

# **<sup>1</sup>Visitation BVM School Student/Parent Handbook 2021-2022**



**Mr. Coleman, Principal**

**Mrs. Flanigan, Vice Principal**

# HONOR, INTEGRITY, RESPECT

Visitation BVM is a beacon of hope to the families of our diverse community. Through fostering positive relationships, we bring about unity in our diversity. Through addressing the unique needs of the whole child, recognizing each as a gift from God, we instill in our students a recognition not only of their giftedness but the giftedness of each person. We provide them with the tools and inspiration to be life-long learners, responsible global citizens, and people of faith.

## Admissions Policy

Visitation BVM accepts students regardless of race, color, gender, or creed. It is our goal to provide an academic program that meets the needs of all students in our building. Upon enrollment, we ask that parents disclose all academic and behavioral history, documentation, and concerns. If we find that our school is not able to meet the academic or behavioral needs of your child, we will recommend another academic environment that we think will better serve your child.

It is expected that all students follow all rules and policies. Steps will be taken by school administration, faculty, and staff to work with children to ensure that proper behavior is displayed in all situations.

## School Hours

Children may begin to arrive at school at 7:20 am. Absolutely no children may be dropped off before this time.

Morning Bell: 8:15 am

Children who arrive after this time will be marked late. If a child is marked late ten times, he/ she will be issued a detention. If a child comes to school late due to an appointment, he/ she must present a note.

Dismissal:

2:45 pm for Pre- K, Kindergarten, and First Grade

2:55 pm for 6th, 7th, and 8th grade

3:00 pm for 2nd, 3rd, 4th and 5th grade

## **Absences**

In the case of absence, a parent/ guardian is to call the office the day of the absence and send a written note stating the reason upon the child's return. A doctor's note is required for any absence of three or more consecutive days. Excessive absences will result in mandated summer school and/ or retention. We strongly urge parents to schedule all appointments after school hours. Children are responsible for making up any work that they miss while absent.

## **Drop Off and Pick Up**

With our students' safety as our top priority, we ask that parents do not double park during arrival or dismissal. The drop off lane should be single file and is intended for students who are able to exit the car independently. No one is to stop or park in the drop off lane. If you know your child needs to be walked into the school, please find a safe parking spot.

At dismissal, parents must come to the front of the school to pick up their child. Children will not be permitted to cross the street or walk down the block to meet their parents. If a student is walking home, we must have written parental permission on file in the office. Absolutely no child will be permitted to leave in an uber, lyft, taxi or any other car service without a parent present.

## **Cell Phones**

Only children that commute to and from school without supervision should bring a phone into the building. Phones must be turned off as soon as children arrive to school and handed into their homeroom teacher each morning. Students are only to use cell phones at the end of the school day if they receive permission from a teacher or administrator, otherwise cell phones are to be left off until students are dismissed.

If a student is found with a cell phone on their person, in their book bag, or desk, an automatic detention will be issued and the phone will be held by administration until a parent picks it up.

The school is not responsible for any damage or theft caused to the phone. In addition, apple watches, ipads, ipods, and any other technological devices follow the same policies as cell phones. Any child who has a cell phone in school, must have a permission slip on file.

### **Lunch Program**

Visitation BVM participates in the NDS breakfast and hot lunch program. Breakfast and lunch are free to all students. If a student wishes to receive breakfast, he/ she must arrive at school by 8:15 am. If a student arrives after 8:15 am, breakfast is not guaranteed. There are two lunch periods, 11:30-12:00 and 12:15- 12:45. Students may bring their own healthy lunch if they do not wish to receive school lunch.

### **Curriculum/ Academic Expectations/ Academic Expectations**

Visitation BVM follows the Archdiocesan curriculum. The curriculum has been developed to display continuity throughout the grades. The specific content for each grade is detailed in the Archdiocesan guidelines, which are available on the Archdiocesan website.

Each student is expected to

We expect that all students put their best effort into all school work and homework. If students are struggling with a specific subject or topic, we encourage them to ask the teacher for extra support.

We are here to help each student reach his/ her full potential.

### **Homework**

Homework is an educational tool that strengthens the learning that occurs during the school day. Homework involves written work and studying. Children in first through eighth grades will have homework Monday- Thursday. Children are responsible for copying down their homework in their assignment book. Teachers in lower grades often post homework on classroom communication sites. Students are expected to complete their homework each night. Homework is marked for completion and is part of a larger “homework” grade.

## **Computers**

Students in grades 4-8 will have daily access to a Chromebook. Each student is responsible for his/ her Chromebook for the entirety of the school year, therefore each student is expected to handle his/ her device with care and caution. Students are expected to use all technological devices for assigned academic purposes only. If a student is found using the device for anything other than the intended purpose the teacher will remove the device and the child will be responsible for completing all work by hand.

The internet is available throughout the school for all students. All technology is to be used under teacher supervision. Privileges will be lost with any inappropriate use.

Students will be held responsible for any disrespectful or harmful postings on social media sites that happen out of school. Parents are responsible for their child's activity on all social media sites.

## **Communication**

Communication is the key to success!

Teachers will communicate in a variety of ways. Teachers should have shared their preferred communication method during the virtual back to school night. We ask that all parents join communication systems that their child's teacher uses ( DOJO, Google classroom, etc.).

We ask that parents review, sign, and return documents that are sent home in Wednesday folders on a weekly basis.

We ask that parents read all Option C emails and attachments that are sent by administration.

**We are always here to help, please call the office at 215-634-7280 if you need assistance.**

**We ask that you also follow us on Instagram and Facebook @ FriendsOfVizo and on our website at [www.vizobvm.org](http://www.vizobvm.org)**

## **Student Uniform Expectations**

### **Boys (K-8th grade)**

#### **- Winter Uniform in effect from October - May**

Navy Blue slacks  
Black belt  
Blue long/short sleeve button-up shirt  
Navy blue or plaid tie  
Black or dark blue polishable dress shoes. No sneakers.  
Navy blue sweater (optional)

#### **-Summer Uniform**

Short sleeved blue knit shirt  
All other expectations carry over from the winter uniform

#### **-Gym Uniform**

Plain navy blue sweats or gym shorts ( sold at school)  
Navy blue Visitation shirt ( sold at school)  
Sneakers

### **Girls (K-4th grade)**

#### **-Winter Uniform**

Blue plaid jumper  
Blue button-up blouse  
Navy blue socks or stockings  
Navy blue sweater (optional)  
Dark blue or black dress shoes, no sneakers

### **Girls (5th-8th grade)**

#### **-Winter Uniform**

Navy blue vest or sweater  
Blue blouse  
Plaid skirt to the knee  
Navy blue socks or stockings  
Dark blue or black dress shoes

#### **-Gym Uniform for all girls**

Plain navy blue sweats or gym shorts ( sold at school)  
Navy blue Visitation shirt ( sold at school)  
No leggings  
Sneakers

## **All Students**

No nail polish, fake nails, or makeup

Jewelry Permitted

- one small ring
- one small pair of post earrings (no hoops or dangling)
- a watch ( no smart watches)
- medal/cross chain

## **Hair**

- No bleached or dyed hair
- Headbands must be a solid color; navy blue, white, or uniform plaid
- Bandanas are not permitted
- Gentlemen's hair should not go below the collar
- Hairstyles should not be excessive in height or width
- Shaved heads, or hairstyles with designs, patterns, or lines are not permitted.

## **Discipline**

In an effort to educate the total person, it is an important primary goal to develop respect for policies, administrators, faculty, peers, and school property. We rely on the cooperation of parents/ guardians to promote this goal. Students are expected to be respectful, courteous, and well behaved. If your child is facing a conflict of any sort, we ask that you notify the school immediately.

## **Detention and Suspension**

Parents/ guardians will be notified in writing and by phone if a student receives a detention. Parents/ guardians must sign and return the detention form the next school day. Students will stay for one hour detention on the first scheduled detention day after he/ she receives the notice. Detention is held on Tuesday, Wednesday, and Thursday.

Teachers will take steps to correct minor infractions. Parents/ guardians will be contacted when minor infractions are frequent or when a major infraction occurs. Either a continuation of minor infractions after a parent/ guardian has been contacted, or the occurrence of a major infraction will result in suspension.

Suspension notices will be sent home and confirmed by a meeting with parents/ guardians. All suspensions will be three days in length. Three suspensions may result in expulsion from school. Any infraction that endangers the safety or well being of the school community will result in expulsion.

- **All disciplinary actions and consequences are at the discretion of the principal.**