

SAINT EPHREM SCHOOL

FAMILY HANDBOOK

2017-2018



Revised August, 2017

**Saint Ephrem School
5340 Hulmeville Road
Bensalem, PA
19020
(215) 639-9488
Fax: (215) 639-0206**

STUDENT-PARENT HANDBOOK

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

**STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY
SAINT EPHREM SCHOOL POLICIES AND PROCEDURES
IN ORDER FOR THE STUDENT TO ATTEND SAINT
EPHREM SCHOOL.**

The Commission on Elementary Schools reaccredited Saint Ephrem School in 2014. Regional Accreditation is a landmark event in the history of any institution. Saint Ephrem School is a full and official member in the Middle States Association of Colleges and Schools.

SCHOOL INFORMATION

Pastor: **Msgr. Kenneth McAteer**

Principal: Sister Shaun Thomas IHM

School Secretaries: Mrs. Karen Rose

Mrs. Lorrain Ely

Advancement Director:

Mrs. Gwen Kochanski

Important Phone Numbers:

School Office: 215-639-9488

Rectory 215-245-1698

CARES 215-639-3195

PREP 215-639-4895

Catapult 215-638-5854

Nurse's Office 215-447-0021

Gwen Kochanski 215-639-4958

Bensalem Bus Garage 215-750-2800, Ext. 4400

SAINT EPHREM CATHOLIC ELEMENTARY SCHOOL

Our Mission Statement

Saint Ephrem School educates and challenges our students through a rigorous, relevant, and standards-based curriculum anchored in our Catholic Identity and high academic expectations. Students are empowered spiritually, academically, emotionally, physically, and socially to meet the needs of a 21st century global environment in light of the Catholic Church's Social Teachings.

Our Philosophy

The philosophy of Saint Ephrem School is rooted in the threefold goal of MESSAGE, COMMUNITY, and SERVICE.

The staff and students of Saint Ephrem School are called to be witnesses to the MESSAGE of the Gospel of Jesus Christ; therefore the faculty strives to instill in our students a personal awareness of God in themselves, their community, and the world.

The faith COMMUNITY of Saint Ephrem School – staff and students- realizes that "Christian fellowship grows in personal relationships of friendship, trust and love, infused with a vision that we are all children of God redeemed by Christ." It is our belief that academic excellence is best achieved in an atmosphere of mutual respect and trust.

In its attempt to be of SERVICE, the entire Saint Ephrem School community participates in various, year-

long programs designed to assist diverse charitable organizations, as well as participating in programs designed to assist one another within the school community.

PARTNERSHIP BETWEEN THE HOME AND THE SCHOOL

The administration and faculty of Saint Ephrem School recognize and respect the uniqueness of each child and family who choose this school. **The key to a successful educational experience for all stakeholders is grounded in and built on a healthy partnership between the home and the school.**

Recognizing that our parents/guardians **“are the natural and irreplaceable agents in the education of their children”** (*The Religious Dimension of Education in a Catholic School, Vatican Document*), each member of the school **staff extends** respect to and **deserves respect from** the families who make up our faith community.

Therefore, **it must be noted that in the rare case when this partnership is irretrievably broken and after careful review by both the pastor and principal, the school reserves the right to require the parent/guardian to withdraw his or her child.**

Some examples which warrant such extreme action include:

- a. Any demand for a different teacher; demanding termination of a teacher; any attempt to organize parents to demand a teacher be removed.
- b. With the support of the pastor, the principal’s decision about a child’s academic placement is the standing policy of the school. If a parent continues to contest the original decision in an aggressive manner or threatens the principal, the partnership will be considered broken.

- c. The refusal to produce test results or to accept the school's decisions concerning whether or not the school can meet the needs of a child with special learning differences.
- d. **Definite refusal to follow a policy of the school which the parent agreed to follow through the signing of the Handbook Agreement Form in September of the new school year.**

Daily Schedule – Monday to Friday:

Pre-K 4 7:55 am to 2:20 pm

(A Pre-K CARES Program - before and after- school care - is available upon request)

Grades K-8 8:00 AM to 2:45 PM

Please note: Car and walker lines dismiss at 2:45 from the back parking lot of school.

Buses leave the property @2:57 **or** when **all buses are stationary for safety purposes.**

- **Before school CARES** program 6:30 AM to 7:45 AM
- **After school CARES** program 2:45 PM to 6:00 PM

Please note:

The back door will open at 7:35 am this year for students coming by car, except for Pre-K children who have a separate entrance.

- Car students will proceed directly to the respective **homerooms.**
- **Teacher supervision begins in each homeroom at 7:35 am daily.**
- **Pre-K students are dropped off at the Pre-K door**

which is on the far end of the school building. A teacher will always be present to assist the child leaving the car.

The parent/guardian is asked NOT to leave the car since students in additional cars are waiting to disembark.

✓ Dismissal policies for Pre-K students will be discussed in person at the initial meeting before the school year begins. It is the responsibility of each family to instruct any authorized driver other than the normal arrival/dismissal driver as to the authorized procedures.

Administration

The responsibility for the administration of all parish organizations rests with the pastor. The principal of the school, in cooperation with the pastor, is the chief administrator of all functions that have anything to do with the school. The principal initiates programs, directs and supports the faculty, and is an integral part of all decisions that affect the children of SES.

Admissions

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

Our school endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. Saint Ephrem School reserves the right to decline admission or to impose reasonable conditions of attendance where circumstances warrant such action.

To enter Saint Ephrem's **Pre-K program, a child must be four by August 31st. A child who is five years old by August 31st is eligible for kindergarten. To enter first**

grade, a child must be six by August 31st.

The following forms are required for registration:

- Baptismal certificate (unless baptized at Saint Ephrem or non-Catholic)
- Birth certificate
- Transfer slip from any previous school the student may have attended.
- Children from Saint Thomas Aquinas-Saint Elizabeth Seton Parish must submit verification of parish membership as required by each pastor.
- Medical records – Immunization is required as a condition of attendance at any public or parochial school. The required immunizations are:
 - Hepatitis B – 3 doses
 - Diphtheria and Tetanus – 4 doses, one dose administered after the fourth birthday.
 - Poliomyelitis – 3 doses
 - Measles, Mumps, Rubella – 2 doses
 - Varicella (Chicken Pox) – 2 doses or written verification of occurrence of Chicken Pox
 - 7th grade students only: Meningococcal Conjugate (MCV) & Tdap (tetanus, diphtheria,acellular pertussis) – 1 dose

Registration and Enrollment

Families registered in our school are required to register annually. Registration information for the following year is forwarded to each family through the school communication channels in February prior to the next school year. Tuition fees and non-refundable registration fees are published in February. All financial obligations must be current before registration for the next school year can be processed.

The Enrollment process (for students NEW to SES) is ongoing, starting in October, and continuing throughout the school year. The process begins by communicating with our

Advancement Director, Mrs. Kochanski. Upon review of a diocesan report card or standardized test results from public school students and necessary paperwork, the family will be contacted as to whether or not the available space and appropriate academic setting is available for the child(ren).

Catholic Education

The primary purpose of a Catholic School is to impart the teachings of our faith. Religion is not just another subject taught in our school; the Catholic religion is a way of life.

It is essential, therefore, that this way of life be supported and supplemented in the home. It is our expectation that parents and guardians take the primary lead in developing their child's relationship with God by witnessing to the values taught in school and by fostering a personal prayer life within the family. Participation in Sunday Liturgy as well as the frequent reception of the Sacraments of Penance and Holy Eucharist are fundamental to the growth of a Catholic child's faith life.

The normal practice for the reception of the Sacraments is as follows:

- First Penance is received in second grade
- First Eucharist is received in third grade
- Confirmation is received in sixth grade

It is the custom at Saint Ephrem School that a student receives at least two years of daily instruction before the reception of a Sacrament regardless of age/grade.

All students, regardless of their religious background, participate fully in both daily Religion classes as well as all liturgical services held throughout the school year.

CURRICULUM

The academic program of Saint Ephrem School, pre-kindergarten through grade eight, is based on a Catholic Integration of the Common Core Standards as adopted by the Office of Catholic Education of the Archdiocese of Philadelphia. Information about the diocesan standards is available for review at www.catholicschools-phl.org

The goal of the educational program at Saint Ephrem School is to meet the needs of each individual learner. Classroom teachers incorporate technology throughout the curriculum, differentiate instruction, use small and whole group instruction, and guide independent working groups within the rooms.

A modified or adapted curriculum will be developed for any student whose needs warrant such an action. Upon reception of the necessary evaluative information, a meeting is set-up among the school psychologist, school counselor, principal, teacher, and parents/guardian. A plan, making necessary adaptations in the curriculum and provisions for grading is then reviewed, resulting in an individual learning plan for the student.

HOMEWORK

Homework refers to an assignment given by a teacher that will positively reinforce a concept presented in class and includes both written and study assignments. Assignments are issued in order to ensure independent mastery of subject matter taught in class and to provide enrichment. Homework is a vital part of the learning process. Students must assume responsibility for their **home** work just as they will **assume**

job responsibility in the future.

Parental guidance and participation in home study, especially in the primary grades, is essential for the development of good and lasting study habits. Parental care, interest, and supervision are of prime importance for all grades.

The objective of homework is the extension of learning beyond the class time. It is meant to be an indicator of how well a student has grasped the material presented that day.

Therefore, the **recommended time allotments for written and studied assignments suggested by the Archdiocesan Office of Catholic Education** are:

Grades 1 and 2 - 30 minutes

Grades 3 and 4 - 60 minutes

Grades 5 and 6 - 90 minutes

Grades 7 and 8 - 120 minutes

Policy No.: CIA 615

N.B. If a child consistently needs more time that is stated above, a parent/guardian is encouraged to be in contact with the classroom teacher.

In all grades, parents are asked to check written work for completeness and neatness. Any extreme home concern or problem which affects homework completion should be brought to the **teacher's attention through an email or note from a parent/guardian.**

REPORT CARDS

In order to enable students and parents to assess progress during the school year, report cards are issued three

times a year—December, March, and June. Parent conferences will be scheduled at the end of the first trimester in early December; **parent/teacher conferences may be scheduled at any time during the year at the request of either party.**

A report grade is never simply the average of major tests. Marks are determined by test marks, varying forms of assessment, class work, class participation, and projects. **Parents are asked and expected to keep abreast of grades by signing tests, examining copybooks and workbooks, systematically checking the online grade book and interacting with the teacher by email, note, or conference if/when the need arises.** Good partnering demands that we all remain “on the same page.”

In addition to parental monitoring of test grades via the online grade book, Progress Reports will be issued through OPTION C this year; at least that is our plan!

Parents wishing to discuss their child or some aspect of his/her education or discipline area are asked to first address their interest to the homeroom teacher.

The parent may then opt to schedule a conference with the principal to further discuss the matter; **the principal is not to be the first line of communication.**

Conferences with teachers are done by appointment only; parents are asked not to stop a teacher without notice. Conference requests will be arranged by emailing the teacher, sending a note or calling the school office to request a meeting with the teacher.

Honors Criteria in Grades 5-8

The criteria for **First Honors** are: 92 or above in every subject and 3 or above In Personal & Social Growth and Effort and Study Skills. **Please note that the Effort grade is determined by the AVERAGE of the grading from the specialty and classroom teachers.**

The criteria for **Second Honors** are: 85 or above in every subject and 3 or above in Personal & Social Growth and Effort and Study Skills. **Please note that the Effort grade is determined by the AVERAGE of the grading from the specialty and classroom teachers.**

Recognition of Personal Achievements

- **Each month**, Copybook Awards in grades 1-2, Good Writers Awards in grades 3-8, Christian Peacemaker Awards in K-8, are distributed after Mass, **beginning in November**.
- At year's end, awards are bestowed for highest general average, exemplary effort, and perfect attendance in addition to the usual monthly awards.
- Other awards for contests, scholarships, etc. are recognized after Mass in the months in which they occur.
- Teachers also have various ways of recognizing student achievement in the classroom.

Promotion/Retention

Education is a cumulative process that builds on learning already achieved. To provide the strongest possible foundation for future learning, Saint Ephrem School reserves the right to recommend the retention of any student who has not met the specific requirements of his/her grade, or who has demonstrated, through both objective evaluation and teacher judgment, not to be working to his/her potential.

Promotion is at the discretion of the Principal. A student is promoted when he/she adequately demonstrates mastery of the material required in the given grade.

Graduation

Eighth grade students who have completed the prescribed course of study and have maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the eighth grade teachers.

Closing Exercises

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in the closing exercises of Pre-K, Kindergarten and Eighth grade if all financial obligations have not been met, or in the view of the school, the student's conduct, academic, or disciplinary record indicate that the privilege should not be extended.

Academic Failures

Attendance at a summer school or a tutoring program is at the discretion of the principal and classroom teacher if a student has one or more failures on the final report card and wishes to return to Saint Ephrem School for the next year. Notification of successful completion of a program must be given in writing to the school office prior to the first day of school.

Any eighth grade student who fails any of the basic skills (English Language Arts or Mathematics) or who has a failing composite average is required to attend summer school provided by the Archdiocesan High School if they wish to attend an Archdiocesan High School in the fall.

Academic Probation

A student will be placed on academic probation according to the following stipulations:

A student with two or more failures in major subjects for the final grade will be placed on academic probation during the next school year.

- If a student on academic probation incurs one or more failures at the end of that school year and there is no effort shown by that student, he or she may not be eligible to continue school at Saint Ephrem School.

Personal Growth and Development

"Effective discipline has as its end the development of students who respect themselves, other persons, and those in authority."

(Policies and Procedures -Archdiocese of Philadelphia, S319).

To maintain a Christ-like atmosphere in Saint Ephrem School, we encourage students, faculty, staff, parents and guardians to "treat others as they wish to be treated". The goal of our code of conduct is to guide our students to respect themselves and others as they grow in self-discipline and responsibility.

Weekly charts are sent home every Friday in grades three through eight. The purpose of the chart is to provide a picture of a student's progress in the areas of academic and behavioral expectations. The chart must be signed weekly by a parent/guardian to keep open communication between the home and the school.

Our expectations for student success include but are not limited to:

- A habit of daily study
- Completing written homework neatly and accurately
- Working to one's ability
- Listening to and following directions
- Handing work in on time and returning test papers signed by a parent/guardian as required by each teacher
- Making up absence work within a reasonable amount of time
- Completing class work correctly after explicit directions have been given by the teacher
- Doing homework at the proper place and time

With the inception of **OPTION C** as our online management system, it is imperative that parents **check the performance of a child** on a **weekly , if not nightly basis**. Each teacher will post any issue(s) that arise during the school day online. It is the responsibility of the family to stay current and in good communication with the teacher(s).

Since this is the **first year** that SES –both staff and parents – are using a totally online system for daily behavior reports, report cards, and the like, **we must include a wide margin for PATIENCE as well as UNDERSTANDING between the home and the school.**

We will do our best from school and we know that you will do the same from your home! Together, we will achieve good to great outcomes!

PLEASE NOTE:

- ❖ It is our **expectation and requirement** that students **always** aspire to exhibit behaviors which represent a “disciple” of Jesus Christ! Therefore, this code applies to each member of the student body when **in school, on school property, in school uniform on or off the campus, and at school/parish-sponsored events**. In addition, the discipline code extends to the use of **social media** and any behavior contrary to what is clearly spelled out in the Diocesan “**Acceptable User Policy**” which is included in the handbook.
- ❖ Students will be disciplined for conduct, whether inside or outside the school, that is detrimental to the reputation of the school and, or the parish and comes to the attention of the principal and staff.
- ❖ Adherence to the stated behavior code earns the student the right to participate in school activities.

These activities are to be seen as privileges; therefore **failure to adhere to school rules may result in loss of school privileges.**

Saint Ephrem School's policy for suspension and dismissal follows the guidelines (S 319.2) of the Archdiocese of Philadelphia.

In-School suspension is used at the discretion of the principal when the student's actions warrant immediate removal from the classroom but not necessarily from the school. Parents/guardians will be notified, either by email or a call.

Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Formal suspension is a suspension that warrants the student's removal from the school community for a period of time. Suspension is a major step toward possible dismissal. Suspension is resorted to only when all other means of discipline have proven ineffective or if the situation warrants immediate action. The student must be accompanied by a parent for re-admission to the school at the end of the specified suspension. Documentation of such will be kept on file during the current school year.

Expulsion Ordinarily a minimum of two formal suspensions during the academic year leads to student dismissal. In certain incidents, the seriousness of the offense may warrant immediate expulsion from Saint Ephrem School (S 319.2). In other cases, it may require investigation and evaluation by the principal and pastor.

Following diocesan guidelines, major disciplinary infractions that will incur such serious consequences include, but are not limited to:

- a. Violation of the Criminal Code of Pennsylvania (an offense involving police)
- b. Gross defiance – failure to follow any reasonable request or directive
- c. Unauthorized leaving of school grounds or school sponsored events
- d. Truancy
- e. Verbal, physical, sexual harassment, confirmed bullying
- f. Destruction of school property or vandalism contraband
- g. Alcohol, Smoking
- h. Drugs
- I. Intentional physical fighting on school premises or in school uniform
- j. Physical/verbal threats against the faculty, staff, volunteers, students, or administration
- k. Immoral or indecent behavior
- l. Non-compliance with a probationary contract set up by the school
- m. Violation of the Acceptable User Policy of the Archdiocese
- n. Misuse of communication devices in school, at home, or off premises that target any student, teacher, or staff member
- o. Possession of materials or a display of actions deemed immoral by the Archdiocese and Administration
- p. Disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
- q. Insubordination
- r. Bomb scares or triggering other false alarms
- s. Cheating or plagiarism
- t. Use or possession of drugs or alcohol
- u. Intimidation, harassment, or threats of any kind
- v. Stealing
- w. Plagiarism
- x. Defined and verified bullying

Search Policy

The school reserves the right to search anything brought onto school property by its students.

At any time, the administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school in order to protect and preserve the wellbeing and safety of the school community.

Anti-Bullying Policy

Saint Ephrem School follows the Philadelphia Archdiocesan Policy prohibiting bullying and harassment, including sexual harassment.

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school.

Sexual harassment refers to any unwelcome sexual attention, sexual advances, and 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 who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

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.

In conclusion:

The entire discipline policy of SES applies to **wherever a student of SES is present –during or after school hours and on weekends** when his or her behavior is **contrary to Catholic teachings** and therefore **violates the mission of Saint Ephrem School**.

Conduct by students or parent/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school, is also 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.

Proper Care of School / Vandalism

The physical appearance and cleanliness of our school is a source of great pride. Every child is responsible to maintain this cleanliness at all times. This responsibility extends to school books, desks, interior of classrooms, halls, lavatories and schoolyard. Any malicious damage will necessitate compensation by the student and/or parent.

DRESS CODE ** FOR 2017-2018:

THE SAINT EPHREM SCHOOL UNIFORM IS WORN BY EVERY STUDENT IN GRADES PRE-K to 8 AND SHOULD BE WORN WITH A SENSE OF DIGNITY.

Recognizing the relationship between personal dress, personal attitude, and the living out of our faith, we encourage our students to dress so as to demonstrate pride in themselves, in their school, and in their God. We request and appreciate parent supervision in regard to student appearance, as well.

Please note that the summer uniform, which is optional in all grades, may be worn from **Wednesday, August 30 until Friday, November 3. As of **Monday April 30**, the summer uniform may be worn.**

(Please consult our regulations listed below if you choose to have a child wear the [optional] summer uniform.)

SPECIAL REQUEST/PERMISSION:

****Please note that students are welcome to wear the long gym pants under their uniform on any inclement weather day **as warranted by a family decision.****

The gym uniform is acceptable dress code on any day when the temperatures are expected to be **85 degrees or above; again, this is **a family decision.****

The **Principal also gives permission for gym uniform use on designated days within the school year.**

WINTER UNIFORM

Pre-K and Kindergarten

- Saint Ephrem t- shirt, blue sweat pants, sneakers with Velcro, and white ankle length socks.

Boys Grades 1 - 8

- Navy blue DRESS trousers
- Yellow shirt and navy blue tie or long-sleeved yellow turtleneck polo shirt with **SES LOGO**; either shirt is to be tucked in the pants at all times
- Navy blue sweater or sweater vest with the **SES LOGO** is part of the uniform in grades 7 and 8. Sweaters, vests with **SES LOGO** are optional in grades K to 6
- Black belt to be worn at all times
- Navy blue socks
- Regulation, black shoes purchased at Flynn and O'Hara; our second supplier has now closed its store. Therefore, **we request a non-marking rubber sole AND NOT A SNEAKER-SHOE**...wherever you can find such!

***Girls Grades 1 - 6**

- Uniform jumper with **SES LOGO** (no shorter than two inches above the knee throughout the year) with emblem; otherwise, student is non-compliant with dress code

- Yellow blouse-long sleeve or yellow turtleneck worn under jumper (short sleeve is acceptable in warmer months)
- Regulation navy blue shoes, purchased at Flynn and O'Hara; our second supplier has now closed its store. Therefore, we **request a non-marking rubber sole AND NOT A SNEAKER-SHOE**...wherever you can find such!
- Navy blue knee socks or tights

Optional in Grades K to 6:

- navy sweater or vest with **SES LOGO** in colder weather

***Girls Grades 7 and 8**

- Uniform skirt no shorter than two inches above the knee throughout the year; otherwise student is non-compliant and subject to disciplinary measures
- Yellow button down Oxford cloth blouse, yellow turtleneck or long-sleeved yellow polo shirt (w/ **SES LOGO**) worn with sweater or vest (**w/ SES LOGO**). Blouse or shirt must be tucked in skirt at all times.
- Navy blue knee socks or tights
- Regulation navy blue shoes purchased at Flynn and O'Hara; our second supplier has now closed its store. Therefore, we **request a non-marking rubber sole AND NOT A SNEAKER-SHOE**...wherever you can find such!

***Please note:**

It is a **mandate** that if a uniform skirt cannot be lowered, a new skirt **must be purchased**.

The only possible exception is from the **month of March on**. Navy blue tights must then be worn during the remaining winter months of March and April if the uniform is more than two inches above the knee.

SUMMER UNIFORM

Pre-K and Kindergarten

- **Saint Ephrem** (SES logo) navy blue shorts and **Saint Ephrem** (SES LOGO) T-shirt, sneakers with Velcro, and white ankle length socks

Boys Grades 1 - 8

- Navy blue slacks or walking shorts with black belt
- Yellow Polo shirt with **SES logo** AND banded bottom; otherwise shirt must be tucked in pants
- Navy blue socks (low sports socks showing above shoe may be worn with shorts)
- Regulation, black shoe with non-marking soles purchased at Flynn and O'Hara; our second supplier has now closed its store. Therefore, we **request a non-marking rubber sole AND NOT A SNEAKER-SHOE**...wherever you can find such!

PLEASE NOTE:

Sneakers are **not part** of the summer uniform; they are worn on **gym days only!**

Girls Grades 1 - 8

- Regular uniform or navy blue walking shorts with black belt
- Yellow Polo shirt; with **SES logo** AND banded bottom; otherwise shirt must be tucked in pants
- Navy blue socks (low sports socks showing above shoe may be worn with shorts)
- Regulation, navy blue shoes with non-marking soles purchased at Flynn and O'Hara; our second supplier has now closed its store. Therefore, we request a non-marking rubber sole AND NOT A SNEAKER-SHOE...wherever you can find such!

PLEASE NOTE:

Sneakers are not part of the summer uniform; they are worn on gym days only!

GYM UNIFORM

Boys and Girls

- Gym uniforms are worn to school on the appointed day. No substitutions are to be made for the required uniform as described below.
- Tie sneakers must be worn (Velcro sneakers for Pre-K and K are fine); it is highly recommended that the color of the shoe be as basic as possible.
- **Extremely bright or expensive sneakers** defeat the purpose of the gym uniform since it takes the place of the **mandated daily uniform**. [Extremely bright or extremely faddish sneakers will not be acceptable.]

- Sneakers must be laced completely and tied at the top; if velcro shoes are worn by younger students, velcro must be secure.
- **No** skateboard, wheelies, or other styles are permissible in any grade.
 - White socks **MUST BE ANKLE HIGH** –over the ankle!please!
 - Saint Ephrem T-shirt w/**SES LOGO** (worn with both summer and winter uniform)
 - Saint Ephrem navy micro-mesh blue shorts w/**SES LOGO**
 - Saint Ephrem sweat suits are worn during the winter months w/**SES LOGO**
 - For the safety and security of the student, **jewelry** (including religious medals) is **NOT to be worn** on gym class days.
 - Post earrings -girls only- are the only exception to the rule. All other jewelry must be removed before a student takes part in class.

Additional Dress Code Policy Points:

Hair

- **Standard** haircuts are expected and requested of both boys and girls.
- Must be kept clean, neat, and properly groomed.
- Extreme haircuts or hairstyles like tails, lines, designs, faddish shaves, cuts, or styles do not meet school standards for either boys or girls. **If/when a student is non-compliant, the school will request**

that the haircut be redone to display a uniform hair length.

- Any altering of natural hair color is strongly discouraged for boys or girls; **extreme alteration** of hair color is **not permissible** and will result in **disciplinary measures**.
- Boys' hair is to be trimmed above the collar and not covering the ears.
 - Boys and girls hair is to be trimmed above the eyebrows.
- Hair bands must be plain and simple. Simple hair accessories that match the uniform are acceptable.

Jewelry

- Boys may not wear earrings.
- Girls with pierced ears may wear small and school-appropriate earrings. Only **ONE** earring per ear in the lobe is acceptable; large dangling earrings are not permitted.
- Bracelets, both ankle and wrist, pins and buttons are **NOT** part of the school uniform; a student may be asked to remove them during the school day. These include all rope, yarn, and beaded neck, wrist, and ankle bands.
- A religious medal or crucifix/cross is encouraged and permissible.
- Make-up, especially mascara, is not acceptable! A student will be given 24 hours to correct this type of situation before being subject to disciplinary measures.
- Nail polish , French nails, artificial nails, or any nail decorations are strongly discouraged.

Please note:

Depending on circumstance, student **may be** subject to **disciplinary** measures when out of compliance.

It is our combined expectation that Saint Ephrem students, will be **"handsome and beautiful"** **ambassadors of this school and our Church** and its values!

Attendance

Regular school attendance impacts positively on the child's academic development. The total amount of days/instructional hours that school is in session is prescribed by the Commonwealth of Pennsylvania and followed by schools in the Archdiocese of Philadelphia.

- A student who has been absent from school, even for a day, is required to present a written note to the homeroom teacher. If a note is not received within a forty-eight hour period, the student's absence will be marked "unexcused".
- A doctor's certificate is required for absence of an **extended nature (3 days or more)** and is shared with our school nurse.
- In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office as an emergency phone number.
- In order to arrange for assignment of children who are absent due to illness, please **call the school office no later than 11:30** am so that the teacher has time to honor such a request. There is no guarantee that work will be provided if the request comes into the office after the lunch period.

- This work may be picked up on the **shelf outside of the Church** any time **after** the school day is ended. It is the responsibility of the family to be sure to pick up assignments and books which may be needed for homework completion.

PLEASE NOTE:

- **Students who are absent more than 25 days a year will be prohibited from entering the next grade unless the student is enrolled in an approved summer school program for one or two subjects and successfully completes the course(s). The school will make the recommendation/ decision as to the number of courses required before the student may return to school in September.**
- **The only exception is a serious health issue, documented by a doctor, in consultation with our school nurse. In that case, the number of days absent is seen as "excused".**

LATENESS

The official school day begins with the 8:00 am bell. A student is considered late if he, she is not in the classroom by that bell. **Therefore, any student arriving at the Main Office from 8:00 am on is considered late for school.**

A late student must:

- Report to the Main Office for a **late pass**
- Consistent and unexcused lateness (no parent involvement via a note to school or call) may be reported to the **truant officer** for Bensalem School District for further investigation, as **mandated by state law.**
- **Lateness impacts a perfect attendance record and prohibits a student from receiving a Perfect Attendance Certificate at the end of the year.**

- **PLEASE NOTE:**

Excessive lateness - **late more than 25 times over the course of the year-** will result in the student being **required to attend and successfully complete a summer school program.**

- The Principal reviews a student's lateness/absence record on a trimester basis. Sister communicates directly with any child's family when the need arises. Working together, it is the goal of our school to form healthy life-long habits of punctuality.

Vacation Policy

Vacations taken during the school year are strongly discouraged. When a student is taken out of school for an extended period, the student and family are responsible to obtain all missed assignments and see to their completion.

Teachers are NOT responsible to assign work **before** the rest of the class receives the assignment or is taught the work. Since teachers cannot be expected to reteach the material a student has missed while on vacation, parents must take on this responsibility. **Extended absence can have serious impact on a student's academic standing.**

If a family vacation occurs at the end of the school year, all assignments and tests must be completed before the final report card will be issued.

PLEASE NOTE:

Students in grades 3 to 7 will be taking **standardized testing from Friday, March 16 through Friday, March 23.**

If a student is on a trip during this period of time and **misses more than one full day** of testing, the student's testing privileges will be **forfeited**. Therefore, we ask that you make **no vacation plans between March 16 and March 23, 2018.**

Perfect Attendance

In order to receive a Perfect Attendance Certificate at the end of the school year, the following criteria **must** be met:

- The student must be **present and on time** each instructional day. A student is considered **officially late** if they are not **in the homeroom** by the first bell at 8 am.
- The student is excused for absence due to deaths in the **immediate** family. The *immediate family* is defined as parents, grandparents, siblings, or member of the household.
- Students absent for funerals (outside the immediate family), court appearances, etc. are marked as absent. These absences are excused/legal, but still count as absence.

Therefore, **the awarding of a Perfect Attendance Certificate at the end of the year means that the student was in school every day for the entire day and was on-time every day. It also means the student did not have unwarranted early dismissals.**

PLEASE NOTE: If a child **comes late or returns from a doctor appointment with a note** from the doctor **within the same morning or afternoon session**, it is **possible** that the child may qualify for perfect attendance if the above criteria are met.

Early Dismissal during the School Day

THE PARENT OR THE PERSON SENT TO PICK UP THE STUDENT **MUST SIGN THE STUDENT OUT IN THE FRONT OFFICE.** IF THE PARENT/GUARDIAN WILL NOT BE THE PERSON PICKING UP THE STUDENT, PLEASE INCLUDE IN YOUR WRITTEN NOTE, THE NAME OF THE PERSON WHO WILL BE PICKING UP THE STUDENT.

Emergency Closings – Early Dismissals

Bensalem Township informs us of any change to the time of dismissal due to inclement weather conditions. We do not receive much notice; therefore, it is necessary that the students have a place to go in case of an emergency dismissal. KYW and the Township School Cable Channel will announce early dismissal information. **The time listed for the Bensalem Middle Schools is usually the time Saint Ephrem dismisses.**

****CARES services are also provided for those families who already planned for a student to remain or if an emergency request is made because of the unplanned nature of such a day.**

Emergency Closings – Inclement Weather

KYW is the official station for school cancellations or late openings. On **KYW 1060 AM**, we follow the number for **Bensalem School District which is #758, Bucks County**. In addition to announcing the number on the radio, KYW will list it on their web site at www.kyw1060.com and the school name on the television station.

Bensalem School District is also listed on cable channel 99, Channel 6 Action News, and NBC 10.

More explicit directions will be sent home before the winter season begins. **What is imperative is that every family and every child develops and knows an emergency plan in case of unexpected closure.**

Emergency Contact Forms

The school requires the parents/guardians of each student to complete an emergency contact form provided by the school. It is **important that the information on this form is accurate and updated** so that the school can contact the parents/guardians in the event of an emergency. **Any changes in emergency information, especially telephone numbers, must always be reported to school immediately, throughout the course of the year.**

Please note: A text alert as well as email blast will be sent by the school, as well, to notify families of changes to the regular dismissal time for any reason.

CHILDREN ARE RECEIVING EXTENDED SERVICES (CARES) PROGRAM

Before and after school care for students attending St. Ephrem School is available. The goal is to provide a safe and happy environment for students of working parents and at the same time, instill Christian values through meaningful interaction with other children.

Before School CARES begins as early as 6:30 AM; *after school* CARES runs until 6:00 PM.

***CARES is NOT available on days with delayed openings.**

Communication between the Home and School

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. **Regular forms of communication include but are limited to:** this handbook, the school website, yearly calendar, monthly calendar of events, frequent if not weekly online communications from the principal, parent-teacher conferences, weekly behavior calendars or charts, and report cards.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. Most activities take place after school or on weekends. The following activities are available:

Abrakadoodle Art Classes	Altar Serving Band	
Academic Tutoring	Band	
Choir	CYO Sports	Forensics
Private Voice and Music Lessons		
Science Explorers	Tech Team	
Yearbook Committee		

LIBRARY

The school library is available to the students in grades **K to 5** during the school day, **Tuesday through Thursday**. Books may be taken out once a week and should be returned or renewed on a weekly basis. Damage or loss of books will result in the parents/guardians being responsible for the replacement cost of the book.

Appropriate conduct is expected at all times in the library.

LUNCH

12:00 – 12:40 daily **Grades K to 8**

Students in K-8 eat in the cafeteria.

PLEASE do not allow students to bring ANYTHING in a glass container; soda of any kind is not permissible.

All cafeteria regulations must be respected and the students must show the same **OBEDIENCE AND RESPECT** to the lunch monitors as they show to their teachers.

Please include at least two napkins in the lunch box. This is most appreciated as a means of helping with the clean up at the end of each lunch period. **Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed.**

Birthday Celebrations

For many reasons, including food allergies, **food of any kind and drink are not permissible on a student's birthday.** We encourage a family celebration at home and we acknowledge the student's special day by a school-wide announcement and small gift.

Party invitations may NEVER be sent into school for distribution **unless** every member of the class is to receive one.

If any family wishes to **donate a book in honor of their child's birthday,** we are happy to receive either the book or a donation for such.

Tuition

Our school provides quality Catholic education through the efforts of our parishes, priests, faculty, staff, Home and School Committee, volunteers, parish community, and most of all, through the many sacrifices made by you, the parents/guardians of the children enrolled here.

Tuition is determined in February for the following school year. The school may impose additional fees for other items, such as registration, field trips, and art/activities fees. This information is communicated to the parents/guardians through weekly communication channels or through the classroom.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school.

The Pastor and Administration reserve the right to withhold reports cards, application forms, and student recommendations, to dismiss students, and/or withhold school records if tuition payments are not paid in a timely manner.

Parents/guardians experiencing financial difficulties and/or falling behind in payments are asked to contact our Advancement Director and Tuition Manager, Mrs. Gwen Kochanski.

PLEASE DO NOT CONTACT THE RECTORY as our staff has changed and duties have been realigned.

Legal Custody

Please note: If paperwork is not on file at school, school personnel cannot be responsible. Please submit any paperwork you may have as a safety for all involved!

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

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

The school may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the school office.

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child (ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate

meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other.

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

Government Services

The **Bucks County Intermediate Unit and Catapult** provide services including counseling, psychological testing, speech remediation, and remediation in the areas of reading and mathematics. Act 195 provides limited funding for the purchase of textbooks, and Act 90 provides funding for various instructional materials.

Act 372 allows busing of non-public school children by the school district in which the child resides.

PLEASE NOTE:

- ✓ Children **not usually bused cannot ride** the buses.
- ✓ Students **cannot change their bus without the permission of the resident school district**, nor may they ride a school bus from any district other than their resident district.

- ✓ A **parent note** requesting a child to go home on a friend's bus **WILL NOT and CAN NOT** be honored as mandated by the Bensalem School District's Transportation Department. **THIS WILL BE ENFORCED THIS YEAR!**

Health Services

The **Bensalem School District provides health services to Saint Ephrem School**. Emergency care will be offered to students for an accident or illness occurring *during* school hours. Prolonged illnesses or injuries, which occur outside of school, are parents' responsibility. School nurses are prohibited by law to diagnose injuries or illnesses.

A health screening is held each year with your child. During the conference, the child is weighed and measured, and his/her vision and hearing are tested. Pennsylvania State law requires that students have a physical examination prior to entry to school, and again in grade six by their private physician or school arranged doctor. A dental examination is required prior to entry to school, and in grades three and seven, either by the family or school arranged dentist. The parent is notified in writing of any deviations found in the screening or examination process.

In order to administer effectively our health-related programs, your assistance is vital in the following areas:

- Emergency cards, forms, questionnaires, etc. need to be completed and returned promptly.
- Changes in a telephone number, address, emergency contact, employment, etc. should be reported to the school nurse and the school office.
- Information on new immunizations, surgery, accidents, communicable diseases, or special medical conditions should be reported in writing to

the school nurse.

- **Please keep students out of school-for at least one day- if they experience a temperature above 100 degrees, or any vomiting or diarrhea within the twenty-four hour period before school starts.**

Administration of Medication

School personnel will administer prescription and non-prescription medications during the school day according to the following regulations:

- Medication must be in the original container and delivered at the beginning of the school day to the school nurse or principal.
- Parent must complete a Medication *Form* or send a note including the following: student's name, name of medication, dosage, time and date of administration, reason for administration, possible side effects, other medications student is taking, name of prescribing physician, and physician's phone number.
- Non-prescription drugs require a note from a physician including the information above.
- A parent may come to school to administer medications, but must report to the school nurse or principal **before** dispensing medication to student.

Transportation

Bus transportation is provided by **Bensalem, Bristol, and Neshaminy and Pennsbury school districts**. Other districts will provide busing if SES is within their ten-mile radius. All rules and regulations pertaining to public school students shall apply to SES students. Misbehavior or violation of regulations will not be tolerated. Repeated offenses may result in suspension of bus privileges. Children not usually bused cannot ride the buses. Students cannot change their bus without the permission of the resident school district, nor may they ride a school bus from any district other than their resident district.

Cars

PLEASE NOTE: Lines now exist on the back parking lot for the safety of all students and drivers.

1. Single line car traffic separates into two distinct lines at the dumpster. The **solid yellow line indicates two distinct lines of traffic.**
2. **Pre-K traffic stays on the outside lane (right side).**
 - a. **Drivers (K to 8) MUST stop** at the designated **STOP sign** since a **lane change happens here.** Pre-K drivers will cross over the lane for the drop-off point.
 - b. **Pre-K drivers MUST stop at the second designated STOP sign** before **rejoining exiting traffic** once the child has been escorted from the car.
3. **No student coming by car is to be dropped off in the front of school unless he, she is LATE** for school! (The back door closes at 8:00 am daily!)

All students in grades Pre-K to 8 being driven to school in the morning **must be dropped off in the back schoolyard.**

4. **Students arriving by car in K to 8 will proceed directly to their respective classrooms.**
Teachers are in the individual homerooms as of 7:35 am daily.
5. At **dismissal time** all car riders will be dismissed into the **back schoolyard from the last door on the school building.**
 - a. It is a wonderful idea and you are strongly encouraged **to be standing beside the car** so

that the students can spot their drivers more easily.

- b. **HOWEVER** we ask that parents prepare to **leave the property ASAP**; therefore we ask you to be ready to **leave as quickly as possible**. **The car line does not start moving until every PERSON is inside their vehicle.**

- c. **Students may never be picked up in the front schoolyard because of bus traffic.**

FIELD TRIPS

Truly educational field trips are encouraged. A written permission form from the parents for students to participate is required for each trip. A faculty member, assisted by other adults, must accompany students on any trip. Field trips are a privilege. Students can be denied participation if they fail to meet academic or behavioral requirements. A significant number of earned demerits and/or detentions will erase student participation.

FIRE AND EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. Fire or emergency drills are held throughout the year to teach pupils to respond calmly in the event of an emergency. Drill directions are posted in each classroom.

LOST AND FOUND

All items of clothing should be marked with the student's name. Unclaimed uniform articles will be donated to the Uniform Exchange.

Technology at SES

ACCEPTABLE USE POLICY FOR TECHNOLOGY **Catholic Schools of the Archdiocese of Philadelphia**

PURPOSE

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

GOAL

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

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

RESPONSIBILITIES OF USER

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

TECHNOLOGY USE GUIDELINES

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

Copyright/Intellectual Property: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Please note: Saint Ephrem School reserves the right to use student pictures with first names only in marketing and publicity pictures on the school website, promotional materials or advertising. **Parents may opt out of this permission by completing the Parental Permission form for Technology Use.**

ACCEPTABLE USE POLICY
FOR TECHNOLOGY
Catholic Schools of the Archdiocese of Philadelphia

● **Examples of Unacceptable Uses:**

- Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Do not use obscene, profane, lewd, vulgar, rude or threatening language. Do not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Users must not use a photograph, image or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.
- Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password.
- Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.

- o Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example social networking sites such as myspace.com or facebook.com or gaming sites, except for educational purposes under teacher supervision.
- o Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
- o Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Electronic Devices:** Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal devices: calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
- **Administrative Rights:** The Office of Catholic Education or the school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers.

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

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

Saint Ephrem School students or parents are not permitted to post any pictures of school events in non-school publications or media without the expressed written consent of the school principal.

Electronic Equipment

Cellular telephones, beepers, pagers, handheld electronic games, personal CD players, iPods, mp3 players, and other items that, in the view of the school, may be distracting or disruptive to the learning environment **are not permitted for use** in the school or on school property unless otherwise indicated by school personnel.

Since photo release forms are required before taking pictures of students, **students are prohibited** from using a **camera, cell phone, or any other picture taking device to photograph any other student. This will be considered a serious breach of the Discipline Code and will have major consequences for the student(s).**

If a phone or electronic device is off and not visible during the school day, there are no consequences. However, **once a device is heard or seen, it will be given to the principal or teacher and held until a conversation has**

taken place with a parent/guardian.

Care of School Property

Students are to carry their books to and from school in a **suitable and WATERPROOF** book bag. **Bags on wheels** are highly discouraged for space as well as safety issues.

All books must be covered. All covers are to be neat and clean and free from inappropriate material. Books, copybooks, and material are to be properly identified with a student's name.

The student and parents/guardians must pay in full for lost or damaged books. A charge will be made at the current rate to replace the book.

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

TELEPHONE - SCHOOL OFFICE

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

If a student is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to

them from the school office. During class time, neither student nor teacher may be called to the phone.

Emergency messages can be given to the school secretary **before 2:15 PM when necessary and they will be given to the appropriate teacher.**

We may not be able to honor calls received after that time.

TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to communicate this to the principal to obtain the official transfer form. The student will be given a transfer slip on his/her last day of school. School records will be forwarded to the student's new school upon request from that school.

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.

However **all volunteers must have their clearances on file and up to date.** **A volunteer may not work in school until this diocesan and state mandate is honored.**

Please call Mrs. Ely at the Main Office and inquire either about your status or what you need to volunteer.

Volunteers assist in some of the following ways:

Class Trip

Library Aides

Fund Raisers

Office Aides

Teacher Aides

Hot Lunch Days

Homeroom Moms/Dads

Volunteers must renew three clearances every five (5) years. These include:

- a. **Fingerprint** Background Check **unless** you have been a **PA resident for ten or more years**. If a longtime resident, you must sign **Disclosure Statement** which the school will provide.
- b. PA **State Police Criminal** Background Check
- c. **PA Child Abuse** Check

Please note: For any volunteer having REGULAR (weekly or more frequent) contact with children, you will also **need to participate in a "Safe Environment" class as provided by the Archdiocese.**

- d. You will **also** have to complete an online training.

WE LOVE OUR VOLUNTEERS SO...please inquire!

HOME AND SCHOOL COMMITTEE

The Home and School Committee of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the school's students. These volunteers strive to enhance the parents'/guardians' and teachers' roles in education.

The Committee is **open to all parents** and seeks to promote parent-school activities to increase members' interest in education and civic affairs.

Members of the Home and School Committee can be **contacted through the school office or through e-mail.**

The Home and School Committee has always played and continues to play an important and essential role in raising funds to support programs, equipment, renovations, and educational materials vital to our school and its students.

Saint Ephrem School reserves the right at any time to amend or add to the policies, rules, and regulations contained in this handbook. Such changes apply to all students enrolled in the school and their families.

Families will be notified of any change via emails.

**May Our Lord Jesus Christ bless YOU
and each and every member of our
SES School Family !**

Saint Ephrem Catholic Elementary School

School Year 2017-2018

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

1. The primary purpose of a Catholic school education is two-fold: 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 Catholic parish who sponsors the school.
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 have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to 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 the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern this Catholic School.**

FAMILY HANDBOOK ENROLLMENT AGREEMENT

2017-2018

Dear Parents/Guardians,

We request and need you to **return this form, at your earliest convenience.**

Please **check off each statement** and fill in a **separate sheet for each child** in your family.

The Handbook constitutes a CONTRACT between your home and our school.

Your **signature confirms your compliance** with the policies and procedures of Saint Ephrem School.

Thank you for your prompt response!

_____ 1. I [we] understand that enrollment of a student at Saint Ephrem School is built on a partnership between parents and the school. To that end, we agree to abide by the policies and procedures of the school.

_____ 2. I [we] have read the Family Handbook and will work with the school staff to insure a successful school year.

_____ 3. I [we] have read all behavioral expectations and will respect and obey our school's policies so we will continue to be one of the **BEST** schools in Bucks County!

_____ 4. I [we] have read and will honor the "Memorandum of Understanding", a new document from the Office of Catholic Education.

_____ 5. I [we] have read and will honor the "Acceptable Use Policy" for computer use and understand the consequences of non-compliance.

_____ 6. I [we] have read the PE rubrics on the PE homepage and will honor the school's policies for physical education classes.

_____ 7. We understand that parents/guardians and students must accept and abide by the school's policies and procedures in order for each student to attend this school and participate in any, all school activities.

N.B. The school reserves the right to amend the Handbook during the school year and will inform families of such immediately.

REQUIRED SIGNATURES

Parent(s)/Guardians: _____

Please sign one sheet for each child. Thank you for your cooperation in this matter!

Student: _____ **Grade** _____

Thank you for choosing Catholic Education and Saint Ephrem School!