

Our Lady of Port Richmond Handbook 2016-2017

OUR LADY OF PORT RICHMOND REGIONAL CATHOLIC SCHOOL

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Facebook: www.facebook.com/ourladyofportrichmond

Home and School on Facebook: www.facebook.com/OlprHomeAndSchool

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Faculty and Staff Email Addresses: Faculty and Staff can be reached using the following format

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OUR MISSION

“OUR LADY OF PORT RICHMOND SCHOOL FORMS CATHOLIC STUDENTS TO BE FULL AND PRACTICING MEMBERS OF THE CHURCH, IS A CENTER OF EVANGELIZATION THAT CALLS ALL TO FULLY LIVE THE MESSAGE OF JESUS CHRIST, AND IS A CENTER OF ACADEMIC EXCELLENCE THAT VIGOROUSLY PREPARES STUDENTS TO BE CONTRIBUTING MEMBERS OF THE GLOBAL COMMUNITY.”

OTHER ONLINE RESOURCES

To pay your tuition or for enrollment/registration, visit www.TADS.com

To view your student’s online grade book, visit www.OptionC.com.

Our school code is 8988.

Note to families: Usernames and passwords for returning students remain the same.

New families will have their usernames and passwords sent home in the beginning of the school year. Please enter this important information on the lines below for your future reference. There is a \$5.00 charge for lost or forgotten usernames and passwords.

Username: _____

Password: _____

SCHOOL HOURS

Grades 1-8: Monday – Friday 7:50 AM to 3:00 PM

Pre-K 3, Pre-K 4 & Kdg: Monday – Friday 7:50 AM – 2:45 PM

*Doors open at 7:30 a.m. daily

***Students are marked late who enter after 7:50 AM.

School Business Office Hours: 7:00 AM to 3:30 PM Monday through Friday

After School CARES Program: 2:45 PM to 6:00 PM Monday through Friday

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NB. PLEASE READ THIS HANDBOOK, REVIEW IT WITH YOUR STUDENT(S), SIGN THE LETTER, AND RETURN THE LETTER WITH YOUR YOUNGEST CHILD.

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ACADEMIC POLICIES

Our Lady of Port Richmond School follows both diocesan and state educational guidelines. Within that framework basic skills are taught in various ways in accordance with teacher choice. This process reflects our commitment to excellence.

Homework:

Because the curriculum is child centered, with skills organized toward individual pacing, homework time and content varies according to grade level. The following is a suggested time frame subject to change according to teacher discretion:

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

We strongly encourage a home-study time that is free of distractions and consistently adhered to daily. Parents are requested to help their children develop good study habits through assistance. Monitoring and checking homework is important to assure a quality product, each written assignment is to be signed by a parent; by signing the homework the parent is confirming that the work is correct, complete and neat.

Grading:

The Office of Catholic Education follows a trimester system as follows:

I	Trimester	September 7-December 2
II	Trimester	December 5 - March 10
III	Trimester	March 13 – June 16

Grades 1 – 3 use the following marking system:

For Personal and Social Growth (Conduct) and for Effort and Study Skills:

4 Exceeding, 3 Achieving, 2 Growing, 1 Emerging

Academic Progress:

O-Consistently produces work of high quality and applies learned skill

VG-Regularly produces work of high quality and applies learned skill

G-Frequently produces quality work and applies learned skill

S-Produces work of satisfactory quality and usually applies learned skill

I-Produces work of inconsistent quality and needs frequent re-teaching

U-Produces work of unsatisfactory quality

Grades 4 – 8 use the following marking system:

For Personal and Social Growth (Conduct) and for Effort and Study Skills:

4 Exceeding, 3 Developing Appropriately, 2 Needs Improvement,

1 Unsatisfactory Academic Progress

Academic Progress:

Numerical grades are indicated on the subject area for each subject. 70 indicates a passing grade.

Students who fail the end of the year composite grade in a major subject or students who are MODIFIED must attend summer school or a tutorial program under the guidance of a degreed teacher in order to return to OLPR in September.

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*Eighth grade students must pass the yearly average in each major subject in order to receive a diploma at graduation. Failure in any one major subject requires summer school/tutoring. Failure in conduct requires summer school and non-participation in graduation exercises.

Honor Roll:

Students in grades 3 – 8 may receive first honors, second honors or honorable mention. Any student late more than 3X during any trimester will not be eligible for honor roll. The following criteria are used:

First Honors:

Grades 4 – 8 90 or above in all major subjects; 3 or 4 in conduct, effort, & passing grades in all specials

Grade 3 VG or above in all major subjects; 3 or 4 in conduct and effort

Second Honors:

Grades 4 – 8 85 or above in all major subjects; 3 or 4 in conduct, effort, & passing grades in all specials

Grade 3 G or above in all major subjects; 3 or 4 in conduct and effort

Honorable Mention:

Grades 4 – 8 80 or above in all major subjects; 3 or 4 in conduct, effort, & passing grades in all specials

Grade 3 G in all major subjects except one S; 3 or 4 in conduct and effort

**Specials for grades 4-8 include Art, Music, Physical Education, Spanish & Technology.*

Progress reports are prepared at the midpoint of each marking period to inform parents of student progress and are available on Option C. It is the responsibility of the parents to view and track their students' progress using this online tool. Option C usernames and passwords are issued one time for each student. If you lose your log-in information, there is a \$5.00 charge to have it reissued.

**Students who fail conduct for the year will be required to attend summer school.*

ACCEPTABLE USE POLICY FOR TECHNOLOGY

The Archdiocesan (and Our Lady of Port Richmond) Acceptable Use Policy for Technology is available on the OLPR website at www.OurLadyofPortRichmond.com.

ADMISSION POLICIES

Our Lady of Port Richmond Regional School accepts any child regardless of race, sex, national origin, age, or handicap (providing that the school can offer reasonable accommodations). Children entering Kindergarten must be five years old prior to September 1, children entering Pre-K 4 must be 4 years old prior to September 1, and children entering Pre-K 3 must be 3 years old prior to September 1 according to Pennsylvania State Guidelines. Registration requires the following information:

Birth Certificate, Baptismal Certificate, Immunization Records, Registration Fee (non-refundable), Tuition Deposit (non-refundable), Social Security Number, Transfer form (applicable to students entering grades 2 – 8 from another school).

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ATTENDANCE

Regular attendance is expected of all students in order that they make progress in their studies. Students should be in the school building by **7:50 AM**. Parents are requested to call the school office before 8:30 AM in the case of a student absence. This includes a daily call for extended absence as well. A brother or sister should report a sibling's absence to the teacher and to the office. Excused absences include illness, death, quarantine, or other urgent reasons. Unexcused absences would include parental neglect, truancy, and other non-essential reasons. Upon return to school, students are to present a note of excuse written by a parent. State Law mandates students not be admitted without the excuse note after an absence. When absent, a student is responsible to make up class work. Families are urged to schedule doctor/dentist appointments and vacations during the school holiday breaks.

In the case of student lateness, students are required to report to the school office prior to entering their classroom. Parents are encouraged to bring children to school as soon as possible in the case of lateness and not to wait until the afternoon session. Any student late more than 3 times during any trimester will not be eligible for honor roll. Chronic lateness is subject to disciplinary action.

Parents are requested to make dental and doctor appointments outside of school hours. However, when unavoidable, parents are required to write a note to the school principal for early dismissal. Whenever early dismissal occurs, the student must be accompanied by an adult.

*Any student who is absent one (1) or more school days must have a parent/guardian note when the student returns to school. Failure to bring the parent/guardian note will result in the absence being recorded unexcused as parental neglect on the official attendance form.

*Any student who is absent from school for three (3) or more consecutive days must have a doctor's note excusing the student from school and indicating when he/she may return. Failure to submit a doctor's note will result in the absence being recorded as unexcused. A parental neglect code will be recorded on the official school record.

*Any child who missed twenty (20) or more days of school is liable to summer school or repetition of the grade depending on academic achievement or work not completed.

BOOKS / CELL PHONES / COMMUNICATION / CUSTODY

Books

Textbooks and workbooks furnished by the school **MUST BE COVERED AT ALL TIMES**. Students must carry schoolbooks to and from school in a book bag. Any book that is lost, damaged, destroyed, or deliberately defaced must be paid for by the student. All workbooks must be handed in at the close of the school year. **Graffiti is not permitted on textbooks, workbooks, folders, copybooks, or pencil cases.**

Cell Phone & Electronic Device Policy

Students are not permitted to bring cell phones to their classrooms. Students who must bring their cell phones will need to mark it with their name, grade, and room number and check it in at the front office. Phones must be turned off before entering the building and may not be turned on again until after leaving the school premises. If a child fails to turn the phone into the main office before entering his/her classroom, the phone will be taken and returned to the parent. The school is not responsible for any lost or misplaced phones.

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Students are not permitted to bring any technology devices to school other than cell phones. This includes iPods, MP3 players, video game devices, etc. Any student who brings these devices to school will have them taken and returned to the parent. Students are not permitted to check these devices in the school office and they may not be kept in school bags, coat pockets, etc. **OLPR is not responsible for lost, stolen or misplaced cell phones or other electronic devices.**

Communication

Frequent communication between home and school is essential to your child's education. As a parent, we invite and encourage you to correspond with your child's classroom teacher. This correspondence may take place by calling the school to request a return call from the teacher at his/her convenience or by written request for an appointment. If a problem arises, we request that parents contact the teacher before contacting the principal. However, please feel free to address your concerns to the principal if your concerns remain unresolved. Any school visitor or parent must report to the office during school hours. In order to limit classroom interruptions, we request that you deliver forgotten items to the school office. All visitors must obtain a "Visitor Pass" in order to enter the school building. In order to keep you updated on all events concerning your child's school life, we utilize a weekly family folder system, as well as a weekly e-mail eMinder program, the school website, and Parish bulletins. Any change of address or telephone number during the school year should be reported to the school office and the homeroom teacher so all records are up to date. This is also applicable to the information on emergency cards.

It is our goal at OLPR to keep all of our school families up-to-date and current with all of our news and information by way of our weekly eNewsletter - OLPR's Weekly eMinder, website, Facebook page and OptionC.

Custody

Parents are mandated to inform the school personnel regarding custody agreements. It is imperative that the school have a copy of the legal documents. Also, in the case of restraining orders, the school is to have a copy of the document. Non-custodian parent/s are entitled to report cards, newsletters, etc. but must furnish self-addressed stamped envelopes for the like.

DISCIPLINE

At Our Lady of Port Richmond School, we are committed to a positive, assertive, and clearly defined program. We adhere to a discipline code in order to promote the overall development of our students, while teaching them the importance of respect for themselves, others, and authority. We also seek to establish an environment conducive to learning by encouraging students to grow in self-discipline and citizenship.

Specific behavioral infractions which infringe upon the rights of others within the school community, or which are in any way detrimental to the learning or well-being of the children, will be addressed with students and with parents depending upon the gravity of the situation. If there is any question regarding a disciplinary action, communication with the teacher is recommended.

All students are expected to comply with school regulations regarding dress code, schoolyard, classroom or lunchroom conduct, lateness, absences, homework, leaving school property, care of surroundings, and respect for others. Students should be respectful, courteous, and attentive to teachers at all times, and they should show consideration for one another.

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Disciplinary procedure for Pre-K 3, Pre-K 4, Kindergarten, and Grades 1 to 2 usually will be handled individually by the classroom teacher.

Disciplinary procedure for Grades 3 to 8 will follow Our Lady of Port Richmond's Code of Conduct as follows.

In order for each student to enjoy the best possible learning environment, Our Lady of Port Richmond requires its students to conduct themselves in the manner of young Christian ladies and gentlemen, both in and out of school. Behavior that positively contributes to the creation of a productive and supportive learning environment is expected. Behavior that detracts from this environment or which shows disrespect or disregard for the well-being of others will be subject to corrective action. Consequences will be based upon a point system that will determine the trimester mark. Students in grade 3 to 8 will begin each trimester with 100 points. Point deduction will be based on the following:

Minor Infractions: 2-point deduction for each infraction - examples include, but are not limited to

1. Unprepared for class by not bringing necessary materials.
2. Chewing gum or eating anything outside of lunch/recess.
3. Violation of dress code.
4. Failure to have a parent/guardian sign tests.
5. Doodling on desks, textbooks, copybooks, planners, book covers or pencil case.

Major infractions: 5-point deduction for each infraction (May result in suspension) - examples include, but are not limited to

1. Disorderly conduct at any time, in any place
2. Disrespectful actions
3. Inappropriate language

Grave Infractions: 10-point deduction (May result in immediate suspension or expulsion) - examples include, but are not limited to

1. Open defiance or willful disobedience.
2. Cheating or stealing.
3. Truancy or leaving school grounds or classroom without permission.
4. Repeated and/or serious disrespectful actions and/or bullying (hurtful teasing, taunting, or gossip)
5. Physical assaults, verbal threats, and harassment of any kind (including sexual, racial, emotional, or physical).
6. Vandalism, defacement, or damage to school property or the property of others.
7. Possession, use, sale, or distribution of drugs, alcohol, cigarettes, and/or any other controlled or dangerous substances, which may be injected, ingested, inhaled, or consumed. (Also included are: hairspray, ethyl alcohol-based hand cleaners, grooming products, or lighters).
8. Possession or use of a weapon of any kind (anything which may inflict serious bodily injury or harm, and anything readily capable of lethal use).
9. Use of beepers, cell phones, video games, iPods, MP3 players, CD players, and laser pointers are not permitted. **Note:** Any student who must bring a cell phone to school for safety reasons must comply with the Cell Phone Policy. Any student who does not comply will have their cell phone sent to the principal's office and returned to the parent.

Any student who has 30 points deducted during the trimester will be suspended.

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All infractions will be noted in the homework book. They are to be signed by the parent/guardian and returned to school the next day. Chronically disruptive students will not be permitted on class trips. Grave major infractions will be handled in the principal's office and will involve communication with the parents/guardians.

Note on chronic offenders: Because of our religious mission, we firmly believe in the examples of Christian forgiveness and redemption, which give to each of us another chance to do right. At the same time, mindful of the responsibility we have to all students, there are limits to the number of second chances we can give to a chronic offender. Those chances are exhausted when that student's behavior causes consistent disruption to the imparting of the best education to the largest number of children. Chronic offenders will have every opportunity within reason, to mend their ways; but if they choose not to do so, they will not be permitted to continue at Our Lady of Port Richmond. The principal is the final recourse in all disciplinary actions, and when reviewing cases may waive or impose terms according to the individual circumstances.

Non-compliance of lunchroom/school yard policy may result in detention. Repeated detentions may result in suspension from the lunchroom. Please see the full lunchroom/school yard policy as outlined on the form sent home at the beginning of the school year.

DISCIPLINE/DETENTION

Detention may be given at the discretion of the teacher or the principal for students in grades 3-8 for the following infractions:

1. Any violation of the current conduct code that carries a 5 or 10 point deduction. (2 point infractions may not result in detention immediately, however, repeated offenses may result in detention.)
2. Frequent or consistent uniform violation (shirt not tucked in, no belt on boys, haircuts, no name tag, buttons unbuttoned on shirts, non-regulation shoes/sneakers, nail polish or makeup on girls).
3. Frequent or excessive missed homework within the course of a week (missing assignments still carry a 2 point deduction from the student's effort grade).
4. Chronic lateness may result in detention or other disciplinary action.

Consequences for repeated infractions will be as follows:

1. Repeated infractions may result in an in-school suspension where the student is removed from the classroom and given work to be completed throughout the course of the school day(s).
2. Two in-school suspensions may result in an out-of-school suspension for a duration of no more than three days and no less than one day. The student is responsible to make up any work missed during that time period.
3. Repeated suspensions will result in the formation of a contract for the student. Failure to comply with the contract may result in the student being asked to leave the school.
4. Thirty points deducted from a student's conduct grade during the course of a trimester will result in an in-school suspension. This is mainly for five point or ten point deductions adding to thirty. Two point deductions from a student's conduct would factor into that, however two point

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deductions added to thirty would not constitute suspension at the discretion of the teacher and/or principal.

5. The school principal may suspend a student when deemed necessary bypassing the above policy.

OLPR UNIFORM POLICY AND DRESS CODE 2016-2017

Reminder: Please note items that must be purchased at Cramer's or Flynn & O'Hara

GIRLS (Pre-K 3 and Pre-K 4)

Plain navy sweatpants (can be purchased anywhere), plain navy knee-length mesh shorts (can be purchased anywhere), yellow tee shirt, monogrammed "Our Lady of Port Richmond School" and navy sweatshirt, monogrammed "Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara), white socks, and all white sneakers with Velcro ties only.

GIRLS (Kindergarten to Grade 5) (Worn November to April)

Plaid jumper, white peter pan collar blouse (long or short sleeve), navy knee socks, navy saddle shoes or navy mary janes (soft or hard sole) or vans (maroon ONLY – no other color), maroon sweater (cardigan or pull over), monogrammed "Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara).

GIRLS (Grade 6-7-8) (Worn November to April)

Plaid skort, khaki golf shirt, short or long sleeve, monogrammed "Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara), navy knee socks, navy saddle shoes (soft or hard sole) or vans (maroon ONLY – no other color), maroon sweater (pullover or cardigan) monogrammed "Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara).

SUMMER UNIFORM – GIRLS – Grades K – 8 (worn September, October, May & June Only)

Khaki Skort, maroon golf shirt, monogrammed "Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara) white ankle socks and ALL WHITE SNEAKERS ONLY (no Vans allowed with the summer uniform). Students in Kindergarten must wear sneakers with Velcro ties.

GYM UNIFORM – Grades K – 8

Plain navy sweatpants and plain navy knee-length mesh shorts, (may be purchased anywhere), navy sweatshirt and light blue tee shirt, monogrammed "Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara), white ankle socks and ALL WHITE SNEAKERS ONLY (no Vans allowed with the gym uniform). Students in Kindergarten must wear sneakers with Velcro ties. Shirts must be tucked in at all times except during gym class. The OLPR gym uniform now includes the maroon or navy blue t-shirts that are sold at school. T-shirts will be available for sale at the stationery sale during the summer and as available throughout the school year.

PLEASE NOTE: NO JEWELRY MAY BE WORN ON GYM DAY. EXCEPT POST EARRINGS. REMINDER NO LOOP EARRINGS OR EARRINGS THAT EXTEND BELOW THE EARLOBE MAY EVER BE WORN DURING GYM OR WITH THE SCHOOL UNIFORM. NO HAIR DYE OR HIGHLIGHTS OF ANY KIND OR COLOR, MAKE UP, OR NAIL POLISH IS PERMITTED AT ANY TIME. HAIR MUST BE ABOVE EYEBROWS OR PULLED BACK.

BOYS (Pre-K 3 and Pre-K 4)

Plain navy sweatpants and plain navy knee-length mesh shorts, (can be purchased anywhere), yellow tee shirt monogrammed "Our Lady of Port Richmond School" and navy sweatshirt, monogrammed

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"Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara), white socks and all white sneakers with Velcro ties only.

BOYS (K-8) (Worn November to April)

Khaki pants, black or brown belt, maroon golf shirt, monogrammed "Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara), socks and dark maroon or black Vans (no other color) or black Pumas, Payless black SmartFit or black Addidas (no other sneakers or high tops). Sweater must be khaki cardigan or pull over, monogrammed "Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara).

SUMMER UNIFORM –Grades K – 8 (worn September, October, May and June only)

Khaki shorts, black or brown belt, maroon golf shirt, monogrammed "Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara), white socks and ALL WHITE SNEAKERS ONLY (no Vans allowed with the summer uniform). Students in Kindergarten must wear sneakers with Velcro ties.

GYM UNIFORM – Grades K – 8

Plain navy sweatpants and plain navy knee-length mesh shorts (may be purchased anywhere), navy sweatshirt and light blue tee shirt, monogrammed "Our Lady of Port Richmond School" (must be purchased from Cramer's or Flynn & O'Hara), white ankle socks and ALL WHITE SNEAKERS ONLY (no Vans allowed with the gym uniform). Students in Kindergarten must wear sneakers with Velcro ties. Shirts are to be tucked in at all times except during gym class. The OLPR gym uniform now includes the maroon or navy blue t-shirts that were sold at school. T-shirts will be available for sale at the stationery sale during the summer and as available throughout the school year.

PLEASE NOTE: NO JEWELRY MAY BE WORN ON GYM DAY. BOYS ARE NOT PERMITTED TO WEAR EARRINGS. BOYS MUST WEAR HAIR ABOVE THE EYEBROWS AND NOT TOUCHING THE COLLAR AND NO HAIR DYE OR HIGHLIGHTS OF ANY KIND ARE PERMITTED AT ANY TIME.

EMERGENCY CARDS

At the beginning of the school year, emergency cards will be given to each student. These cards are to be completed, returned and kept on file in the office. It is imperative that we have accurate and current information in case an emergency arises and the parent or emergency contact must be reached.

A reliable emergency contact must be provided in case of sickness or unexpected school closing. In cases where the parent cannot be reached, the emergency person listed should be available for the student. The family phone number and the emergency contact number cannot be the same.

Please be sure to provide any work numbers or cell phone numbers that may be needed or used in the case of an emergency. Update the homeroom teacher and the office if any changes should occur pertaining to the emergency card information and/or phone numbers and contact people.

The police will be called in the case of any emergency or situation when a parent or contact person cannot be reached.

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EMERGENCY CLOSINGS

In the event of inclement weather, listen to KYW News Radio-1060. If it is announced that all public and parochial schools are closed, then we will be closed. If there is an announced 2-hour delay, students are to report by 9:50 a.m. We do not have a school closing number. **DO NOT CALL SCHOOL, CONVENT, OR RECTORIES.**

If an emergency arises during the school day and it is necessary to dismiss early, parents, guardians and/or designated emergency contacts will be notified by the Instant Parent Contact School Reach Program. Students should be instructed by a parent about what to do if an emergency early dismissal occurs.

SPORTS & EXTRACURRICULAR ACTIVITY POLICY

In order to participate in any sport or extracurricular activities, a student must achieve a passing grade in all subjects, including specials and a 3 or better in conduct and effort. Communication will be held between teacher, moderator, and parents for any student whose grades fall dramatically

FIELD TRIPS

Because going on a field trip is a privilege, a student can be denied participation if he/she fails to meet academic or behavioral requirements.

Parental chaperones are requested to support teacher procedures. Smoking by chaperones is prohibited. When advance payment is necessary, the school is not able to make refunds to any student absent that day. Students who fail to submit a permission form will not be permitted to participate in the field trip. Any outstanding fees prevent a child from attending a trip. A permission form has been designed by our Archdiocesan Office for use by all students.

VOLUNTEERS AND CLEARANCES

All volunteers must adhere to the guidelines set forth by the Archdiocese of Philadelphia and obtain all necessary clearances. The policy and listing of required clearances is available on the OLPR website.

HEALTH

Our Lady of Port Richmond has the services of a Registered Nurse. Please contact school if you need to speak to her.

General Health Issues

Physical exam reports are required for entrance into school and 6th grade. Dental exam reports are required for entrance into school 3rd and 6th grade.

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Students should attend school if not seriously ill. Please do not send children to school when they have or have had a fever in the last 24 hours, or if they had vomiting/diarrhea during the evening, night or morning before school. All serious injuries should be evaluated and cared for before the child returns to school.

If a child becomes ill or injured in school and it is judged not to be serious, he/she will be returned to class. If illness or injury requires care, a parent/guardian will be notified.

If your child has a medical condition diagnosed and treated by a physician, it is important the school office be notified the first day of school. If your child's condition may result in an emergency situation during the school day, it is essential that you notify your child's teacher directly and immediately.

Medications

Medications should be given at home, if at all possible. In the event a medication must be given during the school day, there is a procedure to be followed.

Short Term Medication: Medication that needs to be given in school for 10 days or less must come to school in the prescription bottle with a note from the parent/guardian requesting school personnel to give the medication and at what time.

Long Term Medication: Medication given throughout the school year on a daily basis or on an as necessary basis has a specific procedure to be followed. Please notify school of this need and the office or the school nurse will provide the necessary forms.

Hygiene

We are created in God's likeness and image. As Temples of the Holy Spirit, our bodies must not be neglected or abused. Hygiene is an essential element of health maintenance in addition to having a significant impact on personal relationships. It is, therefore, very important that the children bathe regularly and maintain positive personal hygiene habits.

NUTRITION POLICY

We receive free breakfast and free lunch from Nutritional Development Services (NDS). For that reason, we abide by the policy outlined that students are to bring healthy snacks to school. No candy, cookies, cake, chips, soda and the like are permitted on a daily basis. When packing recess and/or lunch, please abide by the nutritional policy.

We do permit parents to send some of these items on a child's birthday, but if at all possible, please try to be creative by sending more nutritional types of birthday treats. Also, we might allow these items at holiday time or a special occasion. If your child brings any of the items mentioned, we will request that he/she bring them home. Please help us to help you keep your children healthy.

PARENT HANDBOOK

Parents/Guardians are responsible to read the handbook in its entirety. A letter is sent home on the first day of school to be signed and returned with the youngest child in school. The principal reserves the right to amend or add to the policies, rules, and regulations contained in the handbook.

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TECH KIDS AGREEMENTS

Students participating in the TECH Kids Program must abide by the TECH Kids student contract. Copies are sent home in the beginning of the school year to be signed.

PROMOTION AND RETENTION

Promotion/Retention policy is based upon the social, emotional, psychological, and academic readiness of an individual student.

After consultation between parents, teachers, and school administrator, a decision for retention may be made. Retention of a child may not occur more than once during the academic life of that child. It is encouraged that retention not take place beyond the primary grades. Preferably, retention should take place in Pre-K or Kindergarten.

RECORDS

Each student has a permanent record on file containing academic transcripts, academic testing, and health records. According to the 1975 Buckley Amendment, parents and students have the right of access to records and the right to request that statement be changed or deleted. We request a twenty-four hour written notice if a parent wishes to view his/her child's school records.

TELEPHONE

Students may not receive telephone messages at school unless it is an emergency. Parents should settle any business with their child at home. Students will not be permitted to use the office telephone to call for forgotten books, tests, or supplies. Calls are made home if a child forgets eye glasses or lunch. If a child must have a cell phone he/she must comply with the cell phone policy.

TUITION, FEES, AND OTHER PAYMENTS

All tuition payments should be made on time and directly to TADS. You can view your account or make a payment by visiting www.TADS.com. OLPR's Tuition Policy Terms and Conditions are signed as part of your student's enrollment/registration process. The document can be viewed at any time on your TADS account.

Note regarding checks for trips, fundraisers, hot lunch, stationery and other fees: for every check that is returned, there will be a \$29 NSF fee assessed to the family by the school. Delivery of your fundraising items, participation in trips, etc. may be delayed or cancelled until payment in full (including the NSF fees) is received.