditional teaching styles.

The computer curriculum focuses on two (2) goals: the development of basic skills related to the use of technology and integration of technology across the curriculum. The classroom teachers and computer teacher work together to ensure that computers in the classroom are integrated into classroom instruction. Applications taught in the computer lab are guided by the whole educational program. The students have a responsibility to use the computer and related technology properly. For this reason a technology acceptable use policy is enforced.

FINE ARTS

The Fine Arts Program at Saint Stanislaus Parish School provides students with a solid foundation in music and art concepts by creative experiences and study of the masters. Appreciation for the Fine Arts is interwoven throughout the curriculum.

Music

The goals of the music program are to enhance the knowledge of basic music concepts through study and performance, to foster and develop an appreciation for all styles of

music, and to develop basic vocal techniques by singing music of all periods. Music is related to student's curriculum for that grade level.

Art

The goals of the art department are to develop skill in using art materials through experimentation, manipulation and practice, to encourage individual expression, and to develop sensitivity to the artistic creations of others throughout history.

PHYSICAL EDUCATION

The PE program at Saint Stanislaus Parish School fosters the physical, spiritual, intellectual, social, and emotional development of the child. The program develops Christian values at all levels of instruction. Students grow in concern and sensitivity for the well being of each other, learn to respect their own bodies, and respect others as gifts from God. The underlying concept of the physical education program is cooperation, which stresses sportsmanship and self-esteem, rather than competition.

HOMEWORK

The purpose of homework is to provide reinforcement and practice of skills previously taught. It affords a parent / guardian the opportunity to be aware of material which has been presented. The amount of parental interaction in the completion of homework should be appropriate with the age / grade level of the student. Students are expected to work to the best of their ability. All class and homework assignments are to be completed carefully and submitted to the teacher on time. **Chronic lateness with assignments will result in disciplinary action.**

In an effort to encourage students to accept academic responsibilities all students in the Junior High Program (Grades 6-7-8) must abide by the following policy in order to achieve academic success.

- Students are responsible for completing all assigned homework, classwork, graded assignments, and projects according to the specifications below:
 1. Teachers will provide students with a reasonable time period to complete graded assignments and projects.
 2. Students are expected to submit graded assignments and projects on specified due dates.
 3. Test folders will be sent home **every Tuesday**.
 4. Teachers will record missing assignments on test folder.
 5. Missing assignments will be recorded on the white slip, attached to the folder, only once.
 6. The student is responsible for recording the missing work in his/her homework assignment book.
 7. The student is responsible for securing a parent's signature.

8. A parent signature indicates that the parent is aware of missing assignments and the parent will see that the work is completed.
9. The student is to return the test folder on Wednesday.
10. If a graded assignment is one day late, the student will not receive a grade higher than a 70.
11. The student has from Tuesday to the following Monday to complete graded assignments or projects once listed on the white slip attached to the folder. Students will obtain a 60 at the most for these assignments.
- 12. If a student fails to complete graded assignments or projects in this allotted time frame, he/she will earn a 0 for those assignments.**

- Individual teacher policies regarding the grading policy of homework will vary. Teachers will make the students aware of the policy.

Grades 1-2.....20-30 minutes
Grades 3-4.....40-60 minutes
Grades 5-6.....60-90 minutes
Grades 7-8.... 90-120 minutes

HOMEWORK FOR ABSENTEES

1 or 2 days – the student will conference with the teacher upon return and make up the work accordingly.

3 or more days due to illness or emergency – a parent / guardian may request all necessary assignments by calling the school office by 9:00 AM. A parent / guardian may obtain assignments from the front office after 3:15 PM or a sibling or a designated friend may pick up the requested assignments from the front office after 3:15 PM.

Vacation – missing assignments will be made up after the child returns from the absence.

Teacher and student will determine an appropriate make-up schedule upon the return of the student.

ASSESSMENT / TRIMESTER REPORT CARD

Pre-School

A Parent-Teacher Conference will be scheduled in October. Formal Progress Reports will be given in January and May.

Kindergarten

Parent-Teacher Conferences are scheduled three times during the school year. Formal Progress Reports are issued to students three times during the school year.

Grades 1-8

A student's progress is based on both formal and informal assessment by the teacher. Grades are determined by tests, class work, homework, class participation, independent projects, and a variety of assessment practices. A test folder is maintained for all students and sent home for parental review and signature. Parents / guardians are apprised of their child(ren)'s performance by **mid-trimester progress reports**.

Report cards are issued to students three times during the school year. The report card is designed to inform the parent(s) / guardian(s) of the progress of the student during a period of time. After reviewing the student's progress, parent(s) / guardian(s) will sign the report card and return it to the homeroom teacher.

Primary Report

The philosophy of the primary report is to report the progress of the young child. No numerical values will appear on the primary report card. The verbal interpretation of the letters will be emphasized with the parents. O (Outstanding) and U (Unsatisfactory) will not be used with great frequency.

Report Grades 4-8

Numerical grades will appear on the report cards of students in grades 4 through 8. No grades below 70 will appear on the report card. Failures of any grade below 70 will be indicated by "F".

End of Year Assessments

Assessments by the Archdiocese are administered at the end of the year for grades 4 through 8. These assessments are in Religion, Integrated Language Arts, Mathematics, Science, and Social Studies. In grades 1 through 3 end of year assessments are administered in Religion, Mathematics and Integrated Language Arts.

Standardized Testing

Saint Stanislaus Parish School adheres to the program for standardized testing as determined by the Archdiocese of Philadelphia.

HONORS

Students in grades 6, 7, and 8 are eligible to receive honors for their achievement provided they receive a 3 or better in Personal Growth, the special subjects: music, art, PE, computer, and the proper grade level for the particular honor. **Principal's Honors** are awarded to students attaining a grade of 95 or above in all subject areas. **First Honors** are awarded to students attaining a grade of 90 or above in all subject areas. **Second Honors** are awarded to students attaining a grade of 85 or above in all subject areas. **Effort Awards** are based on student performance as determined by teacher consensus.

NATIONAL JUNIOR HONOR SOCIETY

Saint Stanislaus Parish School has a chapter of the National Junior Honor Society.

Purpose

- to create enthusiasm for scholarship
- to stimulate a desire to render service
- to promote worthy leadership and citizenship and
- to encourage the development of character in the students

Eligibility

- Candidates must be second semester seventh graders.
- Candidates must have been in attendance for a period of 1 semester.
- Candidates must have a minimum cumulative general average of 92 with no grade less than 90.
- Candidates who meet the above criteria will then be considered based on their service, leadership, citizenship, and character.

Activities

- A school-wide service project planned by the members of the Honor Society
- An individual service project planned and performed by each member consisting of at least 10 service hours

**EFFORT AND STUDY SKILLS RUBRIC
FOR GRADES 1 THROUGH 8**

CRITERIA	4	3	2	1
Attends to task	<ul style="list-style-type: none"> -focuses on task -perseveres with task(s) when faced with problems -uses time effectively to complete task 	<ul style="list-style-type: none"> -focuses on task most of the time -frequently perseveres with task(s) when faced with problems -frequently uses time effectively to complete task(s) 	<ul style="list-style-type: none"> -focuses on task some of the time -sometimes perseveres with task when faced with problems -sometimes uses time effectively to complete task(s) 	<ul style="list-style-type: none"> -rarely focuses on task -rarely perseveres with task(s) when faced with problems -rarely uses time effectively to complete task(s)
Demonstrates organizational skills	<ul style="list-style-type: none"> -notebook is organized and complete;-uses the agenda to record all homework assignments and important dates 	<ul style="list-style-type: none"> -notebook is fairly complete but needs some organization of pages etc.; -uses the agenda most of the time 	<ul style="list-style-type: none"> -does not have notes and work up to date; notes are not in order, pages are falling out; -has agenda but rarely used 	<ul style="list-style-type: none"> -does not bring notebook, textbook, pencils, paper...
Completes assignments	<ul style="list-style-type: none"> -homework and assignments complete and answers have been checked and corrections are made 	<ul style="list-style-type: none"> -homework and assignments usually complete but answers are not always checked and corrected 	<ul style="list-style-type: none"> -some assignments and homework complete; answers checked occasionally 	<ul style="list-style-type: none"> -few assignments and homework complete answers not checked
Listens/follows directions	<ul style="list-style-type: none"> -listens to and fulfills assigned responsibilities with a high degree of effectiveness 	<ul style="list-style-type: none"> -frequently listens to and fulfills assigned responsibilities with a degree of effectiveness 	<ul style="list-style-type: none"> -sometimes listens to and fulfills assigned responsibilities with a degree of effectiveness 	<ul style="list-style-type: none"> -rarely listens to or fulfills assigned responsibilities with effectiveness

EFFORT AND STUDY SKILLS RUBRIC

Continued

CRITERIA	4	3	2	1
Participates in class	-volunteers to answer and ask questions; will help others; knows what needs to be done and does it	-participates when asked; begins to work when assignment is given	-rarely participates; starts work when reminded	-does not participate; has difficulty starting to work
Works cooperatively	-listens to shares with and supports others	-frequently listens to, shares with and supports others	-sometimes listens to, shares with, and supports others	-rarely listens to, shares with, and supports others
Works Independently	-remains on task without reminders; works quietly and efficiently using notes, textbooks, classroom materials	-works quietly on assignment asking questions when necessary	-quiet daydreaming; eventually may get to work on the assignment	-distracts others; talks to others instead of working; teacher must remind student about getting to work

	4	3	2	1
ADDITIONAL CRITERIA		FOR	GRADES	4 THRU 8
Employs critical thinking strategies	-fulfills assigned responsibilities with a high degree of skill and independence	-fulfills assigned responsibilities with a degree of skill and independence	-fulfills assigned responsibilities with moderate skill and independence	-fulfills assigned responsibilities with minimal skill and independence

ACADEMIC PROBATION

The mission of Saint Stanislaus Parish School encourages all students to reach their fullest potential through our academic program.

Academic Responsibilities for Students in grades 6, 7, and 8

A student in Saint Stanislaus Parish School 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 student's ability.

A student who does not fulfill his / her academic responsibilities in an academic trimester will be placed on academic probation for the next trimester of the school year. Academic probation is a designated time period of one trimester, during which evaluation of a student's progress is monitored. The terms of this agreement are outlined below:

1. The teachers will note the student who is experiencing academic difficulties in either assignments or test scores, and contact the parent(s) / guardian(s) to inform them of the possibility of academic probation.
2. The progress report issued prior to the report card will include a written notification citing the possibility of academic probation.
3. Written verification that the child will be on academic probation for the next trimester will be issued following receipt of the trimester report card.

Conditions and Consequences of Academic Probation

1. The parent(s) / guardian(s) and student will conference with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
2. The teacher will inform the parent(s) / guardian(s) of the student's progress. The process will follow the stated format:
 - parent contact
 - trimester progress report
 - periodic meetings with the student
 - trimester report card
3. If a student is successful in meeting the academic responsibilities of Saint Stanislaus Parish School, the student will be removed from academic probation.
4. If the student is unsuccessful in meeting the academic responsibilities of Saint Stanislaus Parish School, the administration will review the student's continued enrollment in Saint Stanislaus Parish School.
5. If a failure occurs in the final grade average in any subject, the student and parent / guardian must consult with the teacher and the student must complete the suggested summer program. Promotion to the next grade is contingent upon satisfactory evaluation.

6. A Saint Stanislaus Parish School diploma will be awarded to the eighth grade student who completes the requirements for promotion.

Note: Third trimester failures result in Academic Probation for the first trimester of the next year.

PROMOTION / RETENTION

Teachers will keep parent(s) / guardian(s) informed of the student's academic, social, and emotional progress throughout the school year. If a student experiences difficulty, the teacher will contact the parent(s) / guardian(s) in order to work towards prevention rather than retention. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s) / guardian(s). If retention is advised and agreed upon, the parent(s) / guardian(s) will receive an official notification which must be signed and returned to the school administration.

Any eighth (8th) grade student who fails at least two (2) of the three (3) basic skills (Reading / Writing / Math), or who has a failing end-of-year average, is required to attend summer school provided by the Archdiocese of Philadelphia, if they wish to attend an Archdiocesan High School in the Fall (Policies and Procedures / Archdiocese of Philadelphia). The school administration and teacher make the final decision in regard to non-promotion.

GRADUATION

A student who has not completed the requirements to remove him / herself from academic and / or disciplinary probation by the end of the third (3rd) trimester will not be eligible to participate in graduation ceremonies. Financial obligations must be satisfied prior to participation in graduation ceremonies. Procedures for graduation are determined by the administration and the eighth grade teachers.

RECORD DISSEMINATION

All information regarding students must be protected to safeguard the rights of the students against infringements of privacy, misinterpretation of data, and inappropriate use. Unless a court or custody agreement otherwise specifies, each parent / guardian is legally entitled access to all school records of the child(ren). Only the parent / guardian or parent(s) / guardian(s) having "legal custody" of the child(ren) have the legal right to make religious and educational decisions. If there is joint custody, then both parents must agree on life decisions.

Non-custodial parent(s) / guardian(s) who have legal custody, and therefore have the right to participate in the educational decisions affecting the child, are generally entitled to school related information. **All requests for this information must be submitted to the school office in writing with a self-addressed stamped envelope.**

SECTION V

SPECIAL ACADEMIC PROGRAMS

V. SPECIAL ACADEMIC PROGRAMS

LEARNING RESOURCE PROGRAM

The Learning Resource Program is designed to enable students with special learning needs to participate in Saint Stanislaus Parish School. Placement in the Learning Resource Program is determined by classroom performance, extensive testing, teacher recommendation, and consultation with parents. Students who qualify for the program are eligible beginning in grade two (2) for Language Arts. In grades five (5) through eight (8), the students participate in the program for Language Arts and /or Mathematics. The Learning Resource teachers employ cooperative learning techniques, partner activities, hands on activities, and individual small group instruction. A multi-sensory approach to language arts and mathematics is employed to respond to the individual strengths and weaknesses of each student. For the integrity of the grading system as well as the clarity of intention, the indication “M” will be noted on records that a student has received a modified curriculum and grades.

ACCOMMODATION PROGRAM

Saint Stanislaus Parish School is committed to providing for the needs of individual students. The Accommodation Program is designed to provide adaptations to the curriculum so that high expectations are maintained for all students. The administration, faculty, resource room teachers, and Intermediate Unit personnel work in consultation with the student’s parent to determine the need for classroom accommodations.

Parents are required to sign a permission slip before a student will receive classroom accommodations. Any student who participates in the Accommodation Program will receive a formal Accommodation Sheet in each trimester report card. A copy of the Accommodation Sheet will be placed in the student’s confidential file.

HONORS MATHEMATICS

The Elementary Honors Mathematics Program is intended to meet the needs of those students who are capable of completing the prescribed curriculum in seven (7), instead of eight (8), years. The students in this program are identified in grade three (3), and begin formal instruction in grade four (4). An Honors Mathematics teacher will instruct identified students in grades four (4) through eight (8). The Algebra I course used by the secondary schools in the Archdiocese of Philadelphia is the eighth (8th) grade honors curriculum.

The principle criteria for admission to this program, as stated in the Archdiocesan guidelines for the Honors Math Program, include:

- (1) Cognitive Skills Quotient of 125 or above

- (2) Standardized test scores in Mathematics above the 90th percentile and Reading, above the 80th percentile, and
- (3) Consistent scores of 90 or better on Archdiocesan Level Evaluations.
- (4) Periodic evaluation will be used to determine continued participation in this program.
- (5) Students may not enter this program after grade five.

Participation in the Honors Math Program is contingent upon the approval of the Archdiocesan Mathematics Committee.

MONTGOMERY COUNTY INTERMEDIATE UNIT ACT 89 / TITLE I

READING SERVICES

Remedial, corrective, and developmental reading reinforcement is provided by reading specialists. These services are administered by Saint Stanislaus School staff and the Montgomery County Intermediate Unit (Act 89/ Title 1).Students are considered for these programs based on their performance in the Terra Nova Test, Temple Informal Reading Inventory, and classroom teacher recommendation or parental request. These services are coordinated with the classroom teacher to maximize student reading, thinking, and learning potential.

SPEECH and LANGUAGE SERVICES

Speech and language services are provided by Act 89 through the Montgomery County Intermediate Unit. Children are selected to receive services when standards of sound production, fluency, language use, form, or content fall below normal standards for the child's age and ability. Referrals for evaluations are initiated by staff, parents / guardians or the children themselves. Evaluation and treatment are only provided following the consent of the parent / guardian.

MATH SERVICES

Remedial math services are provided by Act 89 through the Montgomery County Intermediate Unit. Students are considered for this program based upon classroom teacher recommendation, performance in the Terra Nova Test, and informal diagnostic tests administered by the I. U. teacher. These services are coordinated with the classroom teacher to provide the maximum benefit for the student. Service is only provided following the consent of the parent / guardian.

COUNSELING and PSYCHOLOGICAL SERVICES

The Commonwealth of Pennsylvania provides counseling and psychological services through the Montgomery County Intermediate Unit.

The school counselor provides quality service to Saint Stanislaus Parish School community by consulting with the school administration, faculty, and parents / guardians regarding individual students. Individual and group counseling is available to the students. The counselor recommends suitable referrals when needed.

After appropriate consultation, individual students are eligible for educational and psychological testing. The school psychologist consults with the school administration, faculty, and parents / guardians in order to prepare for the testing procedure. Following the testing, the school psychologist meets with the student's parents / guardians to review the complete report. After parental permission is secured, the school psychologist shares recommendations with the school administration and the faculty in order to provide the student with the assistance needed.

SECTION VI

SERVICES

VI. SERVICES

TRANSPORTATION SERVICES

The First Student Transportation Company, contracted by the North Penn School District, provides transportation services to Saint Stanislaus Parish School. This publicly funded service is available to families who reside outside a 1.5 mile radius of Saint Stanislaus. The students are escorted by staff members from the school yard, to the bus. **To ensure each child's safety, no student will be released to any adult from the bus line.** The children are expected to display safe and courteous behavior while traveling to and from school. Saint Stanislaus Parish School reserves the right to suspend any student from the bus for inappropriate behavior.

Bus procedures and evacuation drills are established by the school and the bus company, and practiced throughout the year. Transportation for field trips and other outside activities are chartered with a private bus company. This fee is assumed by the students(s).

SCHOOL ARRIVAL / DEPARTURE PROCEDURES

Supervision of students formally begins at 8:15 AM. For safety reasons no child is permitted in the building prior to 8:15 without special permission. Upon arrival, **after 8:15 AM**, all students must enter the building through the Lower Cahill school yard doors; **however, no student is to be dropped off in the school yard.** Siblings arriving with students participating in before-school activities must receive special permission from the school administration to arrive before 8:15 AM.

Walkers

At dismissal, walkers are escorted by a teacher to Lansdale Avenue, Main Street, and Third Street, where they are crossed by a designated crossing guard.

Bike Riders

Fifth to eighth grade students are permitted to ride bikes to school. Bike locks are required. Students must follow state and local bicycle laws, including the wearing of an appropriately sized helmet. A teacher escorts bike riders to the designated crossing guard at dismissal.

Car Riders

It is imperative for your child's safety that all car riders must always be dropped off and picked up only in the church parking lot. At dismissal, car riders are escorted by a teacher to Lansdale Avenue, where a designated crossing guard guides them to the church parking lot. Any adult picking up a student must leave the car and proceed to the drop-off area. There is to be no parking in the fire zones or reserved areas.

Change in Transportation

In the beginning of the school year, parents / guardians are asked to indicate how their child(ren) will arrive and leave school. Any change in transportation must be in writing, even if it is a change for only one (1) day. Transportation changes made over the phone will be verified.

Dismissal After Special Events

On school days when special activities occur in the afternoon the administration will not dismiss students to their parents individually before dismissal time. Normal dismissal procedure (i.e. written note and car riders in Church parking lot) will be followed. If a parent chooses to transport their child home, a car-rider note must be provided that morning and pick up must take place in the Church parking lot.

Before School Activity Transportation

Students attending a supervised before-school activity must be dropped off in the Church parking lot. They will be escorted across Lansdale Avenue by the crossing guard and then they must enter the school building through the Lower Cahill school yard doors and proceed to their activity immediately.

After School Activity Transportation

Students attending any after school activity will be dismissed to the school yard. Parents must wait in the lower parking lot if the cones are set up for the CARES Program.

Special Note: Students are not permitted to roller blade,, skateboard or ride scooters or wheelies to school.

LUNCH

Lunch Times:

Kindergarten.....12:15 PM to 1:05 PM

Grades 1 through 4.....11:55 AM to 12:35 PM

Grades 5 through 8.....12:55 PM to 1:35 PM

The children have lunch in the school cafeteria. The students are required to bring a lunch to school. They may purchase pretzels, juice, and small snacks in the cafeteria during the lunch period. The Home and School Association sponsors a school lunch every Tuesday and Thursday of each month (**October through May only**). Students must pre-order for all school lunches.

The cafeteria and school yard are monitored during the lunch period. The students are expected to treat one another and the lunch monitors with kindness and respect. The cafeteria and playground rules are as follows:

Cafeteria Rules

1. Everyone is to remain seated during lunch.
2. Conversation must be in a moderate tone.
3. Students are responsible for cleaning up their own lunch area.

4. Students are expected to follow the directions of teachers and cafeteria room personnel.

Playground Rules

1. Students are permitted to use equipment provided by the lunch program.
2. Fighting is forbidden.
3. Excessive running, pushing, or shoving is unacceptable.
4. Assigned play areas are to be used at all times.
5. No student may leave the playground without the permission of a teacher or lunch moderator.
6. When the lunch bell rings, students are to stop playing, and line up in designated location.

Monsignor Murray Playground Rules

1. Grassy area playground is for ages 6 and under only.
2. Keep sand in sandbox.
3. Store sandbox toys and replace sandbox cover before leaving.
4. Do not stand on sand box covers.
5. No chasing or tag games.
6. No throwing mulch or digging in the mulch.
7. No playing with the mulch.

HEALTH SERVICES

The North Penn School District provides our school with nursing services on one day. Saint Stanislaus Parish School provides its own nurse on the other days of the week.

The school nurse provides first aid and assists the students when they are not feeling well. The nurse checks heights and weights of the students in all grades. Scoliosis screening is provided for children in the seventh (7th) grade. Vision screening and auditory testing are administered according to state mandates. Physical and dental examinations can be performed by your personal health care provider, or by a professional supplied by North Penn School District.

MEDICATION

No student may carry any type of prescription or over the counter medication.

If a student needs to take medication during the school day, a parent / guardian must bring the medication to the nurse's office accompanied by a signed note from the doctor or parent / guardian, with complete instructions for dispensing the medication. Prescription medication and over-the-counter medication must be brought to school in the original container. **Note: Two (2) bottles should be requested from the pharmacy - one for home and one for school. Over-the-counter medication must be in the original container, labeled with the student's name.**

CARES PROGRAM
Children Are Receiving Extended Services
Before and After School Program

The **CARES Program** services working families who desire both a parochial school education and a supplementary care program in a Catholic environment, for children enrolled in kindergarten through grade eight (8). This program is limited to the students enrolled in Saint Stanislaus Parish School.

The **CARES Program** allows children to experience activities including indoor / outdoor recreational games and snack time. In addition, there is time set aside in the program to work on written homework under the supervision of a professional teacher.

CARES operates during the following hours:

Morning Program.....7:00 AM - 8:15 AM

Afternoon Program.....3:30 PM - 6:00 PM

The **CARES Program** operates on all school days including early dismissal days. The program does not operate on school holidays or snow days. Additional information, including fee schedule, is available upon request.

SECTION VII

PROCEDURES

VII. PROCEDURES

SCHOOL HOURS

Regular school hours are 8:45 AM to 3:30 PM. Early dismissals are 11:30 AM. Early dismissal dates are listed on the school calendar. Arrival time is 8:15 AM to 8:45 AM. Students must be supervised at all times by an authorized adult designated by the administrator; therefore, **students are not permitted in the school before 8:15 AM unless they are participating in a before-school monitored activity such as: band, choir, chimes, tutoring, etc.**

If a child arrives before 8:15 AM, they must take part in the Cares services.

Pre-School hours:

Pre-K 4s Monday, Wednesday, and Friday

AM Class 9:00-11:30

PM Class 12:30– 3:00

Pre-K 3s Tuesday and Thursday

AM Class 9:00-11:30

PM Class 12:30- 3:00

Kindergarten hours:

All Day - 8:45 AM to 3:30 PM

Morning - 8:45 AM to 12:15 PM

N.B. The CARES Program is available to provide before and after school services for students in grades K-8. All Kindergarten students may attend the morning session of CARES.

EMERGENCY CLOSINGS

School may be closed in the event of severe, inclement weather. School closings will be announced on radio stations WKYW (1060AM) and WNPV (1440 AM). The radio code number for Saint Stanislaus Parish School is #402. The Honeywell Instant Alert system will also be activated. The CARES Program will not operate if school is closed. In the event of a two (2) hour delayed opening, the CARES Program will begin at 8:00 AM.

HONEYWELL INSTANT ALERT FOR SCHOOLS

The Honeywell Instant Alert For Schools is the essential tool for notification of an emergency situation. The Instant Alert will be activated to deliver a single, clear message

to parents or guardians by telephone, cell phone, e-mail, pager, or PDA in any combination.

Instant Alert for Schools is internet based, allowing each family to maintain a secure, password protected online profile. Each family is responsible for keeping the profile updated with current information (<https://instantalert.honeywell.com>). Maintaining the accuracy of the family **Instant Alert** profile is very important in order for the school to make contact with the family.

EMERGENCY EARLY DISMISSALS

If an unexpected early dismissal is necessary, the **Honeywell Alert System** will be activated. Parents / guardians must establish an emergency plan for their child(ren), instructing them (a) where to go and (b) what to do, in the event that school is closed for an emergency. **This plan must be in writing and be submitted to the office to be filed with the Emergency card.** Each student should know the emergency procedure that is on file, no last minute changes can be made. Individuals are contacted according to the order they are listed on the Emergency Card. **If the school is unable to make contact, students will remain in school until they are picked up by a parent / guardian.**

EMERGENCY DISMISSAL PLAN

Each family is required to fill out an **Emergency Dismissal Plan** form and submit it to the office to be placed on file with the **Emergency Cards**. This plan will outline the instructions your child(ren) are to follow (a) where to go and (b) what to do in the event the school is closed for an emergency. If this plan needs to be revised during the course of the school year, parents are to notify the school office immediately regarding the changes and submit an updated form.

DELAYED OPENING

In the event that the school has a two hour delayed opening The following would apply:

The school day would begin at 10:45

The CARES program would begin at 8 A.M.

The morning Kindergarten students would come to school at 10:45 and stay for the remainder of the school day.

EMERGENCY CARD

A parent / guardian must complete two (2) Emergency Cards and an Emergency Dismissal Plan for each child. This information is required in case of an accident or an emergency closing. The cards are filed in both the main office and the nurse's office. If a parent / guardian cannot be reached, the office will contact the person(s) indicated on the Emergency Card in the order specified. It is imperative that the Emergency Card be complete and current. **For the safety of each student, the office should be notified immediately of any changes**

FIRE DRILL

Safeguarding human life takes precedence over all other considerations. Students and personnel are trained to leave the building in an orderly manner, and proceed to their assigned posts. These locations are posted in classrooms, gym, and other rooms. Fire drills are practiced frequently to ensure the highest degree of obedience, order, and control in the mass evacuation of the building. Periodically, fire drills are observed by the local fire department. Handicapped students have specific routes assigned to them for safe and easy evacuation.

EMERGENCY SITUATION

Procedures are in place in the event of an emergency such as **Lock Down, Evacuation, and Shelter in Place.**

FACULTY MEETINGS

Faculty meetings are scheduled throughout the school year. The dates are posted on the monthly calendar. The children are dismissed at 11:30 AM. The CARES Program will operate on faculty meeting days.

RELEASE OF A CHILD

A child will not be released to a non-custodial parent / guardian without the written consent of the custodial parent / guardian. To determine the custodial parent / guardian, Saint Stanislaus Parish School requests, from all separated or divorced parents of children enrolled in the parish school, a copy of the Court Order adjudicating the determination of custody. This Court Order is placed in a confidential file.

PHOTO RELEASE

In order to promote and market Saint Stanislaus Parish School, contact with the local media may occur. Parent(s) / guardian(s) must sign a photo release form to permit Saint Stanislaus Parish School to use a student's photograph for newspapers, flyers, posters or any publication.

TRANSFER

Parents/ guardians should notify the school office in advance of their plans to transfer students. Name, address, and telephone number of the new residence and school are needed to complete transfer papers. It is also necessary to sign a release of records form and to state the reason for withdrawal. Records will be mailed to the receiving school upon request. Parents / guardians are expected to reconcile all financial obligations before school records can be forwarded to the receiving school.

FIELD TRIPS

Educational class field trips are permitted, but not required. **Student participation in any field trip is a privilege, and is at the discretion of teachers and administration.** Field trips are considered to be a regular school day and attendance is expected. Written permission from a parent / guardian for students to participate is required for any trip. A faculty member accompanies the students.

VISITORS DURING SCHOOL HOURS

Anyone visiting school during the day must enter through the door to the **Main Office** which is monitored by a **security system**. Out of respect for the learning process, **teachers or students may not be disturbed during the day unless there is an urgent reason cleared with administration or main office personnel.** Volunteers are most welcome and needed in our school. All volunteers must report to the Main Office, sign the register, and obtain a visitor's pin before proceeding to their destination.

APPOINTMENTS - ADMINISTRATION

All requests for an appointment with the principal must be scheduled through the school office via note or phone call. Every effort should be made to resolve student problems with the appropriate teacher before seeking an appointment with the administration.

APPOINTMENTS - TEACHERS

Parents / guardians may schedule individual conferences at any time during the school year. Scheduling should be initiated through a written request. The teacher will contact the parent / guardian to confirm both the date and time of the conference. A teacher may request a conference as the need arises. Due to the daily responsibilities of the teacher, unscheduled conferences are not permitted.

CONFERENCES

Communication between parent / guardian and teacher is vitally important to a child's progress. Mandatory conferences are held for all students in grades one (1) through eight (8) during the first trimester. Pre-School and Kindergarten will have additional conferences throughout the year as noted on the school calendar. Parents / guardians are welcome to conference with personnel offering special service, and with administrators (See "Appointments with Administration" and "Appointments with Teachers").

BOOKS AND MATERIALS

Books and materials must be carried in a school bag both to and from school. Books are to be covered. It is suggested that workbooks be covered with clear contact paper, while textbooks must be covered with removable paper materials or book socks. Students are not permitted to write, draw, or deface in any manner, copybooks, book covers, pencil

cases, or any other school supplies. Lost or damaged textbooks or library books are the responsibility of the student, and must be replaced at the student's expense. Children are not permitted to bring correction fluid to school.

STATIONERY

At the end of the school year, children receive a list of supplies needed for the following year. Some supplies must be purchased from our school store for the sake of uniformity. On the first Thursday of the school year adult volunteers help sell supplies. On that day children are to bring their list with the exact amount of money in an envelope with the child's name on it. Religion books are sold at this time. All supplies are needed by the first Monday of the school year. School supplies are sold daily in our school store from 8:30 AM to 8:45 AM.

FAMILY INFORMATION

A parent / guardian must immediately notify the school office of any change in address, telephone number(s), employment, Emergency Card information, or Emergency Dismissal Plan.

COMMUNICATION ENVELOPES

Good communication between home and school is vital to the continued success of our Saint Stanislaus Parish School programs. Every Wednesday the youngest child in the family will receive an envelope containing school information. The envelope is to be signed and returned the next day **to the homeroom teacher**. Any correspondence or monies from home should be in a properly labeled envelope. **If a student misplaces the communication envelope, it is the parent's responsibility to inform the office and a replacement will be provided for a fee.**

LOST AND FOUND

Any removable pieces of clothing (sweaters, sweatshirts, etc.) or any piece of school equipment (lunch boxes, pencil cases, etc.) must be labeled with the student's name. Identified items will be returned promptly to the student. Unidentified items will be kept in the Lost and Found box in the cafeteria.

SCHOOL TELEPHONE

The school telephone is for official use only. Students will be permitted to use the telephone only in case of emergency. Any student who wishes to use the school telephone must present a note, from the teacher, before the administration / office staff will grant permission for the student to use the telephone. It is the student's responsibility to check school supplies before leaving home. A student will not be permitted to call home for books, lunch, gym supplies, homework, musical instruments, school and / or extracurricular related materials.

SECTION VIII

PARENTAL INVOLVEMENT

VIII. PARENTAL INVOLVEMENT

HOME AND SCHOOL ASSOCIATION

The Saint Stanislaus Parish Home and School Association is an organization intended to provide teachers and parents, as well as other parishioners, with opportunities to learn how to become more effective in their roles. As the name of the organization suggests, it brings together the two most important influences in a child's life: the home and the school.

Constitution And By-Laws

Article I

Name

The name of this organization shall be the Saint Stanislaus Home and School Association.

Article II

Objectives

- Provide for the advancement of Catholic education and the welfare of all children of Saint Stanislaus Parish School.
- Provide a network for communication among Pastor, administration, faculty, parents, and parish members.
- Enhance the parents' and the teachers' role in the education of the child by increasing their knowledge of education and its processes, interest in civic affairs, their mutual understanding of children, and by providing an opportunity for parents and teachers to work together for the good of the child.
- Sponsor fund raising projects and social activities that will benefit the children of Saint Stanislaus Parish School.
- Provide opportunities for all to participate in school functions, events, or programs according to interest and time available.

Article III Authority

The Pastor has the responsibility for the management of the parish school and receives that power from the Archbishop. This association shall function only with his consent and receives its authority to act directly from the Pastor.

Article IV Membership

The membership shall be open to parents of Saint Stanislaus Parish School students and all interested parishioners. Furthermore, meetings shall be open to all members of the parish, but voting is open only to dues-paying members. Faculty members are exempt from the dues-paying requirement but enjoy all other privileges of membership. Dues shall be payable annually and will be included in the Saint Stanislaus Home and School Treasury.

Article V Officers

Section 1: The Officers of this association shall be a President, a First Vice-President (both of whom must be Saint Stanislaus parishioners), a Second Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer. The term of office shall be for two (2) years and no person shall be eligible to hold the same office for more than two (2) consecutive terms.

Section 2: The President shall preside at all meetings of the association and of the Executive Board; shall perform all the duties pertaining to the office; shall appoint special committees; shall be an Ex-officio member of all committees and shall receive notice of all meetings.

Section 3: The First Vice-President shall perform these duties whenever the President is absent and shall assume the duties of that office until the next election if the office of President becomes vacant. The First Vice-President also administers standing committees.

Section 3.1: The First and Second Vice-Presidents will share the duties of coordinating standing committees as determined by the Executive Board.

Section 4: The Recording Secretary shall keep a minutes book showing a true and accurate record of all meetings of this association and of the Executive Board, and shall send notices of regular meetings to members prior to said meetings.

Section 5: The Corresponding Secretary shall conduct the correspondence of the Home and School Association.

Section 6: The Treasurer shall:

- receive all bills and present them to the Pastor for approval
- receive all monies of the organization and deposit same in authorized depository
- pay all obligations of the organization after they have been authorized
- keep vouchers for all disbursements for seven (7) years
- keep a record of all monies received and disbursed
- submit a verbal financial report at each general meeting in addition to a written report which will be made available to members upon request
- compile an annual financial report to be presented to the Executive Board and General Membership
- sign all checks (all checks shall have two (2) signatures); persons authorized to sign checks are the Pastor, the Priest Moderator, and the Treasurer.
- present the Ledger annually to the Pastor for auditing.

Section 6.1: Copies of the Treasurer's report shall be given annually to the Pastor, Business Manager, Parish Finance Committee, Principal and to all others upon request.

Article VI
Executive Board

Section 1: The administrative body of this Association shall be known as the Executive Board. The Board shall consist of the Association's President, Vice Presidents, Secretaries, Treasurer, immediate past president, two faculty representatives and the chairpersons of all permanent committees. The Pastor or a Priest-Representative of the parish, and the school principal will serve as Ex-Officio members.

Section 2: No salaried employee of the parish may be elected to the Executive Board.

Section 3: A quorum of the Executive Board shall be a simple majority of the members thereof.

Section 4: Meetings of the Executive Board shall be held at the call of the President, Pastor, or any three members of the Executive Board.

Section 5: The Executive Board shall fill any vacancies among the Officers of the association within thirty (30) days to fill a remaining term, subject to subsequent approval of the Pastor and the membership.

Section 6: The Executive Board shall have the right to add or delete permanent committees, and shall have the power to appoint temporary chairpersons subject to Pastor's approval.

Section 7: Standing Rules:

(a) No fund-raising activities shall be undertaken without the consent and approval of the Pastor and these monies shall be expended only with his approval.

(b) The Saint Stanislaus Home and School Treasury shall consist of funds acquired through membership dues, in-school funds, and specified donations.

Article VII Elections

Section 1: Nominations for officers shall be solicited by a nominating committee of three members selected by the Executive Board at least two months before the May-June election meeting. The nominating committee shall report at this meeting the names of candidates for each office to be filled. Additional nominations may be made from the floor at the nominating meeting. The consent of all nominees must have been obtained.

(a) Candidates slated for the offices of President, Vice-Presidents, or Treasurer shall have an attendance record of a majority of meetings held in the preceding year.

(b) The Nominating Committee shall advise any persons interested in the position of Treasurer that they should have some knowledge of bookkeeping.

(c) Candidates running for the positions of Recording Secretary and Corresponding Secretary shall be members in good standing of the Home and School Association.

(d) All nominations are subject to Pastor's approval.

Section 2: Voting shall be by secret ballot by members (dues-paying) attending the election meeting. Ballots will be opened and counted prior to the conclusion of this meeting.

Article VIII General Membership Meetings

Section 1: The election meeting shall take place at the last business meeting of the school year.

Section 2: There shall also be meetings during the school year at such times as the President of the Executive Board shall decide.

Section 3: A Home and School Association Meeting will have two (2) parts: a business meeting and an educational program both open to discussion and exchange of ideas.

It is recommended the meeting be limited to two (2) hours or less. The date and the program for the next meeting should be announced, along with the dates of committee meetings. It is suggested that refreshments be served at the conclusion of General Meetings to promote social contacts.

Sections 3: At regular meetings of the association, those present shall constitute a quorum.

Article IX
Parliamentary Procedure

The rules contained in Robert's Rules of Order, Revised shall govern this Association in cases not otherwise covered by this Constitution and By-Laws or Standing Rules.

Article X
Amendments

Amendments to these By-Laws shall be proposed in writing at one membership meeting, submitted to the Pastor for approval, and voted on at the next meeting. A two-thirds vote of the membership attending is necessary to amend.

Article XI
Adoption of By-Laws

These By-Laws shall be adopted by a majority vote of the entire Saint Stanislaus Home and School Association and shall take effect immediately after the adoption and upon approval by the Pastor.

PARTNERS IN EDUCATION

Participants join the reading, mathematics, science, and computer teachers in a volunteer partnership to help the students. Small group activities, individual help and laboratory set-ups are some of the tasks involved in Partners in Education. Training is provided as part of this program. Volunteers participating in Partners in Education must obtain a Pennsylvania State Police Criminal Record Check, a Child Abuse Record Check, and a Safe Environment Certificate. Forms are available in the school office. Volunteers must enter the building through the Main Entrance to obtain a visitor's pin and sign the register (See "**Visitors During School Hours**").

VOLUNTEERS

Volunteers are vital to the community life of Saint Stanislaus Parish School. Adult volunteers are welcome to work with the school as aides in the library, classroom, and as members of the Home and School Association. Volunteers may sign up for a variety of activities at Registration, September Back-to-School Night, or by calling the school office. Coordinators of these activities will contact volunteers as the need arises. There is no special training needed to be a volunteer. Volunteers participating in school activities on a regular basis must obtain a Pennsylvania State Police Criminal Record Check, a Child Abuse Record Check, and a Safe Environment Certificate. Forms are available in the school office. Volunteers must enter the building through the Main Entrance to obtain a visitor's pin and sign the register. **Volunteers should not interrupt the learning process by unscheduled conferences and visits to the classroom** (See "**Visitors During School Hours**").

SECTION IX

HANDBOOK AGREEMENT

IX. HANDBOOK AGREEMENT

HANDBOOK AMENDMENTS

The administration retains the right to amend the handbook for just cause. Parents / guardians will be notified if changes are made through the weekly communication envelope.

HANDBOOK AGREEMENT

Dear Parents / Guardians:

You are requested to read this handbook carefully and to go over the contents with your child(ren). Having read it, you are asked to sign and to remove the bottom half of this page and return it to the school office. This agreement will be kept on file in the Principal's office. The Saint Stanislaus Parish School Handbook is intended to enhance the communication between home and school. Thank you for your commitment to Catholic education.

Detach and Return to School

HANDBOOK AGREEMENT

Family Name (please print)

We have read and agree to be governed by this handbook.

Parent / Guardian Signature

Parent / Guardian Signature

Student Signature (Grades 4-8)

Student Signature (Grades 4-8)

Student Signature (Grades 4-8)

Children in grades K-3 are not expected to sign the above; however, the parent's / guardian's signature indicates agreement.

SECTION X

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