DREXEL NEUMANN ACADEMY

Student/Parent Handbook

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

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND DREXEL NEUMANN ACADEMY

Revised August 2026

MISSION STATEMENT

Drexel Neumann Academy is an independent Catholic grade school sponsored by Neumann University, the Archdiocese of Philadelphia, Saint Katharine Drexel Parish, and the Sisters of Saint Francis of Philadelphia.

Empowered by the witness and lives of Saint Katharine Drexel and Saint John Neumann, Drexel Neumann Academy is committed to providing a Catholic elementary school education in a multicultural environment to the children of Chester. Franciscan spirituality and diversified instruction will promote an environment which recognizes the giftedness of each child.

ACADEMIC POLICIES

Preparation for Class

- 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. Incomplete homework assignments will result in a demerit, and will ultimately affect the student's effort grade on the report card.
- Daily performance of students is assessed by the teacher. 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.

Class Participation

Students are expected to:

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

Homework

Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

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

The objective is not time, but the extension of learning beyond class time.

In the event of absence or suspension, all homework and missed assignments are to be made up.

All homework assignments will be posted on the teacher's webpage available through DrexelNeumannAcademy.net.

Progress Reports

Progress reports are sent home once a trimester. Learning not only cultivates intellectual skills, but also responsibility for one's actions; DNA will issue a demerit for any of the following reasons as these items will affect report card grades:

- Neglect of written homework
- Student not working to ability
- Failure to listen to and follow directions after repeated warnings

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

Promotion or Retention

Student progress is monitored throughout the school year. At the December report card period, the parent/guardian is informed of the student's academic, social and emotional progress. In February, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration.

Promotion or retention is at the discretion of the administration in consultation with the teacher.

Report Cards

Report cards are issued three times a year to all students. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

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

Standardized Testing

The testing platforms used are MAP and DIBELS. They are administered each year to students in Grades Kindergarten through 8. The results are communicated to parents and are utilized by the school for curriculum planning.

Test Grades

In order for parents to be aware of the academic progress their child is making with regard to weekly tests, tests are to be signed, **with full signature**, by parents and returned promptly in communication folders. All grades are posted on Option C and parents are given log in information.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by school administration and the eighth-grade teacher. All outstanding tuition payments and fees must be paid in full before graduation. Diplomas and transcripts will not be issued if there are any outstanding fees.

Closing Exercises

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

CODE OF CONDUCT

DNA uses a Behavior Management System in 1st – 8th grades to keep consistency throughout grades. Students/classes receive starts for good behaviors/choices and are issued numbers for infractions. A separate form will be sent home for parent signature regarding policy.

Disciplinary Procedure for PRE-K, Kindergarten usually will be handled individually by the classroom teacher and discussed at September Parent- Teacher meeting.

Disciplinary Procedure for Grades 4 to 8 – See below

Harassment

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

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

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal of physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a student or a parent/guardian or family member - includes, but is not limited to, the following:

- disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
- insubordination
- fighting
- bomb scares or triggering other false alarms
- cheating or plagiarism
- use or possession of drugs or alcohol
- inappropriate behavior
- stealing
- intimidation, harassment or threats of any kind
- possession of any weapon
- internet violations (see Acceptable Use Policy)
- out of bounds
- inappropriate language

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

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 Franciscan 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 where appropriate.

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

If a parent/guardian has a concern regarding a school policy or situation, the following grievance procedure will be followed:

1. Scheduled meeting with the classroom teacher
2. If matter is not resolved after meeting with teacher, request a meeting with school principal and classroom teacher
3. School President will meet with parents/guardians, teacher, and school principal for final resolution, if necessary.

Only parents/guardians are permitted to attend meetings regarding student progress/concerns. Outside parties should not be included in meetings, unless approved by school administration. School administration will determine the need for additional resources/support. School administration is not at liberty to discuss student performance or school issues with anyone besides the classroom teacher and student parents/legal guardians. DNA faculty and administration believe collaboration and mutual respect will dictate resolution of concerns.

Demerits

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

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

- **Not prepared for class** – not having proper supplies or books for class repeatedly. Demerit will be issued after the first warning.
- **Improper behavior** – including, but not limited to disturbances in class/ playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- **Cheating** – the taking or giving of schoolwork that is not one's own – or if the teacher has probable cause to suspect such an action.
- **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student.
- **Abusive language** – any inappropriate language used on school premises.
- **Forgery** – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.

- **Invading the privacy of another's desk** – teacher or student.
- **Gum chewing/eating in class** – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- **Dress code violation** – any infraction of the uniform dress code.
- **Damaging any school, church or personal property**.
- **Failure to return a signed demerit slip** – demerits must be returned the day after demerit is issued.
- **Unsigned test papers/mark sheets** – tests and mark sheets must be returned the day after received by student.
- **Out of bounds** – any student who is in the wrong place at the wrong time.
- **Lateness** – students who arrive at school after 7:45 a.m. without a doctor's note, will be issued one (1) demerit
- **Other** – any other behavior that warrants attention not specified on the above list.

Upon receiving five (5) demerits, the student will be required to serve a detention on Friday afternoon (date will be on the detention notice) from 2:30 p.m. to 4:00 p.m. Detention notices will be sent home the Wednesday prior to when the detention has been issued. Parents are to sign detention slip and return to school on Thursday. Students who do not serve detentions will be issued an additional detention, unless previous arrangements are made with school principal.

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

- Truancy – unexcused absences.
- Violent behavior – any fighting or behavior that causes physical injury.
- Blatant disrespect for authority – to any adult in the building.
- Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.
- Chronic lateness for school arrival and/or dismissal
- Vandalism – destruction or defacing of parish or school property.
- Profane/obscene language or gestures or engaging in immoral conduct.
- Possession of any item which may present a danger to others in school or out.
- Leaving campus without permission from a school authority, including leaving school grounds after being dropped off.
- Inappropriate postings about DNA faculty, staff, or students on the internet, including social media pages without prior approval of school administration

Procedure for Demerits

When a student receives a demerit, the parent/guardian must sign it on the night issued. All demerits must be returned the day after issued with parent signature. Parents may request conference with teacher and/or principal after signing demerit and returning to school. A parent/guardian's signature indicates that the parent/guardian has seen the demerit. It does not indicate the parent/guardian's permission for the student to receive the demerit. If demerit is not signed and returned, a second demerit will be issued.

Suspensions

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

Suspension may lead to expulsion.

Procedures for student suspensions:

1. Infractions of a serious nature, as determined by the School.
2. Parents/Guardians of the student will be informed in writing of the suspension as soon as possible. Parents/guardians will be given a time/date to meet with the Principal to discuss the situation.
3. Suspensions will be implemented, at the discretion of the Principal.
4. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
5. Parents and students, if needed, are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
6. Signed agreement by parents and administration and a written report of the suspension will be filed in the student's record.
7. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.
8. Principal may place students on probation following suspension

Expulsion

1. After two (2) formal suspensions, a student may be dismissed.
2. In certain instances the infraction may warrant immediate dismissal. The School reserves the right to dismiss any student at any time where the School considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community or Franciscan teachings.
3. Parents/Guardians of the student will be informed in writing of the dismissal as soon as possible.
4. School President has final approval of student dismissals/expulsion.

ADMISSIONS

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

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

DNA follows the Chester Upland School District age requirements for admission. In the case of children coming from different public schools districts, the School administration determines the admission date. For example: A student who is 6 years old by September 1st is eligible for first grade. The age for admission to kindergarten should be one year less than that of the first grade. Pre-K4 must be the required age by September 1st of the current year. Children must be fully toilet-trained. The necessary forms and certificates for admission are:

- Birth Certificate.
- A certificate of immunization that must be updated and available for confirmation. See below, "Health."

Registration

Registration for pre-kindergarten and other students new to our school takes place in February. This registration is only for new students. There is a non-refundable fee due at the time of registration. Registration fees are published in February with tuition costs. All new families MUST complete a FACTS application.

Re-Registration

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the weekly communication folder in January prior to the next school year. Tuition fees and non-refundable re-registration fees are published in January. All financial obligations must be current before re-registration can be processed. Each family MUST update their FACTS application each year to be considered for tuition assistance.

ASBESTOS

Drexel Neumann Academy is tested on a bi-annual basis for asbestos. The report which indicates status is present in the school office and will be presented upon request. Drexel Neumann Academy strives to provide the faculty, staff and students with a safe environment.

ATTENDANCE

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

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**.
- A doctor's certificate may be required for absence of an extended nature (3 days).
- If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message on voice mail if no one is available to take your call. Please call by 8:00 A.M.
- If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.

- In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
- In order to arrange for assignments of children who are absent due to illness, kindly call the school office by 9:00. This work may be picked up by the parent at the school office no earlier than 1:00. It is the responsibility of the student to complete work and tests that have been missed due to absence.
- Attendance of the summer session ***June 28 – July 1, July 6 – July 8, and July 12 – July 15*** is mandatory. Students who are absent more than one day or do not attend the summer session will not be permitted to return in September.

General Supervision of School Grounds

The School grounds are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The School has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times. Once a student has been dropped off at school, they are not to leave school premises without written permission of parent/guardian. Any child who leaves school premises for any reason may face disciplinary action.

Arrivals

Students may arrive at 7:30am through the Potter Street Door; PreK and Kindergarten students enter at the gym doors. **Please do not drop off or pick up your child on the corner or leave your child before 7:30am**. Parents are asked not to leave a child at school before 7:30am. There is not adult supervision for any students who arrive prior to 7:30am. If a child enters school through the office door, after 7:45am, they will be issued a late notice. No students are to enter school through the office door before 7:45am. Parents should **only** enter school through the office door.

Dismissals

Children are dismissed from their classroom by their teachers at 2:25/3:25pm (depending on schedule), Monday-Thursday and 2:25pm on Fridays. No child may leave the building prior to dismissal without the Principal's permission. Children must leave school by the form of transportation which is reported to teachers in September. For example, if your child normally takes the bus home, they will not be permitted to walk or go out in the car line unless a parent/guardian has sent in a note to the classroom teacher or contacted the school office. Although, situations do arise, it is very important that your child knows before they come to school how they are going home. If there are any changes to your child's dismissal plan, the office should be notified before 2:00pm. **Please do not arrive at the school office to pick up your child early after 2:00/3:00pm (depending on schedule) as school has begun dismissal.**

Early Dismissal - Individual Students

No child will be excused early except in cases of emergency. To request an early dismissal, **please send a note to the homeroom teacher who will forward it to the office**. The student will be dismissed from the school office. The parent or guardian must report to the school

office first and sign the "Early Dismissal Book," in order to have your child released from school. Please send in a note in the morning if your child needs to be dismissed early, so as to not to disrupt the entire class. ***Please do not just show up to pick your child up for an early dismissal.***

Emergency Contact Forms

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency. **Please immediately advise the school of changes in phone numbers, addresses, or other important information.**

Lateness

Any student who arrives after 7:45am. through the Office Door will be issued a late slip. Students in grades 1 through 3 will stay in for lunch recess if they have an unexcused lateness. Students who arrive after 7:45am will be issued an unexcused notice/demerit (grades 4-8) without a doctor's note. Parents of students in grades pre-kindergarten and kindergarten should respect school arrival times.

Consistent unexcused lateness will be considered parental neglect, which will be reported to the local school district for further investigation. Lateness, of course, impacts a perfect attendance record and constitutes a serious infraction. If your child leaves school by car, please have your child picked up by 2:30/3:30pm. If you are unable to pick up your child by 2:303:30pm., please make arrangements for alternative transportation, as there is limited adult supervision at dismissal after school hours, and a late fee will be issued.

Vacation Policy

The planning of family vacations is strongly discouraged during the school year. Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work must be made up when the child returns to school. Those students who miss school due to vacation, will not be provided work prior to vacation and will need to make up work at home, tests will administered to those students after school. **The summer session is scheduled for June 28, 2027 to July 15, 2027, if your child does not attend the summer session or misses more than one day, they will not be permitted to return to DNA.**

BOOKS AND MATERIALS

All lost or damaged books or chrome 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 not permitted to write/draw on chrome books or add stickers. Parents are welcome to visit the lost and found located in the school office.
Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation.

CELLULAR TELEPHONES/IPADS/HANDHELD ELECTRONIC GAMES

Cellular telephones, Apple (type) watches, handheld electronic games, IPads, and other items that, in the view of the School, may be distracting or disruptive to the learning environment, are not permitted in the School. If any of the above are brought to school, they are to be given to their teachers for safe keeping until the end of the day. If a student is found with a cell phone, it will not be returned until a parent comes to school to retrieve it. Students are not permitted to use cell phones in the school building. Students are not permitted to wear earphones/headphones in school, including during arrival and dismissal times. No pictures should be taken of DNA students or personnel on cell phones. School administration needs to give permission for any photos taken during the school day. **Texting, emailing or messaging from a student to parent, or vice versa, during school hours is not permitted unless permission is given from an administrator.** All communication goes through the main office. Students may not visit/post on any social media sites while on DNA school property. Those students/parents/legal guardians who post photos of DNA students, faculty, staff or about DNA events/occurrences risk not being allowed to attend DNA, unless they have previously received written authorization from school administration.

COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS

Legal Custody Issues

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

Conferences

Parent-teacher Conferences are scheduled at the first and second trimester report periods for Grades pre-kindergarten to 8. Parents/guardians are required to attend first and second trimester parent-teacher conferences.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the teacher, the principal, or the president. Meetings should be scheduled through the school office with teachers, principal, or president. Because of school schedules, it is not possible for teachers, principal, or president to be available for meetings without a previously scheduled meeting. Meetings will be scheduled at the earliest and most convenient time for all those involved. **Teachers may not be interrupted during the school day**: lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number. Teachers should not be interrupted during dismissal by parents, as they are supervising students. Because of the confidential

nature of parent/teacher communication, all conferences should be pre-scheduled and held in an appropriate meeting place.

Family Communication Envelopes

Regular forms of communications include this handbook, a monthly calendar of events – available on our, family folders which go home weekly, parent-teacher conferences, Home and School meetings, Progress Reports and Report Cards.

Parents are asked to check book bags and folders regularly for such communications. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. If you are delivering money/information to the school office, please drop your child off first.

Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent 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. No student records will be released if there is an outstanding financial debt to DNA.

Technology - Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The School will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway. General Requirements for Use of the Internet forms will be kept on file in the school office. DNA follows the policies and procedures of the Archdiocese of Philadelphia regarding use of technology. Students and parents/guardians must sign and return the Acceptable Use Policy. Students and parents/guardians are not permitted to post anything on the internet regarding DNA without written consent of school administration. Full policy can be found on the Drexel Neumann Academy website.

DRESS CODE for grades PreKindergarten through 8th Grade
UNIFORM SHIRTS are only available through DNA
***Dress code applies for school year and summer session**

BOYS MUST WEAR: Navy blue/khaki school pants and DNA Polo Shirt with school emblem. Students are not permitted to wear hoodies or jackets during school – only the school zip-up jacket or DNA sweatshirt with logo is acceptable – and sneakers with solid-colored socks. (boys may wear navy/khaki knee-length walking shorts (must be within 3 inches above the knee) from the opening of school until October 15th and then again from May 15th through June)

GIRLS MUST WEAR: Navy blue/khaki school pants or skort (must be within 3 inches above the knee) with DNA Polo Shirt with school emblem. Students are not permitted to wear hoodies or jackets during school – only the school zip-up jacket or DNA sweatshirt with

logo is acceptable – and sneakers with solid- colored socks. During the winter months, girls may wear navy-blue or maroon stockings under their skorts, no leggings. (girls may wear navy/khaki knee-length walking shorts (must be within 3 inches above the knee) from the opening of school until October 15th and then again from May 15th through June)

GYM UNIFORM – solid navy-blue sweatpants with DNA tee shirt and sneakers. Students are only permitted to wear DNA issued tee shirts on gym days. Students may also wear DNA sweatshirts with logo on gym days. DNA hoodies may not be worn in school. Students may wear solid blue shorts (must be within 3 inches above the knee) with white socks from October 15th through May 15th. Students will not be permitted to participate in gym class without wearing the proper gym uniform.

DRESS CODE for Pre-Kindergarten

Pre-Kindergarten students wear the gym uniform each and every day for school, with sneakers.

FALL AND SPRING UNIFORM, Kindergarten – 8th Grade – Students may wear navy/khaki knee-length walking shorts (must be within 3 inches above the knee), with solid-colored socks, from the opening of school until October 15th and then again from May 15th through June.

Jewelry

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the students (one earring only in each ear). Bracelets, ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, scrunchies, rubber bands, rubber bracelets, yarn and beaded wrist and ankle bands. A religious medal or cross on a chain is permitted. Students are only permitted to wear prescription glasses, not costume glasses.

Appearance

Make-up, fake eyelashes/extensions, nail polish and fake/acrylic nails may not be worn to school. Body piercing of any kind is not permitted, with the exception of one stud earring per ear. Bleached, dreaded, shaved designs or dyed hair are not permitted. Boys are not permitted to have 'mohawk' haircuts and hair must not be longer than 1.5 inches. No unusual or exaggerated fashions, colors (including sewn/weaved in braids – NO non-hair colors allowed – no red pink, purple, blue, yellow, etc.), or hair styles may be worn. This includes styles that become fashionable and cause a distraction in school. This determination is made by the School Principal. Students are not permitted to have tattoos and/or piercings (with the exception of post earrings, no double piercings). All students must maintain the proper dress within the school until the end of the day. Shirts must be tucked in at all times and buttons must be buttoned. Belts/Waistbands must be visible. Any student with a legitimate reason for coming to school in violation of the dress regulations must present a parental note of explanation to the classroom teacher in the morning before reporting to homeroom. A student in serious violation of the dress code must telephone home and arrange

to have the proper clothing brought to school. **Any student not in compliance with the dress code will receive a demerit.**

***School Dress Code, including jewelry, make-up, and fake/acrylic nail policies, also apply to our Summer Session dates.**

Dress Code for Dress Down Days

Whether we have a school-wide Dress Down Day or your child receives an individual dress down pass, sneakers MUST be worn. Please be sure to check the appropriateness of your child's dress down outfit for school - no vulgar or inappropriate wording, proper length for skirts and shorts, weather appropriate clothing.

FIELD TRIPS/Assemblies

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that the School deems to be high risk. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate.
A class trip is a privilege, which can be taken away if a teacher deems it appropriate.
If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. The child must attend school on the day of the trip or be marked absent.
Parents are not permitted to follow the bus or attend the trip independently if not chosen as trip chaperone.

GYM

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Students who do not wear the gym uniform to school or are out of uniform will not be permitted to participate in gym class and receive a demerit for being out of uniform.

HEALTH

Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof that the following immunizations have been received:
Diphtheria, 4 doses Toxoid - one after the fourth birthday
Tetanus, 4 doses Toxoid - one after fourth birthday
Polio, 3 doses Trivalen Oral Vaccine
Measles, 2 doses of vaccine
Rubella, 2 doses of vaccine
Mumps, 2 doses of vaccine
Hepatitis B, 3 doses of vaccine
1 MCU (meningococcal in the 6th or 7th grade)
1 TDAP booster (in the 6th or 7th grade)
After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

The State does not require Pertussis, Haemophilus influenza B (HIB) or Smallpox vaccination but parents should check with physician for current practices.
Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school.

Nurse

A registered nurse is provided by the public school district according to the school's enrollment, on days selected by the public school district. The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.
All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.
If your child has a specific medical problem, or allergy, please notify the homeroom teacher, the school office, and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency forms are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

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, including Tylenol, may be given to the student without permission. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

Mental Health

Students who are participating in outside therapy or counseling, as part of a required improvement plan, must present documentation of medications, appointment notes, etc. to maintain compliance with the improvement plan.

Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it should be taken by the student in the presence of school nurse or school personnel.
Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

Students requiring medical attention must report to the office. No medications should be placed in lunch boxes or school bags for students to self-administer. All medication should be forwarded to the office

LUNCH AND SNACKS

Breakfast will be provided to all students at 7:45 a.m. If your child chooses to have breakfast at home, they should finish it before entering the building. All students stay for lunch during the school year. The 40-minute lunch period is divided into 20 minutes for lunch and 20 minutes for play. Please include in your child's lunch box a paper placemat or paper towel to place under his/her lunch. Also include at least two napkins in the lunch box. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed.
****Parents are not able to have delivered or bring fast food lunches for their children during the school day.**

SAFETY

Fire drills, lockdown drills, and shelter in place drills are conducted during the school year. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

SMOKING

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

STATIONERY

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year.

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 permission. Permission will not be given to a student to call home for forgotten supplies, lunches, the 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 at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.
Students are not permitted to use cell phones while school is in session. Students must hand phones in before the start of the school day. All phones will be kept securely in the

classroom until the end of the day. If a child is found with a cell phone during the school day, the phone will be confiscated and the child will be issued a demerit. The phone will be returned when a parent/guardian comes to retrieve it. Students are not permitted to use phones while in the school building.

TRANSFER OF STUDENTS

School records will be forwarded to the child's new school upon request from that school. Every change of address, phone number, or family name must be reported to the principal as soon as possible. Up-to-date records are needed in case of an emergency.

TRANSPORTATION

In the beginning of the school year, parents/guardians 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. Transportation changes should not be made over the phone. Students are not permitted to take a different bus than the one assigned them at the beginning of the year.

Bus

Some local public school districts provide bus transportation for students who reside at a distance greater than one mile from the school.
Children who ride the school 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 same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.
Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district
Inappropriate behavior on the bus may jeopardize future transportation for students. First Student, Inc may be contacted at (302) 998-2848 if there is a question regarding time or policy.

Car Pick-up

Parents who pick up students **must enter the Car Line in the school lot**. Please remain in the car line to drop off/pick up your child. **Cars are not permitted to park on Potter Street for drop off/pick up**. A teacher will oversee car pick-up procedures daily. All students should be picked up by the dismissal time printed on the school calendar, at the Potter Street door. Please make arrangements for alternative transportation if you are not able to pick up your child by dismissal time. In order to provide a safe dismissal for all students, please wait in the car pick up line and ***do not ask your child to walk to the corner to be picked up***.

Walkers

Walkers will be dismissed through the gym doors on the Potter Street side and walk to the corner of 20th Street and Potter Street. Students should not walk to the corner to be picked up in a car.

** Students are not permitted to change transportation arrangements without a written note or call to the school office from a parent/guardian.

TUITION

Our school provides quality Catholic education through the efforts of our faculty, staff, volunteers, Board Members, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.
Tuition is determined in January for the following school year. The School also may impose fees for other items, such as extracurricular activities, field trips, books, late fees, and registration. This information is communicated to the school parents/guardians through the weekly communication folder.
In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the School.
Tuition must be kept up to date or students will not be permitted to return to school. Please call the school office to arrange tuition payments. Tuition payments must be up to date for release of report cards, transcripts, or re-registration. Participation in field trips, CYO/other sports, field day, or any other extra-curricular activities offered by the School will also be affected if tuition falls delinquent.

VISITORS

Visitors are most welcome by appointment. 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 A.M. and 3:30 P.M., unless the Principal gives permission for such a visit.
All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.