

STUDENT & PARENT HANDBOOK



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Saint Margaret School

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IMPORTANT

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

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

Mission Statement

St. Margaret Catholic School, a ministry of St. Margaret Parish, exists to educate the children of the parish and those who embrace our philosophy of educational excellence in the Catholic tradition through “Service to God and Others.” Guided by Diocesan Curriculum and the traditions of the Sisters, Servants of the Immaculate Heart of Mary, our students are empowered to excel in academics. Fed and nourished by the Holy Eucharist, our students strive to become active participants in society and the church.

We believe that..

- ❖ The Catholic school is part of the community of faith and a ministry of the Church.
- ❖ Effective education develops the whole person while providing a positive educational experience.
- ❖ Every individual is created in the image of God and has inherent worth; therefore, we value and respect the dignity of each student.
- ❖ The success of the student is enhanced by parents and/or other influential adults through their support and involvement.
- ❖ Students are given the opportunity to grow in their commitment of service to God and others.
- ❖ A quality education can be attained only in an orderly, just, welcoming, and compassionate school environment where students value their accomplishments.
- ❖ Each student should take an active role in his/her learning.
- ❖ Children are our community’s most valuable asset.



Administration and Office Staff

Father Joseph Ganser

Pastor

Mr. Waldo Alvarado

Principal

Mrs. Maria Castillo

Financial Manager

Mrs. Sara Castillo

Development Coordinator

Mr. Juan Pedroza

Director of Religious Education

Miss Celia Garcia

Tuition Coordinator and Secretary

Mrs. Karen Weidman

Lunch Administrator and Office Assistant

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SECTION I: Admissions and Enrollment

ADMISSIONS REQUIREMENTS

St. Margaret School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to its students.

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

The school follows the Diocese of Allentown age requirements for admission. In the case of children coming from different public-school districts, the school administration determines the admission date. For example: A student who is 6 years old by October 15th is eligible for first grade. The age for admission to kindergarten should be one year less than that of the first grade. Children must be fully toilet-trained. Each child will be tested to determine their grade appropriate level.

The following forms must be presented at the time of registration:

- ❖ Birth Certificate
- ❖ Baptismal Certificate (regardless of home parish)
- ❖ Immunization Records
- ❖ Physical (K and Grade 7)
- ❖ Most recent report cards
- ❖ Letter from Pastor (if not in this Parish stating active membership)
- ❖ Application Form
- ❖ Home Language Survey
- ❖ Transportation Form

Once all paperwork is completed the student will be

- ❖ Interviewed by the staff
- ❖ Given an entrance test
- ❖ Admittance to be determined by administration

If accepted the parent will:

Complete the tuition agreement form

Pay the registration and stationery fee
Complete the scholarship application
Put their banking information into STS

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

Diphtheria, 4 doses Toxoid—one after the fourth birthday
Tetanus, 4 doses Toxoid—one after the fourth birthday Polio,
3 doses Trivalent Oral Vaccine
Measles, 2 doses of vaccine
Rubella, 2 doses of vaccine Mumps,
2 doses of vaccine Hepatitis B, 3
doses of vaccine
Varivax, on/after 1st birthday **OR** history of Chickenpox disease

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

The state does not require Pertussis, Haemophilus influenza B (HIB) or smallpox vaccine, but parents should check with their physician for current practices.

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

REGISTRATION

Registration for new students is rolling. This registration is only for new students. Registration information is communicated through school regular communication and the parish bulletin. There is a non-refundable fee due at the time of registration. Registration fees are made public with tuition costs. The registration fee is a separate fee and not a part of tuition.

RE-REGISTRATION

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the website and app in November prior to the next school year. There is a non-refundable fee due at the time of re-registration. All financial obligations must be current before re-registration and scholarships can be processed.

STATIONERY

There is an initial \$10.00 fee for stationery that purchases a student's calendar, copybooks, and communication folders. Additional stationery is required to be purchased by the student. A stationery list is posted on the school website for each grade. Students are expected to have all stationery for the first day of school. During the school year, available stationery items can be purchased from the school office each morning. Any supplies which are exhausted must be replenished by the student. The teacher is not responsible for providing supplies. The fee for students in Pre-school is \$55.00. The additional cost pays for the purchase of a chair pocket and sleep mat.

TUITION

Our school provides quality Catholic education through the efforts of our faculty, staff, Home and School Association(HSA), volunteers, parish community, and most of all, through the sacrifices made by the parent(s)/guardian(s) of the students enrolled here.

Tuition is determined in January for the following school year. The school may also impose fees for other items, such as extracurricular activities, field trips, books and registration.

This information is communicated to the school parents/guardians through the weekly communication information found on the school website. In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Our school uses the services of **Simple Tuition Solutions (STS)** to collect tuition. Both parents are jointly responsible for tuition and other fees charged by the school. Report Cards will be held at the end of the year until all tuition is paid in full. Failure to make payment may result in disenrollment. If you have difficulty paying tuition according to the agreement signed at registration, please contact the school office to discuss a plan.

SECTION II: Academic Program

CURRICULUM

The goal of our curriculum is to provide learning experiences by which children might grow and develop their potential spiritually, mentally, physically, academically, and socially. The Diocesan Guidelines determine the content of the curriculum. The Guidelines outline the specific skills to be mastered in the major subject areas: Religion, Mathematics, Language Arts (Reading and English), Science, and Social Studies. Kindergarten through grade 8 follows these guidelines. Instruction in Art, Music, and Physical Education enhances the basic curriculum.

SACRAMENTAL PROGRAM

As part of the Religion Curriculum, Catholic students in grade two receive the sacrament of Reconciliation and students in grade three receive the sacrament of Holy Eucharist. Preparation for Confirmation begins in seventh grade and continues through into eighth grade. In grade eight students receive Confirmation. Since religious education is primarily a parental responsibility, mandatory parent meetings are held to clearly establish the roles of family and school during these important times of preparation. Parents of children in these grades are required to take an active part in preparing their children for reception of these sacraments. These include being sure that their family attends and participates in Sunday Mass.

Since practice of our faith goes hand in hand with knowledge of faith, we provide our children with the opportunity to attend Mass on a weekly and monthly basis. Various other special holidays and holydays also afford us the opportunity to worship together as a school family. Parents are always invited to worship with us.

LITURGICAL CELEBRATIONS

Liturgies during the school day include Mass and other prayer services. Students in grades 2 through 8 receive the Sacrament of Penance throughout the year. We encourage parents to receive this sacrament with their child(ren) frequently in their home parish. Students participate in the Stations of the Cross during the Season of Lent. Parents are encouraged to attend liturgical celebrations. Non-Catholic students will attend all liturgical celebrations and participate as permissible.

STUDENT ACADEMIC RESPONSIBILITIES

The student is responsible for completing all class assignments and homework on time. Incomplete homework assignments will result in a consequence appropriate to the grade level.

CLASS PARTICIPATION

Students are expected to:

1. Give attention and respect to the teacher at all times
2. Show respect and concern for other students by a willingness to share and to take turns
3. Actively participate in class by responding orally or in writing as circumstances dictate

STUDENT PROGRESS MONITORING

FACTS is the program utilized for reporting to the school community. Families are issued individual student access account codes and secure passwords for each registered student. The families may access the student's grades online through the Internet website. Student Progress Reports are available to families at approximately mid-trimester. A failing grades is any grade less than a 70%.

PREPAREDNESS

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class.

Daily performance of students is assessed by (both) the teacher and the student. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

HOMEWORK POLICY

Homework, an extension of school experiences beyond the classroom, includes written and study assignments with emphasis on study. Its purpose is to reinforce skills taught in the classroom, to develop study and memorization skills, to encourage reading for information, and to develop creative ability, critical thinking and special talent through a project assignment. Homework includes both written and study assignments, and should be done by the students independently. While this does not preclude parental help or interest, the assignments should not require extensive parental assistance or supervision. Ample time should be allowed for the out-of-class research assignments or projects. Parents are expected to see that homework is completed. A written note of explanation is required if for any reason an assignment cannot be completed.

In the event of absence or suspension, all homework and missed assignments are to be made up. Students must consult their teacher(s) in regards to missed assignments to determine an appropriate due date for makeup work. It is the student's responsibility to find out what he/she missed while ill or absent. The student should ask to take any quizzes or tests that were missed. Teachers are not to be expected to approach students in this regard. In the case of dental, medical or optical appointments, the same responsibility as described above must be assumed by the student.

Homework time allotments (guidelines):

Kindergarten - 10 minutes

Grades 1 & 2 – approximately 30 minutes

Grades 3 & 4 – approximately 60 minutes

Grades 5 - 8 – approximately 90 minutes

MISSED ASSIGNMENTS AND ASSESSMENTS

Students are responsible for making up missed work and tests. Missed assessments and assignments will be made-up at the discretion of the teacher but must be completed within one week of the return to school.

Incomplete or missing assignments will be recorded as MISSING in the gradebook and are subject to late penalties which can result in a failing grade. If the student still has missing assignments, students will receive an INCOMPLETE (I) on their report card for the course. The work must be submitted satisfactorily to update the INCOMPLETE mark on the report card or the student may have to complete a summer program to advance to the next grade level. Students that submit late work within 2 weeks of the end of a trimester will not have the assignment graded and adjusted in the gradebook until the start of the next trimester to provide the teacher adequate time to review the assignment. A new report card can be issued after the grade is updated in the gradebook.

Students may not be excused from physical education class unless they have documentation from a doctor. Reasonable accommodations may be made for students with minor injuries which did not require the immediate attention of a physician; however, a note from the parent is required. If more than one class is missed in a trimester without documentation from a physician, the lack of participation will be reflected in the student's grade. If a student is not cleared for physical education, the student may not participate in CYO or other school athletic activities.

ACADEMIC PROBATION

Occasionally, despite intervention on the part of the school, a student may not be able to demonstrate mastery of the curriculum and achieve passing grades. When this lack of progress is a result of the student not fulfilling his/her academic responsibilities, the student will be placed on academic probation. A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for a period of time designated by the administrator. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school. If the school requires the student to receive academic supports and interventions, and the parent refuses those supports and interventions, the school reserves the right to make decisions regarding the continued enrollment of the student.

REPORT CARDS

Report cards are issued in December, March and June. Parents are asked to sign the envelope and return it to school within a week of issuance.

STANDARDIZED TESTING

The IOWA Test of Basic Skills (ITBS) is administered each year to students in grade levels determined by the administration. The results are utilized by the school for curriculum planning, flexible grouping, and progress monitoring.

PROMOTION OR RETENTION

A student is promoted if the student has achieved a proper balance of academic, social, physical and emotional development. At the first trimester report card period, the parent/guardian is informed of the student's academic, social and emotional progress.

Student progress is monitored throughout the school year. In October, the parent/guardian is informed of the student's academic, social and emotional progress. In January, the teacher will contact the parent(s)/guardian(s) of a student who continues to experience difficulty to discuss the possibility of retention and support services.

By the end of May, the teacher will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive official notification which must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

Retention is at the discretion of the administration in consultation with the teacher. Older students, who cannot achieve passing grades for the year, may be required to attend a summer program. This course of study must be pre-approved by the school and a final report of the child's progress must be submitted to the school before admission to the next grade in the fall.

FIELD TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that the school deems to be high risk. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. The student permission form will be sent home with the student prior to the field trip. The original permission slip must be returned to school prior to the field trip. At least one parent must sign the permission form.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate. If a parent(s)/guardian(s) does not wish a child to attend the trip for any reason, he/she should notify the principal. The child must attend school on the day of the trip or be marked absent. All school fees must be up to date for a child to attend a field trip.

GRADUATION

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation after all financial obligations have been met. Participation in graduation is a privilege, not a right. The school has the right to deny any eighth-grade student from participating in graduation exercises if, in the view of the school, the student's conduct, academic or disciplinary record indicates that the privilege should not be extended. The administration will determine procedures for graduation exercises. In keeping with the policy of the Diocese of Allentown, closing exercises for the Eighth Grade are kept simple with concentration on the religious aspect of the event. Awards and diplomas are presented following the Eucharistic Liturgy.

SECTION III: Student Records

STUDENT RECORDS

Unless a court order or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Without a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/guardian with legal custody. Official school records will only be released to a new school if a student is no longer enrolled and tuition/fees is paid in full.

ACCIDENT / ILLNESS AT SCHOOL

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind may be given to the student. Only basic first aid may be administered. If a parent or emergency contact cannot be reached, Children and Youth Services will be contacted.

ABSENCES

The policies regarding this area are as follows:

- ❖ A student who has been absent from school, even for one day, is required to present a written note to his homeroom teacher. If a note is not returned upon the day of return, the absence will be counted as unexcused.
- ❖ Unexcused absences are unlawful.
- ❖ A doctor's certificate is required for absence of an extended nature (3 days or more). If a doctor's note is not provided, the absences will be counted as unexcused.
- ❖ If a child is going to be absent, a parent or guardian is required to call the school by 8:00 AM. Please leave a message on voicemail. The number to call to report absences is 610-375-1882.
- ❖ If your child's name appears on the attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Your child's safety and welfare are of great importance to us.
- ❖ In the case of illness or serious injury during the school day, a school official will contact the parents or adult whose name has been submitted to the office on the emergency contact form.

- ❖ Any child who stays home without his/her parent's knowledge, leaves the school premises or leaves the classroom during instruction without permission may be subject to suspension or dismissal.
- ❖ If a student accumulates 5 unexcused absences, a meeting with a parent/guardian will be required in order to develop an action plan for avoiding future unexcused absences. Failure to attend an action plan meeting will result in our school contacting your local school district to report truancy. Truancy may carry a fine. Future unexcused absences may result in the dismissal of the student from the school.
- ❖ Any absences beyond 10 days will require a doctor's note. Without a doctor's note, the absence will be documented as unexcused.
- ❖ Chronic absence from school without a diagnosed illness may be viewed as truancy and could result in notification of the proper civil authorities. An elementary student who accumulates twenty (20) or more unexcused absences for the year may be subject to the withholding of final passing grades, which may affect the student's promotion to the next higher grade. Any student who does not fulfill the mandatory requirements for attendance for the school year, will not be promoted to the next grade.

To arrange for the pickup of assignments of children who are absent due to illness, kindly call the school by 9:00 AM. This work may be picked up by the parent at the school office no earlier than 2:50. It is the responsibility of the student to complete work and tests that have been missed due to illness as stated in each classroom policy. If a child is absent from school, he or she may not attend any extracurricular activities related to school or CYO.

ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The Commonwealth of Pennsylvania mandates that a school is in session for a total of 180 days.

ARRIVAL

A child must come directly into the school upon arrival, but not before 7:30. Parents are asked not to leave a child at school before 7:30 AM since there is no supervision. All students will report directly to their classroom upon entering the school. Students in PK-3 and PK-4 are required to be signed in by a parent/guardian. Parents are not permitted to walk a student to their classroom unless administrative permission is granted.

DISMISSAL (END OF DAY)

Children are dismissed by their classroom teachers after prayer and announcements at 2:50. Children will only be released to individuals listed as a pickup option as indicated by the parent in our database. If an individual who is not a pickup option arrives to retrieve a child, they will be sent to the main office. The main office will contact a parent or guardian to verify that the individual is allowed to take the child from school. If an alternative pickup option is required, please send a note to school that indicates the following: Parent name and signature, date, reason for alternative pickup, and the name of the individual picking up. If a note is missing any of the information mentioned above, the child may not be released to the alternative pickup option.

DISMISSAL (EARLY) – INDIVIDUAL STUDENTS

(No child will be excused early except in cases of emergency.). Early dismissal may be granted in the case of doctor or dental appointments or family emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the office first, then sign the "SIGN OUT BOOK." Your child will meet you at the office. An appointment is not deemed an emergency, and therefore, prior notice is expected. If prior notice is not received, a child will not be dismissed after 2:15 PM.

If it is necessary for you to change your child's mode of transportation, please call the school office before 2:15. There is no guarantee that your child will receive the message if you call after this time. A written note must be given to the teacher prior to any change in dismissal.

LATENESS (School begins promptly at 8:00AM)

A student who arrives late (8:01 or after) for school must:

- ❖ report to the school office for an admission slip. Parents may not walk children to their classroom but should accompany them to the office
- ❖ present a note from his/her parent explaining the reason for the lateness
- ❖ present the admission slip to the teacher in the class

Consistent unexcused lateness will be considered parental neglect which may be reported to the local school district for further investigation. Lateness impacts on a perfect attendance record.



VACATION POLICY

If you are planning a vacation with your child(ren) during the school year, please first check the school calendar to determine the holidays and early dismissals so as to avoid having the child(ren) miss valuable presentations of curriculum. Vacations are unexcused absences per diocesan regulation. Assignments are given when a student returns from a vacation. Assignments will not be given in advance, only upon return to class with specific due dates. All work must be completed within one week of returning to school.

TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to meet with the principal to sign a permission form for the release of records. Records are not forwarded to another school until this form has been signed by the parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due to the school or parish. School records will be forwarded to the child's new school upon request from that school. Records will not be released until all financial obligations to school are met.

Every change of address, phone number or family name must be reported to the principal as soon as possible. Up-to-date records are needed in case of an emergency.

Section IV: Rules and Expectations

DISCIPLINE

We believe that discipline is fundamental to life. Discipline with Dignity is a necessary reflection of the Philosophy of a Catholic School which attempts to develop a fully committed Christian. It helps to develop a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

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

Serious infractions may result in an immediate suspension or dismissal and apply when students are on school property, on a bus, or at school sponsored functions. Examples of serious infractions include, but are not limited to the following:

Truancy, violent behavior, blatant disrespect for authority, possession and/or use of drugs, narcotics, tobacco, vaping materials or alcoholic beverages on school property or on the bus, vandalism, profane/obscene language or gestures, or engaging in immoral conduct, possession of any item which may present a danger to self or others both in school or out, and leaving school property without permission from a school authority.

DEMERITS / DETENTION

Infractions/demerits will be noted in the students' agenda on a daily basis. Parents/Guardians are responsible for reviewing the agenda weekly. After four demerits, a detention will be issued.

Students in Grades 5-8 will receive a demerit for each infraction of the rules. After two weeks Social Suspension for every additional detention after the first.

Calendar Code

1. Disrespect
2. No Calendar
3. Uniform
4. Homework
5. Unprepared for Class
6. Unacceptable Behavior

For grades K-4 refer to the policy presented by the teacher.

Any student in grades 5-8 who has received four (4) demerits on his/her calendar within one month will receive a detention. If a student receives a second detention, his/her parents will be required to meet with the teachers. A Social Suspension will be assigned to that student. The Social Suspension, which lasts for ten days, takes place primarily during lunch. A student on Social Suspension may not participate in any school activities during the Social Suspension. After the third detention, additional disciplinary action may be taken at the discretion of the administration.

A parent/guardian's signature on the detention form indicates that the parent/guardian has seen the detention sheet. It does not indicate the parent/guardian's permission for the student to receive the detention. The staff member issuing the detention and the principal have already made that decision.

SUSPENSIONS

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

Procedures for student suspension:

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

- ❖ Suspension records are part of the student's permanent or cumulative record.
- ❖ Ordinarily, suspension records only will be made available only to authorized school personnel and parents/guardians.

EXPULSION

After two (2) formal suspensions, a student may be dismissed.

In certain instances, the infraction may warrant an immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.

Parents/Guardians of the student will be informed in writing of the dismissal (as soon as it is practical).

Students who are dismissed may apply for readmission after one full year. The administration will determine whether re-admittance is appropriate.

DRESS CODE

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the principal. Students at St. Margaret School are expected to wear their proper uniform each day. A written excuse should accompany any deviation of the dress code. Please refer to the school dress code enclosed in this handbook.

School Uniform

School uniforms offer numerous benefits, including fostering a sense of belonging, enhancing school safety, encouraging discipline and focus, developing a professional image, and instilling school pride and spirit. Uniforms also create a cohesive school environment, minimize distractions, and prepare students for future success by cultivating essential skills and values. Therefore, students at St. Margaret School are expected to wear the complete uniform each day.

St. Margaret's school uniforms have experienced some minor changes (see school website) and we also switched to a new vendor (Flynn O'Hara Uniforms). So, we are transitioning to these changes. The school is providing families with a grace period of two years to complete this transition. This means that students will be allowed to use the uniforms purchased from the previous vendor in the next two years.

The official school uniforms can now be purchased from our new vendor, Flynn O'Hara Uniforms. We have partnered with them to ensure that our students have access to

high-quality uniforms that align with our school's standards.

To conveniently order uniforms, please visit their website:

<https://flynnohara.com/shop/st-margaret-school-pa012/> From there you can choose the gender and grade of your child to view and purchase the appropriate uniforms for your child. If this link does not work, you may also go directly to <https://flynnohara.com/> There you simply choose our state (PA) from the drop-down menus and the name of our school to arrive at the same page.

We strongly encourage you to purchase the main uniform components from Flynn O'Hara to ensure consistency in style and color with the official uniforms. Purchasing main apparel items from other stores may result in variations in color shades and styles. However, please note that this requirement only applies to main apparel items. Accessories such as belts, shoes, socks, etc. may not necessarily need to be purchased from the same store.

Flynn O'Hara's website offers video tutorials in both English and Spanish to assist you in sizing your child's uniforms. You can access this information by clicking on the "Customer Support" tab at the top right-hand corner of the website and selecting "Size and Fitting." Additionally, you have the option to schedule a "virtual fitting" to video chat with a store associate who will guide you in measuring your student, selecting the right sizes and quantities, and placing your order.

If you prefer an in-person shopping experience, you can visit one of their physical store locations. To find the nearest store, click on the "For Schools" tab at the top right-hand corner of the website and select "Store Locations." Enter your zip code on the subsequent screen to locate a store near you.

Below are the expectations for each student. "Regular uniform" refers to the uniform that a student is expected to wear on non-gym class days. Please review the section carefully. Students who are not in compliance with the uniform expectations will be disciplined and/or parents will be notified. Final determinations on what constitutes a uniform infraction will be made by school administration. If a uniform infraction is identified, it will be expected that the issue is resolved in an amount of time deemed appropriate by school administration.

Regular Uniform (See changes on our school web site)

Gender	Grades	Season	Uniform Option
Both	P3 / P4	All	<ul style="list-style-type: none"> Navy blue monogrammed gym t-shirt / sweatshirt Plain navy blue gym shorts Sneakers White socks
Girls	K-5	Winter (Nov. 1 - Mar. 31)	<ul style="list-style-type: none"> Navy blue plaid jumper White uniform blouse (Peter Pan collar) Navy blue knee high socks or navy blue tights Navy blue monogrammed sweater (V-neck or cardigan) Black, brown, or navy blue dress shoes
Girls	6-8	Winter (Nov. 1 - Mar. 31)	<ul style="list-style-type: none"> Navy blue plaid skirt (no shorter than 2" above knee) White oxford blouse Navy blue knee high socks or navy blue tights Navy blue monogrammed sweater (V-neck or cardigan) Black, brown, or navy blue dress shoes
Girls	K-8	Winter (Nov. 1 - Mar. 31)	<ul style="list-style-type: none"> Relaxed fit khaki slacks Light blue monogrammed polo shirt White crew socks covering the ankle Black or brown belt Black, brown, or navy blue dress shoes

Girls	K-8	Spring (April 1 - Oct. 31)	<ul style="list-style-type: none"> Navy blue dress shorts Black or brown belt Light blue monogrammed polo shirt White crew socks covering the ankle Black, brown, or navy blue dress shoes
Girls	K-5	Spring (April 1 - Oct. 31)	<ul style="list-style-type: none"> Navy blue plaid jumper White uniform blouse (Peter Pan collar) Navy blue knee high socks or tights Black, brown, or navy blue dress shoes
Girls	6-8	Spring (April 1 - Oct. 31)	<ul style="list-style-type: none"> Light blue monogrammed polo shirt OR white blouse Navy blue plaid skirt Navy blue knee high socks or tights Black, brown, or navy blue dress shoes

Boys	K-5	Winter (Nov. 1 - Mar. 31)	<ul style="list-style-type: none"> • Navy blue dress pants • Light blue monogrammed polo shirt • Navy blue monogrammed sweater vest • Plain black, brown, or navy blue dress socks • Black, brown, or navy blue dress shoes • Black or brown belt
Boys	6-8	Winter (Nov. 1 - Mar. 31)	<ul style="list-style-type: none"> • Navy blue dress pants • White dress shirt • Navy blue tie • Navy blue monogrammed sweater vest • Black or brown belt • Plain black, brown, or navy blue dress socks • Black, brown, or navy blue dress shoes
Boys	K-8	Spring (April 1 - Oct. 31)	<ul style="list-style-type: none"> • Navy blue dress shorts • Black or brown belt • Light blue monogrammed polo shirt • White crew socks covering the ankle • Black, brown, or navy blue dress shoes
Boys	6-8	Spring (April 1 - Oct. 31)	<ul style="list-style-type: none"> • Light blue monogrammed polo shirt OR white dress shirt with navy blue tie (sweater not required) • Navy blue dress pants • Black or brown belt • Plain black, brown, or navy blue dress socks • Black, brown, or navy blue dress shoes

Gym Uniform

ONLY TO BE WORN ON SCHEDULED GYM CLASS DAYS

Gender	Grades	Uniform
Both	All	<ul style="list-style-type: none">• Navy blue monogrammed t-shirt• Navy blue monogrammed sweatshirt (weather dependent)• Navy blue gym shorts• Navy blue monogrammed sweatpants (weather dependent)• Sneakers• White crew socks covering the ankle.

Shoes Not Appropriate for School

- ❖ Boots (including work boots), sneakers, athletic footwear, hiking shoes, sandals, clogs, platform or high heels, open toe or open back shoes or moccasins.

Hair and Earrings

- ❖ Hair must be clean at all times, no hair accessories (large beads, extensions, etc.); uniform headbands may be worn
- ❖ Boys' hair length must allow for their ears and the collar of their shirt to show.
- ❖ Boys' hair may not exceed a height of 1 ½ inches above the head.
- ❖ Girls, hair may not cover the face.
- ❖ Fad haircuts or dying hair (is not permitted); unnatural color (dyes) is (are) not permitted
- ❖ Boys may not wear earrings at any time.
- ❖ (Excessive jewelry such as chains, necklaces, or wallet chains is not permitted.)
- ❖ Girls' hairstyle should be neatly arranged.
- ❖ Girls' earrings are to be simple in style. (no dangling style or earrings larger than a dime)
- ❖ Only two earrings may be worn on each ear lobe.
- ❖ Bracelets are not permitted; rings are not permitted.
- ❖ Nail polish is not permitted; acrylic nails are not permitted.
- ❖ No boy or girl may have a visible tattoo; any bandanas or scarves.
- ❖ Only religious metals may be worn around the neck.
- ❖ All middle school male students must be clean shaven. Visible thick facial hair including: mustache, sideburns, or chin or beard hair must be removed.

HARASSMENT

- ❖ The school follows the Allentown Diocesan Policy prohibiting harassment, including bullying and sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, request for sexual favors or other verbal, visual or physical contact of a sexual nature.
- ❖ Sexual Harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to disciplinary action up to and including dismissal of the student.
- ❖ Violent/ Threatening/ Harassing/Bullying and Inappropriate Conduct
- ❖ It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not conducive to the educational and religious mission of the school.
- ❖ This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.
- ❖ Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities when necessary.
- ❖ In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student, parent or guardian against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearances before returning to school.

ANTI-HAZING POLICY

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers or students. Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of

the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding". (PA Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accordance with Pennsylvania state law. Superintendent's Regulation - Adopted: August 1, 2016

SAFETY

Threat Preparedness Drills

Threat preparedness drills are conducted several times per year. These drills include practicing strategies for preventing harm to staff and students in the event of an active threat in the school building.

Fire Drills

Fire drills are conducted, weather permitting, on a monthly basis. When the alarm rings, the students are instructed to leave the building quickly, and in silence, according to directions posted in each area. Failure to cooperate is considered a serious matter.

Regulations

The following regulations have been established to ensure the safety of our students, parents and visitors:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for lunch recess.
- All visitors must report to the school office.

SAFE ENVIRONMENT

One of the mandates of the Charter passed by the United States Conference of Catholic Bishops is that preventive measures be put into place to ensure the safety of our youth. With this mandate in mind, we have implemented a Children and Adolescent Protection Program in our schools. The purpose of the program is to help children improve self-reliance and master personal safety skills – all while reassuring them that most people are kind, safe and committed to their well-being. The material has been prepared according to the teachings of our faith. By signing the handbook policy agreement and enrolling in St. Margaret School, parents/guardians' consent to having their child(ren) participate in the lessons.

SMOKING

The school premises are a smoke free environment. No smoking is allowed in the school building, nor is smoking permitted on the school grounds. Violations will result in suspension from school and school-related activities until a conference can be arranged between the parents and the principal.

CELLULAR TELEPHONES/ELECTRONICS

iPad, iPod, other forms of electronics, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted in the classroom. Cell phones may be brought to school; however, they must be turned off and must remain in the student's book bag, collected by the teacher or stored in the office. Violation will result in the cell phone being removed from the student's possession. A parent will be required to pick up the phone from the office at the end of the school day. A \$10.00 fee will be charged for a second violation. A suspension and a \$25.00 fee will be issued for three or more violations.

TELEPHONE / SCHOOL OFFICE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency, with the permission of the principal. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained for any reason without prior notification, permission will be granted to use the phone. An urgent message for a student will be relayed to him or her from the school office. **During class time, neither student nor teacher may be called to the phone.** Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

Technology

The Chromebook is school property. All users will follow the St. Margaret School Acceptable Use Policy For Technology. This policy applies to all computer related technology within the building and is as follows:

Chromebook Care:

- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks must never be left in an unsupervised area.
- The Chromebook screens can be damaged if subjected to rough treatment. Do not add excessive pressure to the screen.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth only when permitted.
- Do not "bump" the Chromebook against walls, floors, desks, etc. as it will eventually break the screen.
- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music on the device should be added only at the request and discretion of a teacher.
- Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of staff only.
- All software/Apps must be approved by staff before downloading.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by staff are carefully monitored and will result in deletion of the program from the Chromebook device and disciplinary action.

Network Use:

- St. Margaret School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, St. Margaret School will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed

assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

**Privileges and Responsibilities:
Students are responsible for:**

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Taking a proactive role to aid St. Margaret School in the protection of our computer system/device by contacting an administrator/staff member about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the law and unethical. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will face lawful consequences. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the school.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Monitoring all activity on their account including, but not limited to:
 - Data storage
 - Login credentials
 - Assignments
 - Emails
 - App Storage

In accordance with the Children’s Internet Protection Act (CIPA), students are strictly prohibited from the following actions while using their Chromebook:

(St. Margaret School reserves the right to modify this list at any time.)

- Chromebooks are not permitted outside the classroom they are intended to be used in.
- Illegal installation or transmission of copyrighted materials
- Any action that violates the law or school policy.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of

student work

- Messaging services-EX: MSN Messenger, Facebook messenger, etc.
- Use of outside data disks or external attachments without prior approval from the administration/faculty.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming-Sending mass or inappropriate emails designed to be malicious
- Using the internet to access personal (non-school related) accounts - i.e. non-school provided email accounts (yahoo, Hotmail), Facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data

- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information over the internet without the permission and supervision of their parents or a school staff member. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the St. Margaret School web filter through a web proxy or alternate IP Address.

Any infraction of the technology guide will be dealt with by the principal on an individual basis.

Section V: Student Services

BREAKFAST and LUNCH

St. Margaret School participates in the National School Lunch Program. Parents must apply annually for free or reduced lunch. They can apply online or manually. The lunch program is administered by Maschio's Food. St. Margaret School supplies an administrator for the program. A monthly lunch calendar is distributed to families and is published on the school website. In order to participate in the National School Lunch program, students are required to take and consume the designated federal food amounts. If a child has a specific food allergy, or is unable to eat the entire lunch, a note from the parent is required, or the student will need to pack lunch from home.

MEDICATIONS

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

Parents and physicians are required to sign the medication authorization form, which is available from the school, if the student must take medication in school.

Students requiring medications must report to the nurse or the school office. No medication should be placed in lunch boxes or school bags for students to self-administer. Certain over-the-counter medications may be provided to students if documented on the medical form.

NURSE

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

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

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

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

TRANSPORTATION

In the beginning of the school year, parent(s)/guardian(s) are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day.

AUXILIARY SERVICES

STATE FUNDED PROGRAMS

Berks County Intermediate Unit - Non-Public Schools Services Division

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, remedial math, guidance and counseling services, speech, and psychological services to a nonpublic school student in Berks County. These services are provided to all students who have a need in these areas. At present and as need presents, we retain the Act 89 services for reading. A guidance counselor is present to test students once per week. Parent/Guardian permission is required to be seen by a counselor.

Acts 90 and 195

Textbooks, workbooks and qualified instructional materials are available to the parents and students through these acts of the PA Commonwealth.

Act 372

This act provides bus transportation to student residents of the Commonwealth of PA. The public school district in which the student resides is responsible for busing. Transportation services are to be considered a privilege which may be revoked at any time by the serving school district or school administration. We are very careful not to misuse this vital service.

FEDERALLY FUNDED PROGRAMS

Title I

This program provides educational services to students in need. Our program provides remedial reading services to our students.

DESKS, CHAIRS, BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered. All covers must be neat and clean and free from inappropriate material. Books, copybooks and materials are to be properly identified with a child's name, school, and grade. All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the school. Students are expected to take care of their personal belongings, their books and their clothing as well as the school furnishings. They are also asked to help care for the school buildings and the adjoining property. Any damage to the school, materials, books or furniture will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school as well as the Parent or Guardian.

BUS

Some local public school districts provide bus transportation for students who reside at a distance greater than 1.6 miles from school.

Students who ride the bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the bus assigned to them in the morning and the afternoon.

CARES (CHILDREN ARE RECEIVING EXTENDED SERVICES)

After school child care for students in grades PreK-8 is available for parents who need this service. This service is available from dismissal until 5:30 PM. A fee per child per month, day, or hour is charged. Students must be registered at St. Margaret School to attend CARES. Aftercare services are TAX deductible. Refer to the Aftercare Handbook.

Section VI: Parents and the School

GENERAL SUPERVISION OF SCHOOL GROUNDS

The school grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events.

Parents/guardians are responsible for ensuring that they and their children are not on the premises during other times. The school has no responsibility for students or parents/guardians on the premises during unsupervised times.

CONFERENCES

Parent-teacher conferences are scheduled at the first trimester when progress reports are distributed. Arrangements for parent-teacher conferences at other times can be requested by either the parents or teacher whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address the issue. Should a problem arise concerning your child, parents should feel free to discuss it with the proper authority—First, the teacher, then if necessary, the principal. The better the communication, the easier it will be for your child to achieve academic success.

Teachers may not be interrupted during the day: lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number. Parents may not go to the classroom to talk to a student or to remove a student from class.

EMERGENCY CLOSINGS

If for any reason it is necessary to close St. Margaret School, the announcement will be made over the television and posted on our school website. Parents will also receive a message from the FACTS Emergency System.

FAMILY COMMUNICATION

Most school communication will be electronic. All school information and documentation can be found on the school website or FACTS.

Effective communication is the single, most important factor that assures a positive relationship between home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include this handbook, a monthly calendar of events, a monthly newsletter, parent-teacher conferences, Home and School Meetings, Progress Reports and Report Cards. Parents are asked to check our website and application daily for regular communication.

Any money coming to school should be in a marked envelope that designates the name and the grade of the student as well as its purpose. Students should not be instructed to deliver items directly to the office. Students are to give all office communications to their homeroom teacher and they will relay it to the main office.

HOME AND SCHOOL ASSOCIATION

The Home and School Association of our school has set as its objective the advancement of Catholic education and the welfare of all the school's children. It strives to enhance the parents' and teachers' role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. The Home and School Association has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.

INSURANCE

Effective July 1, 1990, the Diocese of Allentown will implement a student accident program for any student who attends kindergarten through grade eight. The cost of this program is paid by the school. Claim forms, as well as a description of the coverage, may be obtained at the school Office.

LEGAL CUSTODY ISSUES

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

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

RELEASE OF A CHILD

A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial

agreement adjudicating that determination of custody. The Court Order/Custodial Agreement is placed in a confidential file.

FACTS

FACTS Family Portal is the administrative program used by the school. Parents can use it to monitor their child's progress. Grades are routinely posted and updated for each class. It is the responsibility of the parents/guardians to monitor progress. Progress Reports and Report Cards are generated using FACTS. Instructions for creating an account can be found on our school website. If password is lost, please contact the school office. Teachers do not have parent login information.

PARENT/GUARDIAN INVOLVEMENT

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

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

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

VISITORS

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

Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 7:30 AM and 2:45 PM, unless the principal gives permission for such a visit.

All visitors must report to the school office and sign in the Visitor's Log when entering

the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

VOLUNTEERS

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

Science Aides Copy Aides

Library Aides Classroom Aides

Teacher Aides

Nurse's Office Aides

Lunch Aides Typing Aides

Computer Lab Aides Homeroom Parent(s)

Extracurricular Activities Aide

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

Every student is expected to show courtesy and respect to all volunteers.

All volunteers including those who accompany a class on a field trip must obtain a criminal background, Child Abuse Check, and Fingerprinting. All volunteers must attend the **Protecting God's Children** workshop and complete the **Mandated Reporter Training**. Volunteers must also read the Diocesan Code of Conduct and the Sexual Abuse Policy and complete the Complete the Child Services Law Presentation. Dates and times of all the workshop can be obtained from the school office.

WEBSITE

The school website is www.smsreading.org.

Section VII: Student Life

STUDENT COUNCIL

The purpose of student council is to promote student leadership throughout the grades. The eighth-grade students hold the executive position of President, Vice-President, Secretary, Treasurer, and Activities Coordinator. Students are elected to these positions by the faculty and students. Requirements for holding office are explained to the student prior to elections. The Religion Coordinator position is an appointed position.

CATHOLIC YOUTH ORGANIZATION (CYO)

St. Margaret School encourages our students to participate in Catholic Youth Organization (CYO) activities. Students and parents will be made aware of activities as they become available throughout the school year. Students must be in good academic and behavioral standing to participate. Denial of participation is at the discretion of the principal.

BIRTHDAY CELEBRATIONS

In celebration of a birthday, students are permitted to bring a single serve treat for their class. In order to remain compliant with National School Lunch Program requirements, please refer to our school's Wellness Policy located on our website. The treat will be consumed during a student's lunch period. This treat must be brought to school before the student's designated lunch time. Failure to do so will result in the treat being withheld until the next school day.

Students may not bring festive items such as party hats, balloons, and other related items in celebration of a birthday. These items may become a distraction during the school day.