



OUR LADY OF MERCY

Regional Catholic School

2023-2024
Student-Parent-Handbook

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Mission Statement

Through the intercession of Our Lady of Mercy, we commit ourselves to living the Gospel message by practicing the Corporal and Spiritual Works of Mercy. Our rigorous academic program inspires a Gospel vision of Christian stewardship and leadership. We live out our relationship with God by respecting the dignity of others and providing service to others fostering unity, understanding and compassion to the local and global communities.

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School Pledge

Today I promise to keep
Jesus: In my mind
On my lips
And in my heart.

I promise to always do my best and
to treat everyone with respect and
kindness.

I promise to take good care of everything
God has given me and to have the courage
to always do what Jesus wants me to do.

I promise to live what
Our Lady of Mercy School teaches.

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Our Lady of Mercy Belief Statements

We believe that parents are the first and primary educators of their children. Faculty, staff, and administration partner with parents to provide a Catholic foundation where each student is given the opportunity to reach his or her full potential by discovering and developing their God-given gifts.

We believe the Catholic faith is the foundation of our school and is integrated into all aspects of student life. Through prayer, liturgy, the Sacraments and religious instruction, students encounter Christ and develop a personal relationship with Him.

We believe that a robust academic curriculum enables children to reach their potential and prepare for a lifetime of learning. Our Lady of Mercy challenges students to strive for academic excellence beyond basic skills and ensures they are given the essential tools that tend to and strengthen their social and emotional well-being.

We believe that faith is manifested in a life of service. At Our Lady of Mercy, students become aware of their role as citizens of the world, learning that their unique gifts are meant to be shared to build the Kingdom of God. Through service projects, extracurricular activities and leadership opportunities students learn the Gospel message of service, stewardship and kindness to those around them.

Memorandum of Understanding

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of Catholic school education is to strengthen the Catholic community in its faith and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration are responsible for ensuring that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school can function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for this school's Catholic identity and mission, and by enrolling my child, I commit myself to upholding all principles and policies that govern the Catholic School.

This handbook contains certain policies and procedures of the school. **Our Lady of Mercy Regional Catholic School reserves the right to amend or add to this handbook's policies, rules, and regulations and make changes applicable to current and new students when the situation dictates.** If you have a question about a particular policy or procedure, please contact Mr. Bill Delaney. Students and parents must abide by the school's policies and procedures for the student to attend Our Lady of Mercy Regional Catholic School.

School Administration, 2023 – 2024

Name	Position	Phone	Email
Mr. Bill Delaney	Principal	215-646-0150 X222	BDelaney@OLMrCs.com
Mrs. Caroline Maher	Assistant Principal	215-646-0150 X205	CMaher@OLMrCs.com
Mrs. Julie Bebey	Director of Advancement	215-646-0150 X113	JBebey@OLMrCs.com
Mrs. Grace Mullan	Front Office Coordinator and Director of Transportation	215-646-0150 X0	GMullan@OLMrCs.com
Mrs. Victoria Racz	Secretary	215-646-0150 X0	VRacz@OLMrCs.com
Mrs. Maria Pasceri	Business Manager	215-646-0150 X533	MPasceri@OLMrCs.com
Mrs. Kathy Tenzinger	Director of Technology	215-646-0150 X230	KTenzinger@olmrCs.com

The school office is open on school days from 7:30AM to 3:30PM.
The school office is open until 12:30PM on early dismissal days.

Part I: Academics

1. **Academic Responsibilities**

Our Lady of Mercy Regional Catholic School encourages all students to reach their fullest potential through the academic program.

Each student is responsible for completing projects, classwork, and homework promptly and satisfactorily. Grades on tests and projects should be commensurate with the student's ability.

A student who does not fulfill his/her academic responsibilities will be placed on academic probation, during which time the evaluation of the student's progress is monitored.

2. **Conditions and Consequences of Academic Probation**

The parent(s)/guardian(s) and the student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.

The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:

- parent contact
- grades posted to the online school information management system
- periodic meetings with the student
- report cards

If a student successfully meets his/her academic responsibilities, the student will be removed from academic probation, and the parent/guardian will be notified in writing.

If the student fails to meet his/her academic responsibilities, the administration will review the student's continued enrollment.

3. **Accreditation**

Our Lady of Mercy Regional Catholic School has been accredited through the Middle States Association of Colleges and Schools, a recognized accrediting agency by the State of Pennsylvania. It maintains membership in the National Catholic Educational Association.

4. **Class Participation**

Students are expected to:

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

5. **Class Requests**

Requests for a specific teacher will not be acknowledged or honored. Every effort is made to ensure your child is placed in the most appropriate class. Assigning a student to a certain class/teacher is not taken lightly. Teachers collaborate in each grade to determine the most beneficial placements for all students. Teachers' professional observations help guide their assessment of where each child will best thrive observation and collaboration processes take considerable time and are carefully evaluated.

Parent requests will not be the determining factor for children's classroom placement. Should you have special circumstances or considerations we are unaware of, please pass these specific and articulable concerns, in writing, to the principal.

6. **Curriculum Modification**

The Office of Catholic Education established guidelines for modifying and adapting the curriculum to meet the learning needs of all students. Our Lady of Mercy Regional Catholic School is committed to providing for the needs of individual students. Classroom Modifications are designed to provide adaptations to the curriculum so that high expectations are maintained for all students.

The need for curriculum modifications is determined by educational/psychological testing administered by an agent of the Intermediate Unit or a privately engaged school psychologist. Parents then join the teachers and/or administration to develop strategies to help students achieve specific goals. The parent, teacher, and administration review and agree upon all goals and modifications. A signed copy of the modification plan is kept in the student's file and individualized for each instruction year warranting modifications.

7. **Failure Notices**

If a student is in danger of failing any subject, the teacher shall issue the Notice of Impending Failure no less than 15 instructional days before the end of that grading period.

8. **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. The Administration and the eighth-grade teachers determine the procedures for graduation. The school has the right to deny any student from participating in the 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.

9. **Homework**

Homework will increase the students' opportunities to learn and apply previously learned information. It is completed outside the classroom and is intended to provide an added opportunity to practice skills, engage information, and explore topics using varied learning styles and interests. Homework assignments should be purposeful and intentional, including written assignments and opportunities to participate in cultural and creative activities and real-world learning applications.

Student Responsibilities: Students are responsible for completing and turning in their homework and, with the support of their parents, will:

- Record assignments and due dates, if appropriate for grade level, ask questions, and select necessary books, supplies, and other relevant material before leaving school.
- Complete work so that it is neat and legible.

Parental Support: Parents/Guardians will be urged to actively involve themselves in their children's schoolwork by doing the following:

- Assisting their child with time management.
- Check to ensure that the work is complete.
- Staying in close communication with teachers.

It is left to the discretion of each classroom teacher to carry out consequences for not having homework assignments. The consequences must work in agreement with the OLM Student-Parent Handbook.

Make-up-work: In case of absence or suspension, all homework and missed assignments must be made up. Parents may call the Main Office to request homework for Grades 1-5 students if a student is absent. Students' work may be picked up between 2:30 PM and 3:30 PM. MIDDLE SCHOOL: homework requests will only be granted for absences of three or more days. Except for extended absences, all missed work, including tests, assessments, and quizzes, will be made up within a period not longer than twice the length of the absence unless other arrangements are made with the teacher.

Homework Illness Policy: For short absences, students should make arrangements with classmates, check assignments online, or obtain them when they return to school.

Homework Vacation Policy: Parents are strongly discouraged from planning vacations during the academic year. While family time is valuable, interruption in the educational process can present difficulties for some children. However, when absences for vacation are unavoidable, the following policy will apply: Homework and/or class assignments will not be given before the start of the vacation. No work will be given so that it may be done during the vacation.

Homework Time Guidelines

Grades K-2: Homework at the lower elementary level should be minimal and experiential and most often take the form of reading, playing games, or doing activities that involve the family.

Grades 3-5: Homework during these grade levels will reflect the more complex nature of the content as students are expected to know and understand and the increasing expectation that students be more independent. Research has not shown a strong relationship between how much homework an elementary school student completes and achievement levels.

Grade 6-8: Homework in the OLM Middle School can impact student achievement. Assignments should be carefully planned among core teachers so students are not given excessive homework. This recommendation is based on research that shows homework can positively affect student learning for middle school students.

Grade Level	Average Homework Time Per Night for all Subjects Combined (This includes independent reading time.)
Kindergarten	Up to 10 minutes
1 st Grade	Up to 10 minutes
2 nd Grade	Up to 20 minutes
3 rd Grade	Up to 30 minutes
4 th Grade	Up to 40 minutes
5 th Grade	Up to 50 minutes
6 th Grade	Up to 60 minutes
7 th Grade	Up to 70 minutes
8 th Grade	Up to 80 minutes

10. **Honor Roll**

Students in Grades 4-8 may earn honors each trimester. The following are the criteria:

First Honors

- 95 or above in every subject area
- 3 or 4 in Special Subjects

Second Honors

- 90 or above in every subject area
- 3 or 4 in Special Subjects

Policy for Weighting Courses – Honors Math Program (Grades 5-8)

Elementary and Middle School students who participate in the Honors Math Program (or math enrichment – grade 4) receive a weighted grade to determine the overall GPA accurately. The individual course grade for the math course will be given the weight of 0.5 bonus points (based on a 4.0 scale) to reflect the challenging curriculum. Therefore 0.5 equals 5 points on our 100 scale. Therefore, Math honors are based on First Honors - 90 and above. Second Honors 85 and above.

11. **Mathematics – Grades 1-8**

The Elementary Mathematics Curriculum is a carefully planned program focusing on understanding basic concepts and mastery of skills, applying these skills through extensive instruction and practices mathematically, making real-life and content-area connections, and developing reasoning skills.

The Elementary Honors Mathematics Program is intended to meet the needs of those students who can complete the prescribed curriculum in seven (7) instead of eight (8) years. The students in this program are identified in grade four (4) and begin formal instruction in grade five (5), continuing through grade eight (8). The Algebra I course used by the secondary schools in the Archdiocese of Philadelphia is the eighth (8th) grade honors curriculum. The school administrator and the mathematics coordinator carefully monitor the program.

Students who complete this program and satisfactorily master the Algebra I curriculum can test to begin their second year of secondary mathematics in their freshman year.

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

- Cognitive Skills Quotient in the 125 range
- Standardized test scores: 90 in Mathematics and 80 in Reading
- Consistent scores of 85 or better on Archdiocesan Level Evaluations
- 90 overall Mathematics average for the year
- Periodic evaluation will be used to determine continued participation in this program.

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

12. **Morning Arrival**

Students will go directly to the gym on Monday, Wednesday, and Friday for community prayer. Upon arrival on Tuesday and Thursday, children go directly to their homerooms for morning prayers and announcements through the WOLM broadcast. The assembly includes spiritual reflection, prayer, announcements, a pledge of allegiance to the flag, a patriotic song, and a birthday blessing. Every student, faculty, and staff member is invited to be acknowledged on his/her birthday. (When a birthday falls on a Saturday, the blessing will be the Friday before; if a birthday falls on a Sunday, the blessing will be on Monday). Birthdays after the last day of school in June and those in July and August will be celebrated during May or June. The scheduled "Blessings" are posted in the Mercy Messenger.

13. **Preparation for Class**

Students are responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card.

The teacher assesses the daily performance of students. 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.

14. **Promotion and/or Retention**

Student progress is monitored throughout the school year. At the close of the First Trimester report card period, the parent/guardian is informed of the student's academic, social, and emotional progress. The teacher will contact the parent/guardian of a student who continues to experience difficulty in discussing the possibility of retention and support services. If retention is indicated, the parent/guardian will receive an official notification that must be signed and returned to the school administration. Promotion or retention is at the administration's discretion in consultation with the teacher(s).

15. **Remedial Services**

Montgomery County Intermediate Unit Act 89/ Title I

These programs provide remedial, corrective, or developmental reading skill reinforcement for Our Lady of Mercy Regional Catholic School students. Students are considered for these programs based on their performance in the Terra Nova Test, assessments given by the MCIU, classroom teacher recommendations, and/or parental requests. These services are coordinated with the classroom teacher to maximize reading, thinking, and learning potential.

Speech and Language Services

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

Reading and Math Services

Remedial services are provided by Act 89 for students on those days authorized through the Montgomery County Intermediate Unit. Students are considered for this program based on classroom teacher recommendation, performance in the Terra Nova test, and informal diagnostic tests administered by the I.U. teacher. These services are coordinated with the classroom teacher to maximize the student's benefit. Service is only provided following the consent of the parent /guardian.

Counseling and Psychological Services

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

The school counselor provides quality service to the Our Lady of Mercy Regional Catholic School community by consulting with the school administration, faculty, and parents/guardians regarding individual students. Both individual and group counseling are available to the students. The counselor recommends suitable referrals when needed.

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

16. Standardized Testing

The Terra Nova Test is administered yearly to Grades 2-7 students in the spring. The results are communicated to the parents and are utilized by the school for curriculum planning. Parents are asked not to take a vacation or schedule doctor appointments during the days of this testing. Dates are given to parents ten (10) months in advance.

17. Student Books and Materials

Students must carry books to and from school in a suitable book bag. Books, copybooks, and materials must be properly identified by name and room number. The student and parents/guardians must pay in full for all lost or damaged school books. A charge will be made at the book's purchase rate.

Students are expected to take care of personal belongings, books, and clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation.

The school reserves the right to examine students' personal property and/or campus materials when necessary.

18. **Student Progress, Report Cards, and Conferences**

Progress reports are available online six weeks into each trimester for grades 1 to 8. The progress reports can be accessed through the school's online information management system. The school provides you with a User ID and Password.

Report Cards are issued three times a year, in grades K through 8. Each student is responsible for his/her grade based on satisfactorily fulfilling the following requirements:

- Test
- Quizzes
- Oral Reports
- Independent Classroom Work
- Participation in classroom lessons and/or activities
- Group Work/Projects

In grades 1 through 8, parents are asked to sign the report card envelope and return the envelope to school. In kindergarten, parents are asked to sign both the report card and the envelope and return both to school.

Conferences take place during the first trimester in all grades. If necessary, a teacher or parent may request additional conferences.

19. **Technology**

Students use many types of technology throughout the school year. Every parent signs a release form explaining the use of the computer. Each child is expected to use the technology respectfully and responsibly.

Our school intends to provide students with the most up-to-date technology for maximum learning. Any child found tampering with another child's work will immediately be held accountable to the Principal. Any vandalism to the many media forms will also result in the student being sent to the Principal for disciplinary action.

Cell phones, iPods, or electronic devices are strictly prohibited during the school day. If electronics are found in use, they will be taken immediately by the teacher/staff.

20. **Security Cameras**

Our Lady of Mercy Regional Catholic School uses security cameras on campus to enhance campus safety and security. Video recordings are to be used for School-related, internal purposes only. Video will not be provided to any parent, student, or third party without a court obligation to do so.

The Upper Dublin Police department has 24/7 access to the camera system.

Signage concerning the use of cameras is posted on campus. Security cameras are only installed in public areas. These areas include but are not limited to fields, hallways, classrooms, cafeteria, basketball courts, entrances and exits to the campus, and parking lots. Security camera usage is prohibited in any space with a reasonable expectation of privacy, including restrooms.

All video recordings are the sole property of OLM

Part II: Activities

1. **Children Are Receiving Extended Services (CARES) Program**

Before/After school care is available for Pre-K through Grade 8 students. The program runs from 6:00 AM-7:30 AM & dismissal until 6:00 PM. An application and information on registration/fees is available on the school website, or a hard copy is available at the school office.

2. **Assemblies**

The primary purpose of school assemblies is education. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

3. **Field Trips**

Every field trip broadens each child's intellectual, cultural, and social experiences. To attend the field trip, a written permission slip must be signed by a parent/guardian before the scheduled trip. The school must be notified in writing if a parent/guardian does not want their child to attend the field trip. It is important to remember that a field trip is a privilege, which the teacher and/or Principal may take away if deemed appropriate.

4. **Student Council**

Seventh-grade students may run for Student Council at the end of the year. All students are permitted to run for election based on the following criteria:

President/Vice President: must maintain an 85 or above general average; have and maintain a cumulative average of 3 or above in conduct and effort and all "Specials" classes; been in the school at least two years; maintain an attitude and appearance that sets a good example for the student body.

Treasurer: must maintain an 85 or above general average, with an 85 or above in mathematics; have and maintain a cumulative average of 3 or above in conduct and effort and all "Specials" classes; maintain an attitude and appearance that sets a good example for the student body.

Commissioner of Religious Activities and Spirit: must maintain an 85 or above general average, with an 85 or above in religion; have and maintain a cumulative average of 3 or above in conduct and effort and all "Specials" classes; active member of the parish; maintains an attitude and appearance that sets a good example for the student body.

School Historian: must maintain an 85 or above general average; have a cumulative average of 3 or above in conduct and effort and all "Specials" classes; maintain an attitude and appearance that sets a good example for the student body.

Secretary: must maintain an 85 or above general average, with an 85 or above in ELA; have and maintain a cumulative average of 3 or above in conduct and effort and all "Specials" classes; maintain an attitude and appearance that sets a good example for the student body.

****Note:** Once elected, the criteria and grade requirements listed above must be maintained throughout the officers' 8th-grade year. If an officer receives a 2 in conduct and/or effort, this may result in a period of suspension from the student council office.

All Student Council officers are role models to the school. They are held to a high standard to be POSITIVE role models for the entire school. This includes following all school academic rules, conduct, effort, and dress code. They must be very responsible since there will be times when they will miss a class to fulfill their duties. They will be responsible for making up for all missed work

independently.

5. **Transportation**

At the beginning of the school year, parents/guardians are asked how their child/children 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 will **not** be made over the phone.

Bus

The local public-school districts provide bus transportation for students. Children who ride the bus are expected to behave safely and orderly at all times. Failure to do so will result in their being denied bus riding privilege. Children must ride the same bus both morning and afternoon as assigned by the school district. Please do not request written or verbal permission from the Principal for a non-rider student 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.

While on the bus:

- Be courteous to fellow students and the bus driver.
- Keep hands, head, and feet inside the bus at all times.
- Assist in keeping the bus safe and clean at all times.
- Never tamper with the bus or its equipment.
- Keep books, coats, packages, and all articles out of the aisles.
- Help look after the safety and comfort of smaller children.
- Do not throw anything out of the bus windows.
- Stay seated until you are supposed to get off the bus.
- Horseplay or fighting will result in disciplinary action.
- Don't distract the driver when the bus is in motion.
- In an emergency, alert the bus driver immediately.
- Taking pictures/videos with cell phones or iPads of other students is prohibited.
- There is no eating on the bus.

6. **Visitors**

Visitors are welcomed by appointment. To arrange a meeting, 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 7:30 AM and 3:15 PM unless the Teacher or Principal gives permission.** All visitors must report to the school office and sign the Visitors' Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

7. **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. Parents are urged to actively participate in their child's education by volunteering whenever possible. All students are expected to show courtesy and respect to all volunteers.

Anyone who works with children (including field trip chaperones) must attend a Safe Environment Program and obtain Criminal History and Child Abuse Clearances. To register for the Program, go to www.virtus.org and click on registration. The forms for clearances are available in the School Office and must be completed before volunteering.

8. **Car Line Procedures**

Drop-off Guidelines

The speed limit is 10 MPH while driving on any part of the school property.

Using a car phone while driving in the parking lot is NOT permitted.

All traffic must enter from Temple Drive and proceed across the back of the yard past the Narthex and Holy Family statue to the school side of the parking lot, where students are to exit the vehicles. Please move all the way up in the drop-off area so that several cars can unload simultaneously. Children may never be dropped off or picked up on Temple Drive, Conwell Drive, the soccer field, or the church side of the parking lot.

When pulling up behind another car, please be aware of children retrieving school bags from the car's trunk in front of you.

Pick-up Guidelines

All traffic must enter from Temple Drive and proceed across the back of the yard past the Narthex and Holy Family statue to the school side of the parking lot, where the cars should form a line against the curb beginning at the school office entrance. This is designated lane 1; once this lane is filled, cars continue to form lanes until all six are filled. Any additional cars arriving after all six lanes are filled should only enter lane 6 (the lane closest to the basketball court).

- Children should only enter the vehicle from the curbside.
- All traffic must exit via Conwell Drive.
- If all of the children you are picking up are not ready simultaneously, please pull into a parking spot until all children are accounted for.
- Do not encourage children to walk between cars through the parking lot.
- Please do not pass other vehicles in the car line.

Part III. Code of Conduct

1. Arrival and Dismissal Times

School begins promptly at 8:00 AM. Students may begin to enter the building after 7:30 AM. Dismissal begins at 2:50 PM and 11:50 AM on early dismissal days. Please check the school website and calendar for days off and early dismissals.

We work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building independently each morning. Various classes invite parent involvement or visits on particular occasions. Teachers are not available to conference with parents before or during the school day while children are in the classroom.

2. Attendance

The State of Pennsylvania requires Our Lady of Mercy Regional Catholic School to provide a school environment that enforces the compulsory attendance law through proactive cooperation among students, parents, administrators, and teachers.

OLM is responsible for monitoring and maintaining records of the attendance of students. Please ensure daily and timely attendance for your student(s). Parents are responsible for calling the school when their child is absent. Parents may leave a message to notify the school of the absence. When calling, please give the child's name, homeroom teacher, the reason for absence, and request for any homework you wish to be sent home if the child will be absent for more than one day. You may also email OLM at attendance@olmrcs.com.

Excused Absences from the attendance of school include the following: illness of any kind, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travels of five days or less, and student-centered court hearings. Students must present a handwritten excuse within three days of returning to school. A doctor's note must be provided after three or more days of illness. Written excuses for dental or doctor appointments must be presented to the homeroom teacher on the appointment day. The parent or designee must pick the student up in the school office and sign him/her in and out of the building. Students are responsible for making up any work missed.

Regular school attendance impacts positively on the child's academic development. The Commonwealth of Pennsylvania prescribes the total number of days school is in session.

Absences

The policies regarding this area are as follows:

A student absent from school, even for one day, must present a written note to his homeroom teacher.

A doctor's certificate may be required for the absence of an extended nature (3+ days).

If your child will be absent or arrive late at school, you must call the school. Please leave a message on voicemail. Please call by 7:30 AM. If you have not phoned, 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 for suspension. Any child who leaves school without permission will be suspended.

Attendance to Participate in Extracurricular Activities:

A student must attend school by 10 AM on the event day to participate that day or evening. The 10 AM deadline also applies to any delays in the starting time. A student who leaves school early due to illness may not participate in any afterschool activities that day. If a student is absent from school all day, he/she may not attend any after-school activities that day.

Lateness

Students who are late must report directly to the office. For any student who arrives late to school more than ten times, the parent/guardian must meet with the administration to discuss the habitual lateness and its repercussions on the learning environment.

Perfect Attendance

Students who incur no full or half-day absences are eligible for a Perfect Attendance Certificate on the last day of school for the year.

3. Early Dismissal

Scheduled

Planned early dismissals are usually at 12:00 PM. Please check the school calendar for dates.

Emergency Dismissal

We have an enhanced communication system to alert parents during emergency dismissal and after regular school hours. Parents are asked to provide updated telephone and e-mail contact information to support the use of this system. After hours and before school, closings will be posted on the website and announced on KYW 1060 AM. Our school closing number is 1382.

4. False Fire Alarm

The family of the student/child responsible for a false fire alarm will be fined \$300.00. The child will also be subject to suspension. The township charges the school \$300.00.

5. Home & School Association

Please check the website for ongoing information about this important organization.

6. Computer Acceptable Use Policy

An Acceptable Use Policy must be signed by the parent/guardian and returned to school.

Purpose and Goals

Computers are a valuable tool for education. Students, and all users of computer technology, have a responsibility to use these tools properly and by the school policy.

Responsibilities of User

The right of access comes with the responsibility to use the source correctly and wisely. Access to the Internet may mean that some material found will not meet the 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 Internet's opportunities and information make it necessary to provide access.

General Requirements for the Use of the Internet

All users and their parent(s)/guardian(s) must sign a student access contract governing the use of computer resources provided by the school and set forth below.

Transferring copyrighted material to or from the school without the owner's permission may violate federal law. The user must ensure that this does not occur.

Using electronic mail and other internet facilities to harass, offend, or annoy other users is forbidden. Any breach in this area will result in suspension with possible intent to dismiss. Email accounts through the school may be restricted and will be monitored.

Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.

Users will not move, repair, reconfigure, modify, or attach external devices or load software on the system without the school's express, prior written consent.

The system operator has the right to monitor all computer activity without prior notice to the user.

The school may impose additional rules and restrictions at any time.

Discipline

Violators will be subject to suspension of computer privileges.

Student Rules

For personal safety reasons, students must never post or transmit personal information about themselves or others. This includes name, telephone/fax number, school address, social security number, etc.

Students must not access profane or obscene material (e.g., pornography) that advocates illegal acts, violence, harassment, or discrimination toward other people.

Students must not plagiarize the works they find on the Internet.

Students must not use obscene, profane, lewd, vulgar, rude, or threatening language. Nor will they, through means of the Internet, harass or annoy other users via writing or photographs.

Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.

Students must not deliberately attempt to disrupt computer systems or destroy data by spreading viruses or other means. These actions are illegal.

The illegal downloading of copyrighted software or other written works on home or school computers is prohibited.

Engagement in cellular phone texting and online social media sites such as Tik Tok, Facebook, Twitter, Snapchat, Instagram, etc., may result in disciplinary action if the content of the students' messaging includes defamatory comments, obscene language & or pictures, harassment, online bullying, etc.

Violations of any of these rules may result in either or both of the following:

Loss of Internet access privileges/suspension/expulsion, and/or legal action by the school, law enforcement, or other involved parties.

With the rise of national issues related to text messaging, emails, cell phones, social networking sites, and parties at individual homes, it is necessary to clarify the school's responsibility regarding discipline and liability. OLM is responsible for the safety of each child while he/she is at school and/or at a school-sponsored event.

Students and/or parents are not permitted to place school images, logos, pictures, and/or photographs (i.e., students in uniform, etc.) on any social networking site or personal website contrary to the Mission of Our Lady of Mercy Regional Catholic School.

7. **Discipline**

Discipline is a necessary reflection of the philosophy of a Catholic School, which will assist the individual in responding to his/her responsibilities and obligations to his/herself and others.

Students' behavior should reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers. All students must recognize their responsibilities and obligations. Students who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as on school buses (coming/going), *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.*

As a general rule, the classroom teacher manages the discipline issues in the class and enlists the help of the principal in cases involving serious or repeated misbehavior (Archdiocesan Policies & Procedures #S 319, 2009).

Disciplinary Procedures

Kindergarten to Grade 4: Teachers in these grades use a variety of behavioral and motivational strategies to maintain positive and effective classroom management. The classroom teacher usually handles discipline.

Grade 5 to Grade 8: Conduct notifications are sent to parents: it is autogenerated from OPTION C.

The following infractions will warrant notifications:

- Cheating - 5 points
- Fighting - 5 points
- Obscene/Profane language - 5 points
- Uncharitable behavior - 3 points
- Uncooperative - 3 points
- Disrespectful - 3 points
- Disruptive in class - 3 points
- Cell phone - 3 points
- Uniform - 3 points
- No homework/Incomplete homework - 1 point
- Unprepared for class - 1 point
- Not listening/following directions - 1 point
- Chewing gum - 1 point
- Locker visits without permission - 1 point
- Leaving classrooms without permission - 1 point

****Due to the age-appropriate and effective classroom management strategies and communication techniques employed in self-contained classrooms, many of these consequences will not be necessary for Grades K-4. Each infraction will have a point value. Once a child accumulates ten points, the child will serve detention after school from 3 to 4 PM. After a second detention, the parents will meet with Mr. Delaney and develop a behavior plan. **Nevertheless, any student in any grade may receive detention or a suspension if he/she does not follow the code of conduct outlined in this handbook.****

Serious Infractions

Serious infractions may result in an immediate suspension or dismissal and apply when students are on school grounds, on a bus, or at school-sponsored functions.

Examples of Serious Infractions include the following:

- Truancy
- Violent behavior – any fighting or behavior that causes physical injury
- Possession and/or use of drugs, narcotics, tobacco, or alcoholic beverages on the campus or the bus
- Vandalism – Destruction or defacing of the parish or school property
- Possession of any item which may present a danger to others in school or out
- Harassment

The school intends to provide an educational environment free from 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 otherwise conducive to the educational and religious mission of the school.

These categories do not cover every possible situation. **The school will determine which behavior is inappropriate. This policy applies in and out of the classroom, in the school community, and outside, where the behavior contradicts Catholic teachings or could bring disrepute or embarrassment to the school.**

It should be noted that every effort is taken to follow a prescribed course of action regarding consequences related to student behavior and responsibilities. **However, each situation is handled individually, considering all factors. Comparisons should not be made.**

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 dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Suspension and 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. A suspension may lead to dismissal from the school.

Procedures for Student Suspension

- Parents/guardians of the student will be informed of the suspension as soon as possible.
- Suspensions will be implemented at the discretion of the Principal.
- Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records will be made available to authorized school personnel and parents/guardians.

Procedures for Student Dismissal

- The principal alone can dismiss a student from the school.
- The student may be given an infinite suspension pending a thorough investigation. The dismissal from the school should not be formalized until the investigation is complete, allowing time for discussion, inquiry, and evaluation by the principal.
- The school will determine whether readmittance is appropriate.
- 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 school community, and/or Catholic teachings.
- Parents/guardians of the student will be informed of the dismissal as soon as possible.

Bullying

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It involves actions or words against another person to inflict physical or emotional harm, discomfort, or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. A student should immediately tell a teacher or the Principal if the bully threatens to harm. Once the report is made, the following will occur:

- An investigation of the incident will occur.
- A decision will be made upon completion of the investigation, including actions to be taken.

Cyber-bullying

Cyber-bullying includes the following misuses of digital technology: written threats, teasing, intimidating, or making false accusations about another student or teacher by way of any technological tool, such as sending or posting inappropriate emails, instant messages, text messages, digital images, or website postings (including blogs and any social networking sites)

Scope: This policy prohibits bullying in any form or by any media that occurs either:

- On school premises, before, during, or after school hours
- On any bus or vehicle as part of any school activity or on the way to and from school
- During any school function, extracurricular activity, or other school-sponsored event or activity
- Any outside school events involving students of Our Lady of Mercy Regional Catholic School

Reporting Complaints: Each student and parent must report any legitimate incident of bullying/cyberbullying to the school. However, the school cannot act on hearsay or rumors; if a student experiences (or a parent witnesses or learns of) any incident involving the above, it should be reported to the school principal. Parents are encouraged to share the documents with the Administration of any inappropriate posting.

Appropriate disciplinary measures will be taken for violations of this policy. This may include suspension or dismissal from school, depending on the circumstance.

The school administration will investigate all actions, examine all sides, and handle them as appropriate. We will not discuss the consequences of another student's actions due to privacy concerns. Threats of physical harm should be reported to the local authorities.

Harassment & Hazing

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.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

Our Lady of Mercy Regional Catholic School is committed to providing a safe environment for all individuals. Verbal/written threats against any individual's physical or emotional well-being are taken very seriously. Students making such threats (seriously, in jest, in person, in writing, or online) face detention, suspension, and expulsion.

Electronic and Mobile Devices

The use of any technology-oriented device should have an educational focus. Users must adhere to school policy regarding using additional electronic devices, including, but not limited to, iPads, calculators, gaming devices, and cellular phones.

Cell Phones/Personal Devices:

Cell phones and other electronics cannot be used at school or on field trips. This time includes waiting in the gym before school for homeroom and waiting for pickup after school. Cell phones and other electronic communication devices are to be turned off and placed in lockers (middle school) or book bags (all others) upon arrival to school. Cell phones and similar electronic devices discovered powered on, seen, or heard by staff/faculty members during school hours will be confiscated. Devices confiscated will be held by the teacher and returned to the student at dismissal. For subsequent offenses, the child will turn in their phone to the homeroom teacher and receive a conduct notification. The school is not responsible for lost, stolen, or broken cell phones.

Students are forbidden to wear or have any device or item capable of communication in their possession. A Fitbit may be worn for tracking steps but may not receive messages during school hours. Items such as an iWatch, or Apple Watch are included in items not permitted. If such items are worn to school and incur any damage, that damage is the sole responsibility of the owner. Since it is virtually impossible to list any wearable devices or predict those that come onto the market going forward, the general term of a wearable device will apply broadly.

Unacceptable Uses of Electronic and Mobile Devices:

- Users may not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy anyone.
- Users may not post, publish, or display defamatory, inaccurate, violent, abusive, profane, or sexually-oriented material.
- Users may not use obscene, profane, lewd, vulgar, rude, or threatening language.
- Users may not knowingly or recklessly post false information about persons, students, staff, or any other organization.
- At no time may a student use the name of Our Lady of Mercy Regional Catholic School on any website or social network.
- Users may not use a photograph, image, video, or likeness of any student or employee without that individual's and the Principal's express permission.
- Users may not use school equipment to create any site or post any photo, image, or video of another except with that individual's and the Principal's express permission. Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in

school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.

- Users may not attempt to circumvent system security, guess passwords, or, in any way, gain access to secured resources, another person's files, or another person's password.
- Users may not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Users may not deliberately visit a site known for unacceptable material or material not supporting educational objectives.
- Users may not access social networking or gaming sites under teacher supervision except for educational purposes.
- Users may not plagiarize content and may not present the work of another as their own without properly citing that work. Users may not violate license agreements, copy disks, CD-ROMs, or other protected media.
- Users may not use technology for any illegal activity. Internet use for commercial gains or profits is not allowed from educational sites.
- Reporting Users must immediately report any damage or change to the school's hardware/software that the user notices.

Administrative Rights

The school can monitor student and employee use of school computers and computer-accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy, at any time, without notice. The administration of the school will deal with violations of the above rules.

Violating these rules may result in any or all of the following:

- Loss of use of the school network, computers, and software, including Internet access.
- The student must complete work on a non-networked, stand-alone computer system.
- Disciplinary action includes but is not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
- Users may not use technology for any illegal activity.
- Users must immediately report any damage or change to the school's hardware/ software

8. **Dress Code/Uniform**

General Rules:

- All students must wear OLM uniform pieces with logos. They must be brought to our two approved vendors: Flynn & O'Hara or Lands' End.
- All formal and gym uniforms must be bought at Flynn O'Hara or Lands' End.
- Girls' kilts must be no shorter than two inches above the knee. After a second warning, they must wear navy blue tights or school-issued pants until the skirt/kilt is at the appropriate length.
- NO LOGOS, Nike Elite sports socks, or the like are permitted with the school uniform except on gym days.
- Sneakers must be worn on gym days, even on a dress-down day.
- Girls may wear post-earrings or small hoops.
- Belts must be worn with pants or shorts by both boys and girls.
- Only the neckline of a **plain white undershirt** may be visible under the shirt.

Dress Down Days

These days occasionally occur throughout the year. Participation is subject to proper attire. Midsections, backs, and shoulders must be covered. All tops must be short sleeves or longer. T-shirts with words or images deemed inappropriate by school staff will be confiscated. Shoes must be flat and have a backing or strap at the heel for recess and stairwell safety. Dress Down Days are a special privilege and warrant everyone's full cooperation.

	Fall/Spring Uniform 09/01 to 10/31	Winter Uniform 11/01 to 03/31
Kindergarten Boys & Girls	<p>Light steel gray tee shirt (with logo)</p> <p>Navy micromesh nylon gym shorts (with logo) Sports socks</p> <p>Sneakers</p>	<p>Light steel gray tee shirt (with logo) -or- Light steel gray long-sleeve tee-shirt (with logo) - or-Gray heavyweight sweatshirt (with logo)</p> <p>Navy heavyweight sweatpants -or- Navy heavyweight open-bottom sweatpants, Sport Socks</p> <p>Sneakers</p>
Girls Grades 1 - 4	<p>Blackwatch plaid drop-waist jumper with White short sleeve Peter Pan collar blouse -or- White long sleeve Peter Pan collar blouse</p> <p>Option: Black cotton / Lycra shorts (to be worn under jumper)</p> <p>OR –</p> <p>Khaki twill walking shorts (black/brown belt) -or- Khaki skort with</p> <p>Dark navy or white short-sleeve banded bottom polo shirt (w/ logo) -or-Dark navy or white long-sleeve banded bottom polo shirt (w/ logo)</p> <p>Navy opaque or ribbed tights or Navy opaque nylon or Orlon navy knee-hi Solid navy, white, or black crew socks (no logo)</p>	<p>Blackwatch plaid drop-waist jumper with White short sleeve Peter Pan collar blouse -or- White long sleeve Peter Pan collar blouse</p> <p>Option: Black cotton / Lycra shorts (to be worn under jumper)</p> <p>OR –</p> <p>Khaki flat-front girls' slacks(black/brown belt) with</p> <p>Dark navy or white short-sleeve banded bottom polo shirt (w/ logo) -or-Dark navy or white long-sleeve banded bottom polo shirt (w/ logo)</p> <p>Navy crew neck cardigan sweater (with logo) Navy opaque or ribbed tights or Navy opaque nylon or Orlon knee-hi</p>

<p>Girls Grades 4-8</p>	<p>Blackwatch plaid wrap-around kilt with</p> <p>Dark navy or white short-sleeve banded bottom polo shirt (w/ logo) -or-Dark navy or white long-sleeve banded bottom polo shirt (w/ logo)</p> <p>Option: Black cotton / Lycra shorts (to be worn under a kilt)</p> <p>OR –</p> <p>Khaki twill walking shorts (black/brown belt) - or- Khaki skort</p> <p>Dark navy or white short-sleeve banded bottom polo shirt (w/ logo) -or-Dark navy or white long-sleeve banded bottom polo shirt (w/ logo)</p> <p>Navy opaque nylon or Orlon navy knee-hi Solid navy, white or black crew socks(no logo)</p>	<p>Blackwatch plaid wrap-around kilt with</p> <p>Dark navy or white short-sleeve banded bottom polo shirt (w/ logo) -or-Dark navy or white long-sleeve banded bottom polo shirt (w/ logo)</p> <p>Option: Black cotton / Lycra shorts (to be worn under a kilt)</p> <p>OR –</p> <p>Khaki flat-front girls' slacks –or- mid-rise slacks (black/brown belt) with</p> <p>Dark navy or white short-sleeve banded bottom polo shirt (w/ logo) -or-Dark navy or white long-sleeve banded bottom polo shirt (w/ logo)</p> <p>Navy V Neck sweater or vest (with logo) -</p> <p>Optional Navy opaque or ribbed tights or</p> <p>Navy opaque nylon or Orlon knee-hi</p>
	<p>Fall/Spring Uniform 09/01 to 10/31</p>	<p>Winter Uniform 11/01 to 03/31</p>
<p>Boys Grades 1 -8</p>	<p>Khaki twill walking shorts -or- Khaki twill pants with</p> <p>Dark navy or white short-sleeve banded bottom polo shirt (w/ logo) -or-Dark navy or white long-sleeve banded bottom polo shirt (w/ logo)</p> <p>Solid navy, white, or black crew socks (no logo)</p> <p>Black or brown leather belt</p>	<p>Khaki twill pants</p> <p>Dark navy or white short-sleeve banded bottom polo shirt (w/ logo) -or-Dark navy or white long-sleeve banded bottom polo shirt (w/ logo)</p> <p>Navy V Neck sweater or vest (with logo)- Optional</p> <p>Solid navy, white, or black crew socks (no logo), Black or brown leather belt</p>
<p>Gym Uniform Grades 1 -8 Boys & Girls</p>	<p>Light steel gray tee shirt (with logo)</p> <p>Navy micromesh nylon gym shorts (with logo)</p> <p>Sports socks</p> <p>*OLM Spirit wear is permitted with gym uniform.</p>	<p>Light steel gray tee shirt (with logo) -or- Light steel gray long-sleeve tee-shirt (with logo) -or-Gray heavyweight sweatshirt (with logo)</p> <p>Navy heavyweight sweatpants -or- Navy heavyweight open-bottom sweatpants</p> <p>Sports Socks</p> <p>*OLM Spirit wear is permitted with gym uniform.</p>

SHOES

Grades 1 – 8	Freeman Tuft (brown), Buc School Issue/Academy (tan), Sperry Blue Fish (tan), Sperry Bill Fish (tan), Sperry Fish Kids (tan)
OPTIONAL FOR GRADES 1 – 3 ONLY	Boys - Merrell Jungle Moc (brown) Girls - Stride Rite Mary Jane (blue)

Part IV: School Policies & Procedures

1. Accident/Illness at School

Accidents or illnesses are reported immediately to the Health Office personnel. When a student becomes ill or meets with an accident, the parent/guardian is contacted. The emergency contact will be called if the parent/guardian cannot be reached. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

2. Address Changes

Please notify the office of address or phone number changes.

3. Admissions

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

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 where indicated under the circumstances. The necessary forms and certificates for admission are

- Birth Certificate.
- Baptismal certificate (regardless of the home parish).
- A certificate of immunization must be updated and available for confirmation.

Students must be five years of age by September 1 of the year they are entering kindergarten and six years of age to enter grade one (1). In other grades, if the child's age does not meet the September 1 requirement, the principal determines admission to the grade requested after reviewing academic records from the previous year.

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

4. Communications

The faculty members of Our Lady of Mercy Regional Catholic School are experienced professionals and consider themselves partners with parents in their child's education. Mutual respect is essential, and good communication is indispensable. If, at any time, parents would like to discuss any aspect of the child's development, please contact the teacher through email or call the office directly to leave a message.

NO PHONE CALLS WILL BE MADE TO A TEACHER'S HOME or CELL PHONE. If a problem should arise concerning your child and a classroom situation, please contact the individual teacher first through email before referring it to the principal.

The principal will not meet with parents unless you have contacted the teacher first.

Written notes or emails, signed by the parents, are required for the following:

- Absence from school
- Early dismissal
- Leaving the school premises during school hours
- Lateness
- Field trips
- Medication taken during the school day
- Changing the usual transportation home

The primary form of communication from the school will be through the weekly “*Mercy Messenger*.” This communication will be emailed to the family on Sundays during the school year and twice during the summer months. Communication is also supplemented on Wednesday with a “*Midweek Communication*” and will be sent out via email during the school year.

5. **Emergency Contact Forms**

Information necessary to address student emergencies is required at the beginning of each school year.

6. **Fire and Emergency Crisis Drills**

Fire drills are conducted monthly. The students are instructed to leave the building quickly and quietly when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

Protocol for Emergency/Crisis drills is reviewed and practiced annually. All staff and volunteers must evacuate the building for a drill.

7. **Legal/Custody Issues**

The school must have a copy of any 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 restraining order copies if needed.

8. **Lost & Found**

There is a LOST & FOUND area outside the OLM Café. Periodically, unclaimed articles are donated to charity. All personal property must have the child’s name and grade on it.

9. **Medical Records & Immunizations**

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

DT (Diphtheria/Tetanus) 4 doses - one after the fourth birthday

Polio, three doses

MMR (Measles, Mumps, and Rubella) 2 doses –one dose after 12 months of age

Hepatitis B, three doses of vaccine- last dose after six months

Varivax (Chicken Pox) - 2 doses (or documentation of live disease)

Dentist and Physician Reports and an Elementary School Student Health History form are required for students entering Kindergarten or any student from out of state.

Subsequent examinations and forms are required from the Dentist in grades 3 and 7 and from the Physician in grade 6.

10. Medication

It is generally recommended that prescription medicines be given to the student before and/or after school, following the physician's directions. In those rare instances where the medication must be given during the school day, it will be administered by the nurse or designated professional. Parents/guardians must sign a medication authorization form, which is available from the school if the student must take medication at the school.

Prescription and non-prescription over-the-counter medications must be in the original container with a note from the parent and physician to include: the 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. Students do not carry a prescription bottle back and forth daily.

11. Nursing Services

Our Lady of Mercy Regional Catholic School provides a full-time nurse. These nurses administer care at school limited to first aid in accidents or illness until the parents can be reached.

A UDSC nurse is responsible for checking every child's height, weight, hearing, and vision and making referrals to parents when problems are found. The nurse maintains all health records. In an emergency, the nurse will arrange to transport the student to the hospital.

All students are screened yearly under the state-mandated program.

If your child has a specific medical problem, please notify the main office and the nurse of the problem. Emergency cards are kept on file for each student. Please be sure that we have up-to-date emergency numbers on file in case of an emergency during the school day involving your child.

12. Option C

Parents can access their child's grades, homework, & report cards in grades K-8 through the school's digital communication tool, OPTION C.

Registration Guidelines

Families are accepted into the school in the following preferential order:

- Siblings of current Our Lady of Mercy families and parishioners of St. Alphonsus, St. Anthony and St. Catherine parishes
- Other families (non-parishioners) with children are registered in our school
- Parish families sending their first child to our school
- Students transferring from other Catholic schools
- Families residing out of our parish
- Catholic students coming from a parish without a school
- Catholic students coming from a parish that has closed its school enrollment
- Catholic students coming from another parish school for other reasons require a letter of release from the pastor of your current parish
- Non-Catholic students

When a grade is filled, a waitlist is established. This is listed in chronological order (upon receipt of the registration form and fee) and respects the criteria as stated above. The registration fee is returned if no openings in a specific grade exist.

13. 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 custody determination. This Court Order/Custodial Agreement is placed in a confidential file.

14. Safety Regulations

The following regulations have been established to ensure the safety of our students and must be adhered to by each student:

- Running is prohibited 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 at recess or lunch or after dismissal at any time unless a school staff member gives explicit permission.
- No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors for lunch recess.
- All visitors and volunteers must report to the school office.

15. Smoking

The school premises are a smoke-free environment. No smoking is allowed on school property.

16. Tuition Policies

(adopted and approved by the Board of Directors in 09-10-2015)

Our Lady of Mercy Regional Catholic School Board (The Board), with the advice and consultation of the principal, is responsible for setting the Tuition and any non-refundable fees. We believe tuition is an investment in your child's education and religious formation. The Board intends to ensure sufficient financial resources are available for Our Lady of Mercy Regional Catholic School. Enrollment is as available and affordable as possible to all families who desire to apply and abide by the rules, regulations, and policies established for the school.

The Board has established the following tuition goals:

- A. To make a Catholic School education at Our Lady of Mercy Regional Catholic School affordable to all who truly desire and value it for their children.
- B. To foster a trusting, Catholic community relationship among The Archdiocese, the supporting parishes, Our Lady of Mercy Regional Catholic School, and your family.
- C. To generate funds so that Our Lady of Mercy Regional Catholic School has a solid financial base to improve programs and services to our students effectively.

The tuition policy of Our Lady of Mercy Regional Catholic School requires that the parents and/or guardians must arrange to pay the total tuition charged for the current school year. All families are required to make tuition payments using the FACTS Tuition Management Plan.

Each family's preferred manner of payment must be submitted each year at the time of student registration. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking or savings account. It shall be the responsibility of each parent and/or guardian to keep the Business Manager of the school office informed of their need to make any changes in their preferred tuition payment plan. Each parent and/or guardian shall make the necessary arrangements with FACTS to facilitate changes in their preferred tuition payment plan. It is NOT the responsibility of anyone at the school to change the parent and/or guardian's chosen option with FACTS.

FACTS Tuition Management Plan Options for payment include

- Full Payment. Under this plan, the entire amount of tuition is paid through the FACTS plan on July 1.
- Semester Payment. Under this plan, tuition is paid through the FACTS Plan in two installments, due in July and December.
- Monthly Payments. Under this plan, the entire amount of tuition is paid in ten (10) monthly payments beginning July 1.

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Fees: Fees determined by The Board are in addition to the tuition. All fees are:

- Mandatory;
- Not applied to the tuition; and
- Non-refundable.

The fees and the dates when they are due are published on the School's website. Fees charged by FACTS or a financial institution are not controlled or determined by The Board. Each School Family is responsible for addressing this without the involvement of the school's administration, staff, or Board.

Tuition Refunds:

Families withdrawing students before August 1ST shall be refunded the entire tuition paid. The registration fee is non-refundable except in cases of student illness or families moving from the area. On or after August 1st, refunds are subject to the discretion of the governance board's principal and the finance committee. Refunds will be prorated weekly from the date written notification of the student's withdrawal is received and accepted by the school.

Difficulty in payment of tuition:

For the sake of your family's security and peace of mind, and the general financial stability of our school, it is the obligation of, and we encourage each parent and/or guardian to contact the school as soon as possible when they are experiencing economic difficulties or changes in life situation. Families who experience these problems may contact the business manager of Our Lady of Mercy Regional Catholic School, who will contact the Finance Committee of The Board to arrange a confidential meeting to discuss special arrangements. It is not the Policy of The Board to turn away genuinely needy families. All requests shall be held in strict confidence by the Business Manager and The Finance Committee of The Board.

Tuition and fee delinquency:

School families know that their child/children will not be allowed to attend our school if they fail to pay tuition according to the agreement that they have made with FACTS and who have been unwilling to make suitable alternative arrangements with the Finance Committee of The Board. In addition, school families 60 days in arrears for fees or tuition who have not made suitable arrangements with the Finance Committee of The Board to have the arrears paid in full will be informed that their child/children will not be permitted to attend school.

Eighth-grade students and/or students transferring from Our Lady of Mercy Regional Catholic School

- Tuition and fee obligations for transferring students must be paid in full before the school completes and transmits any materials to accomplish the transfer.
- Tuition and fee obligations for eighth-grade students must be paid in full one month before graduation.
- Eighth-grade and transferring students whose tuition and fees are not paid in full will have report cards, term reports, and school records withheld until all tuition and fees are satisfied.

Tuition Assistance:

Tuition assistance is available through BLOCS and Our Lady of Mercy Grants. Families may apply online at <http://online.factsmgt.com/aid>.

17. Registration

Parents and/or Guardians must complete a registration form for each child. Each registration form must be completed before the start of school at such time as is determined by The Board.

Late registrations:

- Families registering after the registration deadline shall fulfill their tuition obligations according to the aforementioned policy.
- Tuition for students registering after the first day of school shall be prorated over the number of school days they will be in attendance, plus an additional month of tuition.
- A late re-registration fee of \$300.00 will apply to families registering after the registration deadline as established each school year.

18. Transfers

If a student transfers to another school, parents should supply the school office with a permission form to release records to the new school. Records are not forwarded to another school until a parent has signed this form and all financial obligations have been met.

iPad/Chromebook Use Agreement

To further the educational goals of Our Lady of Mercy Regional Catholic School and its students, OLM will make it available for students iPads and Chromebooks.

The iPad/Chromebook is intended for educational purposes and will be issued upon the student's and parent's signed acceptance of the terms of this iPad/Chromebook Use Agreement and the Acceptable Use Policy for Technology, and the Student-Parent Handbook.

Terms of Use

Our Lady of Mercy Regional Catholic School will provide for iPad/Chromebook repairs resulting from normal software or hardware malfunction.

Students will be liable for physical damage due to negligence to the iPad/Chromebook up to \$350.

Care of Equipment

The student will exercise all due and reasonable care in handling and using said equipment. Our Lady of Mercy Regional Catholic School accepts and acknowledges reasonable and normal wear and depreciation in the value of the iPad/Chromebook. The student and parent will be responsible for damages when:

- The student's negligent use or misuse causes damage to the iPad/Chromebook
- The damage to the iPad/Chromebook is intentional
- The damage, depreciation, or wear, and tear is outside the terms of the Agreement.

Students and parents agree to pay for any reasonable cost of repair or replacement of the equipment (including case, cable, and AC power supply) caused by the user's lack of care, negligence, or misuse.

Rules of Use

Use of the iPad/Chromebook and network resources is a privilege, not a right. Treat this privilege with care. Students can expect their iPad/Chromebook to be periodically inspected and monitored for appropriate usage. The student shall abide by the OLM Acceptable Use Policy for Technology and Student-Parent Handbook.

Unacceptable uses include, but are not limited to, the following:

- Using profanity, obscenity, or other language that may be offensive or abusive to another person
- Copying personal communications to others without the original author's permission.
- Copying software or other copyright-protected material in violation of copyright laws.
- Harassing another individual
- Use of the iPad/Chromebook or program in a manner other than that which was intended
- Unauthorized software installation, including downloads (i.e., iTunes, Facebook, games, etc.) or modification of the iPad/Chromebook.
- Using the network access to alter or destroy information belonging to others
- Spreading computer viruses deliberately or by importing files from unknown sources
- Using the network to attempt to disrupt OLM business or educational activities.

- Using the network for illegal or private business purposes
- Computer “hacking” activities are expressly prohibited. Individuals must not attempt to undermine the security or the integrity of computing systems or networks. They must not attempt to gain unauthorized access
- Users may not use computer programs or devices to intercept or decode passwords or access control information.

Inappropriate use, as outlined above, will result in disciplinary action. Disciplinary action measures may include but are not limited to, loss of iPad/Chromebook and/or system access privileges. OLM reserves the right not to reissue an iPad/Chromebook to a student who misuses the said device.

License Agreements

Our Lady of Mercy Regional Catholic School is the sole owner of the software/apps included in the iPad/Chromebook. Any copying, modification, merging, or distribution of the software/apps by the student is prohibited. The student is responsible for complying with any hardware, software/apps, service, terms, or laws that violate this agreement, and the student may be subject to disciplinary action.

Modifications, Updates, and Repairs

The student shall not modify, upgrade, or attempt repairs to the iPad/Chromebook or its installed software/apps. Any damage to the iPad/Chromebook shall be promptly brought to the attention of the student's homeroom teacher. The student and parent are responsible for the cost of the modifications, upgrades, and repairs to the iPad/Chromebook or its installed software/apps where it is required as a result of the student's misuse, negligence, or intentional conduction, or other acts or omissions in violation of the agreement. Any required software/apps will be installed by authorized OLM School personnel.

Term of Agreement

This agreement is effective as of the date the equipment is received, and the receipt form is signed by the student and parent/guardian.