

**St. Athanasius School
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Enter to Learn~Leave to Serve



STUDENT-PARENT HANDBOOK

2017-2018

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The Philosophy of St. Athanasius School

Saint Athanasius School exists for the purpose of spreading the Good News of Christ according to Catholic teaching. Our mission is to address the intellectual, spiritual, emotional, and physical needs of our students. We are dedicated to empowering our students to live Christian values and to strive for academic excellence.

Our school is Catholic in its philosophy, its teachings, and its practice of the Catholic faith. Our acceptance of children from other religions, with the hope of evangelization, is an aspect of our Catholicity. We emphasize Catholic Christian formation that cannot be done in the public schools.

The school is an extension of the Church, a place where young people experience its teachings and traditions. Students are encouraged to embrace a life of faith through prayer, liturgy, and example.

Our children and their parents/guardians understand that we teach Catholic doctrine and foster Catholic Christian values. They agree to this when they register their children in our school. The religious message is lived out each day in the way we show respect to one another, in our warm welcoming of visitors, in our prayers, and in our efforts to live as Christ's disciples.

The members of Saint Athanasius School show a genuine spirit of caring. They offer support and show sincere respect for one another. Our community life extends to the entire faith community, West Oak Lane, and surrounding neighborhoods. Through prayer and service projects, we reach out to neighbors in need.

We incorporate a range of methods in the intellectual development of students at various grade levels of the school. This development begins in the primary grades through the use of concrete operations and proceeds through the intermediate and upper grades with the gradual introduction of the logic of symbolic operations. We believe that academic development depends on the logical presentation of organized subject matter and the cultivation of critical thinking, reading, and problem-solving skills.

In planning its program of studies, the school follows the guidelines issued by the Archdiocese of Philadelphia. The guidelines address the intellectual, spiritual, emotional, and physical needs of the students. They stress the development and extension of basic skills in all areas of curriculum while stimulating and encouraging creativity.

We instruct our children through whole group instruction while addressing individual needs through cooperative learning, small group instruction, and the utilization of Title 1 and Act 89 remedial services.

The school embraces the view that personal development is directed toward a meaningful, responsible, and self-actualizing life. The first steps occur as the students learn to make

decisions and take responsibility for them. The students are taught to value themselves and their accomplishments while seeing themselves as part of the community. Their decisions are guided by a living faith.

The school views social development as learning to respect self and others, while accepting the obligations of citizenship in a democratic society. The school provides students with an environment of faith and mutual respect so they will have the ability to make appropriate responses and decisions in their interactions with one another and with those in authority.

Physical education is viewed as understanding and accepting one's body as a creation of God and learning to enjoy its capabilities without abuse. Physical education entails appropriate health education from grades Pre-K to 8, in conjunction with activities such as free and improvised play, and through more structured physical education classes conducted once a week. An understanding of the danger inherent in drugs, alcohol, and other controlled substances is addressed through the various programs and in science class.

The school provides for the spiritual development of the children by making God part of their daily life. Religion is taught as a major subject in our school. We foster a living faith in Jesus Christ who is the bond between the human and the divine. We provide an environment characterized by the signs, symbols, manners, and customs of a community of faith, and by the witness of teachers and staff. We accept children from various denominations and encourage them to practice their faith even though the official religious instruction is in the Catholic faith. Our school forms values through its rules, religious instruction, and liturgical celebrations. We strive to instill a strong moral sensibility and to be examples of our teaching.

We celebrate holy days and special times (Black History Month, Halloween, St. Nicholas Day, etc.) throughout the year through liturgical celebrations and individual classroom celebrations. We acknowledge children's birthdays and achievements publicly on the PA system. Children are also rewarded with verbal praise, the honor system, student of the month, etc. In keeping with this positive approach to education, we believe that students must be accountable for all of their actions. Consequently, inappropriate behaviors may result in the loss of certain privileges and/or the issuing of demerits or detention.

Educational policy is determined and implemented within a collaborative framework. Major directives regarding educational policy are sent to the school by the Archdiocesan office. Educational policies and objectives are clearly set forth in these curriculum guidelines. These directives are clarified for the teachers by the Principal during faculty meetings. The curriculum coordinators are also instrumental in explaining educational policy to the faculty.

Management policy is defined in the faculty handbook and in the student/parent handbook. These handbooks outline the rules that are to be followed by teachers and students. Policy is also communicated through faculty meetings, the Home and School Association and memos from the principal. Changes in management policy are made through dialogue between the Pastor and the Principal in consultation with the faculty.

The basic academic skills are organized along a continuum which allows students to develop at an individual pace. The mastery of skills is monitored by continual evaluation. Reinforcement of skills is provided for those students who need it. Teaching methods are based primarily on large group instruction in which concepts are presented to an entire group of students. There are times, however, when cooperative learning takes place within small groups of students. It is also necessary, on occasion, to provide individual student instruction. Teachers try to place more emphasis on developing critical thinking skills by teaching students to use research tools, such as the computer.

The school achieves its purposes through the dedication and cooperation of the administration and faculty. All faculty members hold bachelors' degrees in education and many have a masters' degree as well. The teaching process is supervised by the Principal and by representatives from the Office of Catholic Education of the Archdiocese of Philadelphia.

Students are formally evaluated in order to determine their level of progress in each subject area. Formal tests include Archdiocesan assessments, teacher-made assessments, publishers' assessments, and the Terra Nova Test. Educational evaluations are sometimes used as a tool to identify causes for low achievement. Students' academic progress and personal development are also evaluated informally. This is accomplished through teachers' observations of students' work habits and behavior in the classroom.

The teacher is a role model, reflecting by example the kind of adult the school hopes the student will become. According to time and circumstance, the teacher takes on varying roles, including director of learning who sets up the educational environment, and supportive helper, establishing a nurturing relationship with each student. The teacher is also a disciplinarian who sets fair rules and guidelines, and helps children act responsibly.

At Saint Athanasius School, each teacher is dedicated to Catholic education and desires to promote Christian values and academic excellence. The teacher is not merely an employee of the school, but the embodiment of all the values the school espouses. Teachers exercise responsibility for their life choices, incorporating the spiritual, civic, and academic traditions and values of the school, believing that children learn best from example. Teachers strive to meet and advance the needs of the students. We all work together for the best interest of the school community. Respect is evident in our relationships with one another, both professionally and personally. We sincerely try to affirm and encourage each other. All our teachers feel that they share in the responsibility for the well being of each child; therefore, in an environment permeated by Christian faith and morals, we strive to promote the highest academic standards for our students.

Teachers endeavor to be honest with parents. They confer regularly with them on all significant aspects of the development of the students. They try to make parents aware that the academic success of their children depends on having high expectations for their academic performance and cooperating with the faculty in all aspects of the learning process.

As a faculty, we realize that our philosophy is the ideal. We strive daily to make it a reality for the staff and students of St. Athanasius School.

The Faculty and Staff of St. Athanasius School thank you for giving this handbook your time and attention. Please refer to it as often as you need to, and do not hesitate to call us if you have a question or wish clarification of any point.

Thank you for entrusting your children to us. It is our sincere hope that all of us - faculty, students, and parents - enter St. Athanasius School to learn and leave to serve.

ABSENCES

1. A student who has been absent, even for one day, is required to present a written note to his/her homeroom teacher. This is a school, state, and diocesan requirement. The student must bring in a note from the parent/guardian the day he/she returns to school.
2. Extended absences (3 days or more) must be confirmed by a physician. **The student must return to school with a doctor's note describing the reason for absence and the course of treatment.** The school nurse should also be informed.
3. No student may leave the school at any time without securing permission from his/her teacher and then reporting to the office to be signed out by the parent/guardian.
4. In case of illness or emergency, the nurse or school office will contact the parent/guardian or other named adult designated by the parent/guardian. Ideally, this person should be someone who can get to the school within 30 minutes.
5. Parents are requested **not to ask for early dismissal for dental or medical appointments**, etc., except in cases of **EMERGENCY**.
6. For a student to leave school early a note is required and an adult must come to the School Office to sign the student out.
7. **Make-Up Work:** When a student is absent, he/she is responsible for contacting the teacher for make-up work for missed classes. If absence extends longer than one week, please contact the office for assignments. All homework and other assignments are posted on each teacher's website.
TEACHERS ARE NOT OBLIGATED TO GIVE MAKE-UP WORK TO STUDENTS WHO MISS SCHOOL TIME TO GO ON VACATION.
8. Parents/Guardians of 7th and 8th grade students are asked to report their child's absence to the school office before 9:00 A.M.
9. Any student who leaves school prior to 12:00 P.M. will be counted "ABSENT" for that entire day. This includes students sent home by the nurse or students who request early dismissal for doctor/dentist appointments and do not return to school.
10. Perfect Attendance certificates may be issued to students who have never been absent or late.

ADMISSIONS

1. Our school admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.
2. 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.
3. The school follows the local public school district's age requirements for admission. In case of children coming from different public school districts, the School administration determines the admission date. For example: A student who is 6 years old by September 1st is eligible for first grade. The age for admission to kindergarten should be one year less than that of the first grade. The necessary forms and certificates for admission are:

- a. State Birth Certificate with State Seal
- b. Baptismal certificate, if child is Catholic
- c. Physical health assessment completed by a licensed physician as required by state regulations
- d. A certificate of immunization that must be updated as required by state regulations
- e. Registration Fee
- f. Agreement for the tuition payment schedule
- g. The parents/guardians agree in writing to permit their child (ren) to attend Religion classes and Religious functions that are offered as part of the school program.
- h. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- i. The parents/guardians agree in writing to assume responsibility for all financial obligations. (**Blue Acceptance Form**)
- j. The parents/guardians agree in writing to stay informed about their child's education and activities by checking our website daily for information, and to sign and return forms in a timely fashion.

AUXILIARY SERVICES

1. The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, remedial math, guidance and counseling services, speech and psychological services to a non-public school student in Philadelphia County. These services are provided to all students who have a need in any of these areas.

BREAKFAST PROGRAM

1. **The school meals served under the National School Lunch Program and School Breakfast Program are governed by the Healthy, Hunger-Free Kids Act of 2010.**
2. **As part of the Healthy, Hunger-Free Act of 2010, St. Athanasius School can offer meals to ALL of the students without the need to collect Household Applications or collecting money for children who are not eligible for free meals.**
3. Breakfast will be served in the cafeteria from 6:45 A.M.-7:45 A.M.

BOOKS

1. All secular textbooks and workbooks are furnished by the school through the efforts of the State of Pennsylvania, tuition, and fund raising.
2. Lost or damaged books must be paid for by the student. A charge will be made for the purchase price of the book.
3. Textbooks must be covered at all times.
4. All students must have a pencil case and book bag for the protection of books.

CAFETERIA/RECESS

1. Students may bring their own lunches or participate in the Nutritional Development Services Lunch Program.
- NDS Lunch Program:**

- a. The school meals served under the National School Lunch Program and School Breakfast Program are governed by the Healthy, Hunger-Free Kids Act of 2010.
 - b. As part of the Healthy, Hunger-Free Act of 2010, St. Athanasius School can offer meals to ALL of the students without the need to collect Household Applications or collecting money for children who are not eligible for free meals.
 - c. You must notify the Lunch Manager, in writing, if your child(ren) WILL NOT be participating in the NDS Lunch Program.
2. Soft pretzels are sold during the morning recess (Grs.1-8 only).
 3. Participation in the morning recess is a privilege contingent upon appropriate behavior, effort, and work.

CALENDAR/COMMUNICATIONS

1. A monthly CALENDAR indicating dates of school related events, both academic and social, is provided for each school family.
2. This calendar and all other school communications, including letters from the Pastor and/or Principal regarding fund-raisers, field trips, special projects, etc., will be sent home in a large BROWN ENVELOPE with your child. PLEASE SIGN THE OUTSIDE, DATE IT AND RETURN TO SCHOOL, PROMPTLY, WITH YOUR CHILD.
3. The school website, as well as Option C, will have this information also.

CARES

1. After school, child care is available for all students. The afternoon services are available from dismissal until 6:00 P.M. A fee per child is charged.
2. Any student still remaining on the school premises 15 minutes after dismissal who is not involved in school-sponsored activities, must report to the CARES PROGRAM. The parents/guardians of the student will be charged the appropriate financial fee. Your child will not be permitted to participate in CARES if there is an outstanding balance of any amount. Overdue bills will be sent home to parents.
3. *Parents/guardians are required to come to the CARES classroom to pick up students.*
4. If a parent/guardian calls during the school day to request their child(ren) go to CARES, the Parent/Guardian must not have an outstanding balance. There will be a fee of \$12.00 per day. A list of students with an outstanding balance will be kept in the school office. See Addendum in the back of the handbook.

CARS

1. According to school safety rules and procedures, **NO CARS MAY ENTER THE SCHOOL YARD TO DROP OFF OR PICK UP INDIVIDUAL STUDENTS.**
2. Please, drop off and pick up students on Cedar Park Ave., at the gate between the school and the rectory.
3. **DO NOT** block the entrance to the parking lot when you drop off your child.
4. At DISMISSAL TIME, please park and wait on Cedar Park Ave., or Middleton St., to pick up your child.

5. The students in the “CAR LINE” will be brought around to that gate on Cedar Park Ave. at dismissal time.

CELL PHONES, ELECTRONIC, AND DIGITAL DEVICES

1. These devices **may not** be used during the school day.
2. Any unauthorized use of these devices will result in the confiscation of the said device. A parent/guardian must come to the school to pick up the confiscated item.
3. **Students may be suspended from school if a cell phone or other electronic device is confiscated by school personnel.**

CHANGE OF ADDRESS

1. Please notify the Office, in writing, of any **CHANGE OF NAME, PHONE NUMBERS OR ADDRESS**, even if only temporary.

CONFERENCES

1. PARENT-TEACHER or PARENT-PRINCIPAL conferences should be ARRANGED by APPOINTMENT.
2. Since teachers are unavailable for phone calls or meetings during school hours, conferences should be scheduled before the school day begins (prior to 8:00 A.M.) or after its close (2:45 P.M.).
3. Teachers are not able to respond to phone calls during the school day, but they will be duly informed of any phone call received and/or message left for them.

DISCIPLINE

1. The essence of Christian discipline is self-discipline, and the goal of rules and regulations is to promote respect for others and for self.
2. Demerits will be issued for infractions of school regulations and will be documented on Option C.
3. A student who violates the school’s disciplinary code in a serious way will receive demerits and/or conduct referrals, and his/her parent or guardian may be required to meet with the teacher and principal to discuss the problem and its consequences.
5. If a detention is to be held after school, the parent/guardian will be notified at least one day in advance.
6. Suspension and/or dismissal from school may be the consequence for very serious offenses or repeatedly defiant actions. Such measures are not taken lightly and parents/guardians would be obliged to meet with the Principal in the event of such disciplinary action. Parent and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
7. Detentions will be issued for every five (5) latenesses a student accumulates. It is the teacher's discretion whether the detention is served before school, after school, or at lunch recess. Written notification will be sent home to parents/guardians.
8. A parent/guardian is asked to sign all forms issued by the school, i.e.; test copies, demerits, report cards, etc.. **THIS WILL INDICATE PARENTAL AWARENESS OF INFORMATION PROVIDED AND COOPERATION WITH SCHOOL POLICY.**

9. The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School. The above regulation is applicable at the discretion of the Administration.

10. All disciplinary records will be maintained on the Option C Student Management System. It is the responsibility of parents/guardians and students to track the student's discipline record.

11. The following list of infractions may result in disciplinary action (this list may not include all possible discipline infractions):

- Abusive Language
- Bomb Scares or Triggering Other False Alarms
- Bullying
- Cell Phone/Electronics Policy Violation
- Cheating or Plagiarism
- Classroom Disruption
- Continuous Lateness
- Disrespectful Behavior Toward or About Staff, Students, Volunteers, or Parents
- Fighting
- Gross Defiance
- Immorality
- Insubordination
- Lunchroom Disruption
- Possession of Contraband (or any materials brought to school without administration/teacher approval)
- Possession of and/or Use of Weapons
- Possession of and/or Distribution of Illegal Substances
- Smoking and Smokeless Tobacco on School Property
- Theft
- Threats Against the Faculty, Staff, Volunteers, Students, or Administration
- Truancy
- Unauthorized Leaving of School Grounds or School Sponsored Events
- Uniform Violation
- Vandalism
- Verbal, Physical, or Sexual Harassment

12. St. Athanasius School will use the following disciplinary actions:

- ◆ **Lunch Time Detention** – This may include silent lunch, loss of recess, clean-up work in the cafeteria, halls, or other areas of the building.
- ◆ **After School Detentions** – After school detentions will be assigned in 15 minute intervals, up to 1 hour. Parents will be given 24 hours notice of an After School Detention.

- ◆ **Community Service** – Community Service will consist of work around the school or in the classroom.
- ◆ **Extracurricular Activities Suspension** – students may be suspended from attendance or participation in extracurricular activities. These activities are seen as a privilege for students. This includes any school related sports, dances, field trips or any other function that is school sponsored.)
- ◆ **Out-of-School Suspension** – It is the student’s responsibility to make up any classwork or homework assignments missed due to an out-of-school suspension. Work must be handed in on the day the student returns to school. It is the student's responsibility to reschedule any missed quizzes or tests. Suspensions may be the consequence for a very serious violation of the discipline policy or repeatedly defiant actions. Such measures are not taken lightly and parent/guardians are obligated to meet with the Principal in the event of such disciplinary action.
- ◆ **Disciplinary Probation** – Student will be put on a Behavioral Probationary Plan as the Administration deems appropriate as a result of repeated disciplinary infractions. The Principal, teachers, parents/guardians, and student will agree to this plan and all parties will sign the plan.
- ◆ **Dismissal from School**– Dismissal from school may be the consequence for very serious misbehavior or repeatedly defiant actions. Such measures are not taken lightly and parents/guardians would be obligated to meet with the Principal in the event of such disciplinary action.

DISMISSAL LINES

1. Teachers bring the students to North, South, or Car lines. The children will be instructed which line to use. If, for any reason, you wish to change the assigned line, **YOU MUST INFORM THE TEACHER AND THE SCHOOL OFFICE, BY NOTE.** You will be asked to fill out a **CAR LINE/VAN PICK-UP** form to be kept in the school office.

DRESS CODE

1. The school reserves the right to determine what is appropriate regarding hair styles, jewelry, and other fashion accessories.
2. **ALL STUDENTS** (Pre-K to 8) are to be in complete uniform every day of the school year, except on those days designated as “dress down” days on the monthly calendar. ****No “tank tops”, flips flops, and/or shorts greater than 1” above the knee are permitted on Dress Down Days.****
3. During the inclement weather, boots worn to school must be removed and regulation shoes must be worn during the school day.
4. Boys and Girls are to wear a **Mandatory Gym Uniform. It consists of navy blue sweatpants and a navy blue sweatshirt with our school “logo” for winter, and navy shorts and a navy blue T-shirt and with “logo” for warm weather.**

Gym uniforms are to be worn to school as the official uniform on the student's designated Gym Day. Athletic Footwear is to be worn on Gym Day as part of the official uniform.

5. Girl's Hair Styles and Jewelry

- a) Girls are not permitted to wear unusual hair styles or colors. Head coverings of any kind are not permitted in school at any time.
- b) Necklaces, chains, or medallions of any kind are not allowed to be worn to school.
- c) Bracelets are NOT to be worn.
- d) Rings: one normal sized ring may be worn on each hand.
- e) EARRINGS: Girls may wear one posted earring in each ear. Earrings may be no larger than a dime. Dangling earrings that extend below the earlobe are not permitted.

6. Boy's Hair Styles and Jewelry

- a) Boys must have proper hair style. No unusual or excessively high hair styles. Head coverings of any kind are not permitted in school at any time.
- b) Boys may not have facial hair.
- c) Boys **MAY NOT WEAR EARRINGS.**
- d) Necklaces, chains, or medallions of any kind are not permitted to be worn to school.
- e) Bracelets are not permitted at any time.
- f) Rings: one normal sized ring may be worn on each hand.

7. Any student not in compliance with the dress code will receive a demerit.

***UNIFORM CHANGES**

Exceptions to the Dress Code directive are permitted only if a doctor's note, stating the medical reason for the change is submitted.

EARLY DISMISSAL/EMERGENCIES

1. Children are dismissed from their classroom by their teachers at the end of the school day. No child may leave the building prior to dismissal without the Principal's permission.

2. Early Dismissal - Individual Students

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the "Student Sign Out Book," in order to have your child released from school.

*****No students will be excused from class after 2:00 P.M. (11:00 A.M. on half days) with the exception of an emergency.**

3. Emergency Contact Forms

The school requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency.

FACULTY MEETINGS

1. Faculty meetings are usually held on the first Friday of every month, as indicated on the MONTHLY CALENDAR.
2. Since the school day ends at 11:45 AM, on these days, no lunch will be served to the students.

FIELD TRIPS

1. No student may go on a field trip unless the official permission slip is completed, signed, and returned by the deadline given by the teacher.
2. Participation in a field trip is a privilege, which can be taken away if a teacher deems it appropriate.

FIRE DRILLS

1. Drills are conducted on a periodic basis as directed by the Philadelphia Fire Department and Archdiocesan guidelines.
2. Fire **EXIT INSTRUCTIONS** are clearly visible in each room and also in the auditorium.

GRADUATION

1. All tuition and school fees (fund raisers etc.) must be “paid in full” prior to participation in graduation exercises, class trips, etc.
2. All academic and behavioral requirements must be met prior to graduation.
3. Participation in closing exercises is a privilege, not a right. The School has the right to deny any student from participating in closing exercises if, in the view of the School, the student’s conduct or academic or disciplinary records indicate that the privilege should not be extended.

HEALTH SERVICES

1. A registered nurse is on duty only one day during the school week.
2. **FIRST AID** is given in case of illness or accident until a parent can be reached to take the student home or to the doctor.
3. **EMERGENCY FORMS** must be filled out and updated each year for every child. This form provides the school with the parent/guardian’s work numbers and phone numbers of relatives or neighbors who could be reached in case of emergency. *Please provide us with the names and correct phone numbers for an adult who can get to the school within 30 minutes.*

IT IS MOST IMPORTANT THAT YOU ACCURATELY COMPLETE AND PROMPTLY RETURN THIS FORM.

4. Children’s hearing and vision are tested yearly.
5. Records of immunization and other state required health forms are kept on file in the Health Office.
6. Medications: City Ordinances forbid Staff and Nurse to dispense medications. (The school will accept written permission from parents to dispense “non-aspirin” type tablets

supplied by the school.) If the dosages of RX's cannot be given before or after school, the parent is welcome to come to school to give it to the child.

7. Chronic conditions that require medication to be on hand (asthma, etc.) must have a special form submitted to the Philadelphia Department of Health for approval. The school **CANNOT** be responsible for any drugs that the student brings to school.

8. Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

9. The Commonwealth of Pennsylvania has mandated documented proof of required immunizations be presented at admission.

10. ***Students who have a fever or are sent home with a fever cannot return to school until they are fever-free for 24 hours without fever reducing medication.***

11. **STUDENTS WHO CANNOT FOLLOW THE NORMAL SCHEDULE OF THE DAY SHOULD BE KEPT HOME UNTIL THEY ARE ABLE TO PARTICIPATE AND FUNCTION IN ALL SCHOOL ACTIVITIES SUCH AS OUTDOOR RECESS.**

HOMEWORK

1. All students will have some homework, written and/or study each night. ***Homework assignments are posted on Option C daily!***
2. Homework should be done neatly and completely.
3. If the individual teacher requests it, written homework should be signed by the parent or guardian.
4. Please check with each student's teacher for specific grade assignments and requirements. Assignments for the week are available on the school website.
5. Demerits may be issued for incomplete or missing homework assignments.

LATENESS

1. The student must enter the building with his/her line when the bell rings at 8:10 AM.
2. When necessity requires that the students enter the building upon arrival, (inclement weather), the students must be in his/her classroom by 8:10 AM.
3. Detentions will be issued for every five (5) latenesses a student accumulates. It is the teacher's discretion whether the detention is served before school, after school, or at lunch recess. Written notification will be sent home to parents/guardians.
4. See "**DISCIPLINE**" section for further rules regarding lateness.

LEGAL CUSTODY ISSUES

1. 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.

2. 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.
3. The school requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition.

LIBRARY

1. The school library is staffed by librarian aides and is available to the students during the school day. Books may be taken out once a week. A fine will be levied on overdue books. Damage or loss of books will result in the parent/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

LOST AND FOUND

1. All personal belongings of students (sweaters, lunch containers etc.), especially those in primary grades should be marked with the name of the student.
2. Lost items may be claimed before school, during lunch recess, and after school, from LOST & FOUND container in the Main Office.
3. Items still remaining after the close of school in June will be donated to charity.

LUNCH PROGRAM

1. Every student registered in this school is required to stay in school for the entire lunch period.
2. **Students may bring their own lunches or participate in the Nutritional Development Services Lunch Program.**
NDS Lunch Program:
 - a. **The school meals served under the National School Lunch Program and School Breakfast Program are governed by the Healthy, Hunger-Free Kids Act of 2010.**
 - b. **As part of the Healthy, Hunger-Free Act of 2010, St. Athanasius School can offer meals to ALL of the students without the need to collect Household Applications or collecting money for children who are not eligible for free meals.**
 - c. **You must notify the Lunch Manager, in writing, if your child(ren) WILL NOT be participating in the NDS Lunch Program.**
3. Lunches delivered to the office will be picked up by the student at the Main Office. **Parents may not deliver lunches to the classroom.**
4. Kindergarten lunches will be delivered by the Office Staff to the classroom.
5. **NO STUDENT MAY LEAVE THE SCHOOL GROUNDS, DURING THE LUNCH RECESS, FOR ANY REASON, WITHOUT THE PERMISSION OF THE PRINCIPAL AND THE ACCOMPANIMENT OF A PARENT.**

MAKE-UP WORK

1. If a student is absent from class, he/she is responsible for contacting the teacher to make up work for the classes missed.
2. If, because of illness, a student will be absent for an extended period of time (one week or longer), assignments should be obtained from the Office.
3. **TEACHERS ARE NOT OBLIGATED TO GIVE MAKE-UP WORK OR TESTS TO STUDENTS WHO MISS SCHOOL TIME TO GO ON VACATION.**

MANDATED REPORTING

Archdiocesan Policy on Reporting Suspected Child Abuse and Neglect

The Standards of Ministerial Behavior and Boundaries (the "Standards of Ministerial Behavior" or "the Standards") are applicable to all priests, deacons, religious, pastoral ministers, administrators, staff and volunteers in the Archdiocese of Philadelphia. They are intended to provide clear standards of behavior and, in particular, a blueprint for the boundaries of appropriate behavior in all interactions with children and young people. The Standards are not intended to create any rights in any person, to obligate the Archdiocese to act at any time or in any manner, or to establish any responsibility or liability of the Archdiocese.

The following statements go beyond the Child Protective Services Act and delineate reporting procedures based on whether or not the alleged abuser is an employee or volunteer of the Archdiocese or parish.

1. When the alleged perpetrator *is someone other than* an Archdiocesan or Parish employee or volunteer the following procedures apply:
 - A) You must notify the administrator of the school, parish, religious education program or youth ministry program immediately.
 - B) Once you notify the administrator of the elementary school, parish religious education or youth ministry program, you must notify the pastor.
 - C) The administrator must call the Department of Public Welfare Child Line at 1-800-932-0313.
 - D) The administrator must contact both the Office for Child and Youth Protection at 215-587-2466 and the appropriate administrative office within the Secretariat for Catholic Education for advice and assistance.
2. When the alleged perpetrator *is an Archdiocesan or Parish employee or volunteer* the following procedures apply:
 - A. You must notify the administrator of school, parish, religious education or youth ministry program immediately.
 - B. Once you notify the administrator of the elementary school, parish religious education or youth ministry program you must notify the pastor.

- C. The administrator must call the Department of Public Welfare Child Line at 1-800-932-0313.
- D. The administrator must notify the local police department.
- E. The administrator must contact both the Office for Child and Youth Development at 215-587-2466 and the appropriate administrative office within the Secretariat for Catholic Education for advice and assistance.

METHOD OF INSTRUCTION -CURRICULUM

- 1. St. Athanasius School follows the academic guidelines for subjects as directed by the Diocesan Office of Catholic Education and the State of Pennsylvania.
- 2. A continuous progress program is utilized with efforts made to keep students on or above grade level.
- 3. Faculty Members are Curriculum Coordinators. They assist the Principal in keeping the academic curriculum updated.

OPEN HOUSE

- 1. All parents/guardians are invited to visit the school and meet with your child's teacher. This OPEN HOUSE takes place in September of the new school year.

RELIGIOUS ACTIVITIES

- 1. The Catholic religion is taught as an academic subject at all grade levels.
- 2. Regardless of personal religious affiliation, each student who attends St. Athanasius School is expected to participate, respectfully, in all liturgical and para-liturgical celebrations (Mass, Prayer Services, May Processions, etc.)
- 3. There are no special considerations for non-Catholic students regarding dress, prayers, and prayer times.
- 4. Religious dietary restrictions or needs will be addressed by students' families.

REPORT CARDS - REPORTING SYSTEM

- 1. Report Cards are issued three times during the year. Pre-K students receive two "Progress Reports" during the school year.
- 2. Report Cards are issued to inform parents of their child's progress. Parents should study this report carefully and pay close attention to those areas that are in need of improvement. It is the parent's responsibility to encourage their children to work to the best of their ability.
- 3. At the end of the first trimester, it is required for parents/guardians to meet with the teacher to discuss the student's progress. At the end of the second and third trimesters, conferences are scheduled as requested by parents/guardians and/or the teacher.
- 4. In addition to the specified times, a parent may request a conference that will be convenient to both parent and teacher.
- 5. The parent of a student who is in danger of failing a subject(s) will be notified several weeks prior to the issuance of the report card.

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

7. HONOR QUALIFICATIONS

Grades 1 to 3

1st Honors: All “O”’s or “VG”’s

2nd Honors: All “O”’s or “VG”’s or “G”’s

Honorable Mention: All the above plus one “S”

** To receive Honors in Primary Grades, the grade for “Personal and Social Growth” and “Effort and Study Skills” cannot be lower than a “3”.

“O” Outstanding

“VG” Very Good

“G” Good

“S” Satisfactory

“I” Improvement Needed

“U” Unsatisfactory

Grades 4 to 8

1st Honors: All 90’s for Academics and All 3’s for Non-Academics

2nd Honors: All 85’s for Academics and All 3’s for Non-Academics

Honorable Mention: Teacher Judgment

Technology/Art/Physical Education/Music use:

“4” Exceeding

“3” Developing Appropriately

“2” Needs Improvement

“1” Unsatisfactory

RE-REGISTRATION

Students, who wish to return to St. Athanasius School the following school year, must re-register by March 31st.

1. Procedure:

a. All tuition obligations from the previous year, including fund raising fees, must be completed.

b. A \$100.00 re-registration fee, per family, must be submitted to the school office along with the Acceptance Form (blue form) –which pertains to academics, behavior, and fund raising obligations-, as well as an updated Family Data Form. These forms must be signed for every child, every year.

2. If these steps are not followed, the student’s name is put on a waiting list for the coming year while prospective students are evaluated for acceptance to the school.

3. DEADLINE FOR RE-REGISTRATION IS MARCH 31st.

4. Tuition payments are spread out over 10 months beginning in May and continue through February. Therefore, tuition payments begin in the current year for the next school year. Tuition payment plans outside of our standard plan must be arranged with the Tuition Coordinator located in the School Office, and can be reached at 215-424-5045.

SAFETY

1. Students are subject to all state, city, and school laws of safety.

2. Students should cooperate with all those in charge of enforcing safety regulations.

SCHOOL HOURS

1. School day begins at 8:10 AM and ends at 2:45 PM.
2. Half-Day Schedule begins at 8:10 AM and ends at 11:45 AM.

SCHOOL RECORDS

After March 31st, all report cards and records of returning and transferring students, who have unpaid accounts with the school office, WILL BE WITHHELD, until those debts are cleared. Report cards and records will be available in the school office after school closes. There is a \$3.00 fee and 2 day waiting period for all report cards requests and/or record requests for transfers.

SNOW HOLIDAYS/SCHOOL CLOSINGS

In the event of inclement weather, the decision **could** be made to have a **delayed opening** of schools. The decision to delay the opening of schools will be based on input from various city support services. When the decision to delay the opening of schools is made, an announcement will be made via local media. All the school personnel will be expected to report to school at the time the local school administration indicates. Providing a safe environment for all students is of the utmost importance.

When there is a delayed opening, all schools and early childhood program will open at 10:10 A.M. Dismissal time will remain the same. Schools will be expected to provide a revised schedule for instruction that incorporates their regular schedule as much as possible.

1. Please listen to radio station KYW (1060 AM) for the announcement of school closings. **DO NOT CALL THE SCHOOL, CONVENT, OR RECTORY.**
2. St. Athanasius School is an Archdiocesan Parochial/Archdiocesan school. Therefore, when you hear the words “ALL PHILADELPHIA PUBLIC AND PAROCHIAL/ARCHDIOCESAN SCHOOLS ARE CLOSED/OPEN”, this applies to our school.
3. **It may become necessary for St. Athanasius School to close due to weather and non-weather emergencies. Please listen to KYW Newsradio 1060 AM or check www.kywschools.com as well as www.CBSPhilly.com/schools.**
4. **Our school number is 1437.**

STANDARDIZED TESTING PROGRAMS/SCHOOL TESTS

1. A Reading and Math Assessment is administered to all in-coming First Graders through Eighth Graders to determine placement.
2. The Terra Nova Test may be administered to students in all Grades Kindergarten to 8. The results are communicated to the parents. The 7th Grade Terra Nova Test scores serve as the High School Placement for 8th graders.
3. Individual teacher tests and prepared tests are administered throughout the year.
4. Parents are asked to inquire if no tests come home to be signed. If a student does not bring home any tests to be signed, the parent should contact the teacher.
5. Final Assessments are given once a year, at the end of the third semester, in June.

STATIONERY

1. All students must check with their teacher regarding necessary supplies.
2. For safety reasons, no loose-leaf binders or spiral copybooks may be used.

SUPERVISION

1. A child must come directly to the schoolyard between 8:00 and 8:10 A.M. In the case of inclement weather, a child may go directly to the designated area. Parents are asked not to leave a child at school before 8:00 AM. Only children participating in the Breakfast Program may enter the premises prior to 8:00 A.M.

TECHNOLOGY

1. Each student and his/her parent/guardian must also sign the appropriate student Internet Access Contract and return it to school. **NO** student will be allowed computer access until this form has been signed and returned to school.
2. The use of the Computer Lab and the Computer facilities in the library is a privilege for our students. Because of the increasingly complex task of monitoring Internet access and use, the following rules are binding on all persons using the computer facilities of this school:
 - a. For reasons of personal safety, students will **NEVER** post personal contact information about themselves or other people. This may include address, telephone number, school address, etc.
 - b. Students will not access material that is profane or obscene (e.g. pornography) or that advocated illegal acts, violence, or discrimination towards other people.
 - c. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
 - d. Students will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they through means of the Internet, harass or annoy any other users.
 - e. Students will not knowingly or recklessly post false information about persons or organizations.
 - f. Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - g. The illegal downloading of copyrighted software for use on home and school computers is prohibited.
 - h. The school or the Archdiocese of Philadelphia reserves the right to amend this policy.

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

- **Loss of Internet access**
- **Disciplinary or legal action by the school or other involved parties.**

*****Violation of these rules will be dealt with by the administration of the school.**

TELEPHONE

1. Personal use of the school phone is reserved for extreme emergency.
2. A student must present a teacher-authorized pass to the school office in order to use the phone for **any** reason.

TRANSFERS

1. To facilitate the smooth transfer of a student from one school to another, parents should request transfer materials at least two weeks prior to the student's leaving the school

TUITION

1. The 1st month's tuition is not refundable.
2. Tuition can be paid at the school on weekdays between 9 A.M. and 3 P.M., or at the Rectory.
3. Contact Mrs. Marcie Givens, at 215-424-5045, regarding tuition concerns.
4. In addition to the yearly tuition, each family is expected to sell \$100.00 worth of items, per year. This amount will be added to the tuition total, if the required amount of sale is not met. See addendum in the back of the handbook.

UNIFORM REQUIREMENTS (Flynn & O'Hara Uniforms is the Official Uniform Supplier)

Pre-K-8 Fall/Spring Uniform September, October, May, June (Boys)

- Blue (Short or Long Sleeve) Banded Bottom Shirt with School Logo
- Navy Boy's Twill Walking Shorts
- Black or Brown Leather Belt
- Sneakers
- Solid (White, Navy Blue, or Black) Socks

Pre-K-8 Winter Uniform November-April (Boys)

- Blue (Short or Long Sleeve) Dress Shirt with Navy Tie
- Blue (Short or Long Sleeve) Banded Bottom Shirt with School Logo
- Navy V-Neck Pullover or Cardigan Sweater
- Navy Twill Pants (No Cargo-style pants allowed)
- Black or Brown Leather Belt
- Black Leather Men's **Eastland** "Plainview" Oxford Shoe
- Solid (White, Navy Blue, or Black) Socks

Pre-K-8 Fall/Spring Uniform September, October, May, June (Girls)

- Yellow (Short or Long Sleeve) Banded Bottom Shirt with School Logo
- Navy Girl's Twill Walking Shorts
- Sneakers
- Solid (White, Navy Blue, or Black) Socks

Pre-K-4 Winter Uniform November-April (Girls)

- Yellow (Short or Long Sleeve) Peter Pan Collar Blouse
- Green Plaid Drop Waist Jumper (no more than 1” above the knee)
- Black or Navy Blue **School Issue** “Prodigy” Mary Jane Shoe **OR** Black Women's **Eastland** “Plainview” Oxford Shoe
- Green Socks or Footed Tights

Grs. 5-8 Winter Uniform November-April (Girls)

- Yellow (Short or Long Sleeve) Button Down Collar Shirt
- Green V-Neck Pullover or Cardigan Sweater
- Green Plaid 4 Kick Pleated Skirt (no more than 1” above the knee)
- Black or Navy Blue **School Issue** “Prodigy” Mary Jane Shoe **OR** Black Women's **Eastland** “Plainview” Oxford Shoe
- Green Socks or Footed Tights

Pre-K-8 Gym Uniform

- Navy Blue T-Shirt or Sweatshirt with School Logo
- Navy Blue Nylon Mesh Gym Shorts
- Navy Blue Sweatpants
- Sneakers
- Solid (White, Navy Blue, or Black) Socks

VIOLENT / THREATENING / HARASSING / AND INAPPROPRIATE ACTS BY STUDENTS AND PARENTS

1. 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 contact, verbal or written derogatory or discriminatory statements, and behavior otherwise not conducive to the educational and religious mission of the school. Unacceptable conduct - either by a student or a parent/guardian- includes but is not limited to:
 - a. disrespectful behavior of any kind toward or about any staff, student, volunteer, or parent.
 - b. bullying: *behavior that prevents or discourages another student from exercising his/her right to education; aggressive or intentional hurtful behavior perpetrated repeatedly over a period of time and in a relationship characterized by an imbalance of power (with regards to gender, physical or mental strength, social acceptance etc.); such prohibited behavior includes the use of teasing, taunting, threats, coercion, repeated harassment, abuse, oppression, intimidation against students, school personnel, or school visitors or exclusion of anyone physically, psychologically, or sexually.*
 - c. insubordination
 - d. fighting
 - e. bomb scares or triggering other false alarms
 - f. cheating or plagiarism
 - g. use or possession of drugs or alcohol
 - h. smoking and smokeless tobacco

- i. stealing
- j. intimidation, harassment, or threats of any kind
- k. weapons
 - includes any of the following, but is not limited to, any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm; any firearm, whether loaded or unloaded; cap guns; simulated guns; pellet guns or BB guns; knives; box cutters; cutting instruments; nunchuku, scissors; mace; simulated weapons; or laser pointers.

➤ **A student violates this rule even if the student did not intend to use the object as a weapon.**

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

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, contrary to 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.

Situations may arise that will warrant review of a student's conduct or behavior. These matters will be reviewed on an individual case basis. Due process will be provided for parents and students in cases which may result in suspension or expulsion. The Administration has the final say in all disciplinary matters.

VISITORS

- 1. ALL VISITORS TO THE SCHOOL MUST SIGN IN AT THE FRONT DESK IMMEDIATELY UPON ENTERING THE SCHOOL.** Parents are not to go to a classroom or attempt to engage the teacher in conversation since the teacher's presence in the classroom is required.
- 2. NO ONE** may go to any other part of the building without first going to the MAIN OFFICE AFTER SIGNING IN.
- 3.** Any visitor who does not report to the main office on entering the building will be considered as trespassing on school property.
- 4.** An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

VOLUNTEERS

All volunteers in any of our school programs or activities must participate in the PROTECTING GOD'S CHILDREN program for adults, which is sponsored by the Archdiocese of Philadelphia. This program consists of a three to four hour session that instructs adults who interact with children how to be continuously aware and vigilant so as to protect children from harm of any kind.

WELLNESS

1. The primary goal of nutrition education, which may be defined as “any set of learning experiences designed to facilitate the voluntary adoption of eating and other nutritional-related behaviors conducive to health and well-being,” (ADA 1996) is to influence students’ eating behaviors.
2. Within the school, these learning experiences shall address students’ knowledge, skills, attitudes, and behaviors and provide opportunities for students to have positive food experiences. Curriculum, lessons and others activities shall be age-appropriate and behavior focused. Lifelong lifestyle balance shall be reinforced by linking healthy food choices and physical activity.
3. All foods available to students and the school community on the school campus and through school functions shall support the policy goals of promoting student health and shall be consistent with current U.S. Dietary Guidelines for Americans.

WITHDRAWAL OR DISMISSAL

By choosing to send your child to St. Athanasius School, please be aware of the school policy for refunding tuition.

1. Since we begin payments in May, after registration, every child is holding a seat in his or her designated grade. If you withdraw your child after August 1st, you will be responsible for one month’s tuition.
2. If your child has been in class for any amount of days a month, tuition is for the full month.

**St. Athanasius School
7105 Limekiln Pike
Philadelphia, PA 19138
Telephone (215) 424-5045
Fax (215) 927-6615**

Dismissal Time & CARES Program

August, 2017

Dear Parent/Guardian,

In order to provide you with important information concerning dismissal times, a monthly calendar, issued at least one week prior to the next month, is given to your child. Except for the school sponsored CARES program, no other type of after school supervision is available. Consequently, 20 minutes after the scheduled dismissal time, 3:05 P.M. on regular days and 12:05 P.M. on half-days, any child who is still on the school premises will be taken by a teacher to the CARES Room. There will be a fee charged for the CARES service (Please see the information concerning enrollment, fees, and scheduling for CARES program contained in the letter). After 3:05 P.M. on a full day a \$12.00 fee will be charged.

In order to facilitate a safe dismissal, the following directives are in place:

- Any child picked up by car goes out in the “car line” and waits with the teacher in charge of that line until the designated adult personally picks up the child;
- The adult picking up the child should park his/her car on either Cedar Park Avenue or Middleton Street. Under no circumstances may a car be driven into the schoolyard at dismissal;
- If any aspect of your “usual pick up” changes, such as designated person or time, please be sure to give your child very clear and specific directions. This is particularly necessary for children in Pre-K – 3. Please notify the school office by letter or phone call, as well, if there are any dismissal changes.

Your child’s safety is important to us, as it is to you. Thank you for your cooperation in this matter.

The second part of the communication refers specifically to the CARES program, our before and after school-sponsored program of supervision. Thank you, again, for your interest and cooperation. All of this information can be accessed from our website: www.saschool.org

Sincerely,

Miss Andrea L. Tomaino
Principal

“CARES” is the only school-sponsored, extended care and supervision program available. This valuable service is offered to all our students at an affordable price. Below, please find specific information regarding the times, cost, and scheduling activities of the program.

CARES TIMES:

- 2:45 P.M. to 6:00 P.M.
- Early dismissal 11:45 A.M. to 6:00 P.M.

CARES COST:

- \$12.00 per day; \$60.00 per week
- After 20 minutes of after school time the \$12.00 fee will be charged and is to be paid to Miss Jodi.
- Every 15 minutes after 6:00 P.M., a charge of \$5.00 will be added to the student’s “CARES” bill.
- Payment not made to “CARES” will be added to tuition.
- When non-payment occurs twice in a row, a student can no longer attend CARES.
- Student can resume “CARES” once payment has been made.

SCHEDULE OF ACTIVITIES:

Activities	Activities Scheduled	Comments
Bathroom/Free Time	3:00 – 3:45 P.M.	
Snack	3:45 – 4:15 P.M.	**Food allergies should be noted**
Homework	4:15 – 5:00 P.M.	
Activity Time	5:00 – 5:45 P.M.	
Clean up time	5:45 – 6:00 P.M.	

 Please read the options below. Put a check mark in the appropriate boxes; fill out all information requested. **Detach the form and return it to the school immediately.** Thank you.

Student’s Name: _____

Parent/Guardian Name: _____

Home Phone#: _____

Cell Phone#: _____

Work Phone#: _____

Parent/Guardian Signature: _____

- Yes, I want to enroll my child in the CARES program.
- No, I do not wish to enroll my child in the CARES program.
- *I have read this letter and completely understand the school’s policy on proper supervision of children.

PLEASE SIGN AND RETURN THE BOTTOM PORTION

SCHOOL YEAR 2017 - 2018

TUITION

1. Tuition can be paid at the School Office or at the Rectory on weekdays between 9:00 A.M. and 3:00 P.M.
2. The 1st month's tuition is not refundable.
3. In addition to yearly tuition, each family is expected to sell \$100.00 worth of items, per family.
4. Mrs. Marcie Givens, Tuition Manager, can be contacted at the School Office on Tuesdays and Thursdays between 9:00 A.M. and 3:00 P.M.
5. If you transfer your student to another school and you have outstanding tuition payments, no records will be forwarded (this includes a report card or a copy of the report) to the school of your choice.
6. If you are more than one month behind in tuition payments your child may be asked not to return to school.

WITHDRAWAL OR DISMISSAL

By choosing to send your child to St. Athanasius School, please be aware of the school policy for refunding tuition.

1. Since we begin payments in May, after registration, every child is holding a seat in his or her designated grade. If you withdraw your child after August 1st, you will be responsible for one month's tuition.
2. If your child has been in class for any amount of days of a month, tuition is for the full month.

St. Athanasius School
7105 Limekiln Pike
Philadelphia, PA 19138
(215)-424-5045

Dear Parent/Guardian,

The first payment for the school year 2017 – 2018 was due on May 15th. Charges for late payments will begin September. A late fee of \$15.00 will automatically be added to your tuition bill unless prior arrangements have been made with Mrs. Givens.

If you have not made any payments, please be advised that all classes are full and some grades have a waiting list. If you are new to our school please contact Mrs. Givens at (215) 424-5045 to set up tuition payments.

Again, please be sure that if your tuition payments are not current by August 21 your child will not be able to attend school.

In order for us to be of assistance to you, communication is most important. The following are reminders of your obligations for tuition payments:

- All tuition payments must be current before school sessions begin in August.
- If you are more than one month behind in tuition your child may be asked not to return.
- All (4) payments are due at this time. If you, as a new family, have registered after May, you must make a payment plan with Mrs. Givens. If you have re-registered after May all (4) payments must be current.
- The fund-raiser drive obligation is \$100.00 per family. This will automatically be entered on your tuition bill if you choose not to participate. Some of our families have chosen to do this.
- Mrs. Givens can be contacted on Tuesday and Thursdays between 9:00 A.M. and 3:00 P.M. at the School. If there is an error on your invoice, please contact Mrs. Givens with your receipt number. She can be reached at (215) 424-5045. If she is not available, please ask to leave a message with Mrs. Merritt. Tuition can be paid at the School on weekdays between 9:00 A.M. and 3:00 P.M.
- If checks are returned to us because of insufficient funds, only cash or a money order will be accepted for tuition payments for the remainder of the year.
- **If you have been awarded a scholarship you are still obligated to make monthly payments. If you do not make payments, the scholarship foundation will be notified.**
- As of April 2018, registration will be accepted for the school year 2018-2019. You may register your child at this time, but we will have to place your child on the waiting list if your tuition is not paid in full.
- If you transfer your student to another school and you have outstanding tuition payments, no records will be forwarded (this includes a report card or a copy of a report card).

Thank you and God bless you.

Sincerely,

Reverend Joseph F. Okonski

Pastor

St. Athanasius School

POLICY STATEMENT ON SEXUALITY

August, 2017

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.¹

Among other things, the Catechism of the Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church). “Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents or guardians. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counseled by the School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

¹ www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/