

Visitation BVM School Student/Parent Handbook

2024-2025



Ms. Cox, Principal
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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.

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 @VisitationBVMSchoolKensington and on our website at <https://visitationbvmphila.org/>

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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 arrive to 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 (this will be determined by the principal) 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 at 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, hot lunch and afterschool snack program. Breakfast and lunch are free to all students. If a student wishes to receive breakfast, he/ she must arrive at school by 8:00 am. If a student arrives after 8:00 am, breakfast is not guaranteed. There are two lunch periods, 11:30-12:00 pm and 12:15- 12:45 pm. Students may bring their own healthy lunch if they do not wish to receive school lunch.

If a child has special dietary needs, parents need to give written notification of these needs to the main office.

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.

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 FACTS emails and attachments that are sent by administration.

Health and safety.

Visitation follows the immunization guidelines set by the state of Pennsylvania and The Archdiocese of Philadelphia. The list of needed immunizations per age/ grade can be found on our website at www.visitationbvmphila.org under the section titled “current students”. The Archdiocese of Philadelphia does not accept religious exemption for vaccinations.

Medical exemptions for vaccinations will be approved by the Bishop on a case by case basis after reviewing documentation from a medical doctor.

Children who have a fever of above 98.6 should NOT attend school. These students should return to school ONLY when they have been 24 fever free without the assistance of medication.

A Chronic Conditions Form for each student must be submitted to the school nurse each year.

Emergency procedures:

Fire drill signs are hung in each classroom.

Fire drills and lockdown procedures are practiced with all students.

Anyone in the building at the time of a drill is expected to participate.

In the case of an emergency, parents will receive both a text message and an email stating there has been an emergency and given further instructions.

In the case of an evacuation students will be taken to The Community Center at Visitation or Sankofa Freedom Academy.

Visitors:

All visitors are expected to sign in at the main office before entering any area of the school .

Student Uniform Expectations

- Pre- K Uniforms
 - Both boys and girls wear the Visitation Gym uniform
 - Navy blue Visitation short and gray or navy sweatpants.
 - Any type of closed toe sneaker is fine
- Kindergarten - 8th Grade Uniforms
 - Boys (K-8)
 - Winter uniform is in effect from October-May or when extremely warm temperatures are in the forecast.
 - Navy blue slacks
 - Black belt
 - Blue long/short sleeve button-up shirt
 - Navy blue or plaid tie
 - Black dress shoes or PLAIN black sneakers
 - Navy blue sweater (optional)
 - Navy blue Visitation crewneck
 - Summer uniform (ONLY September, May, and June)
 - Short sleeve blue knit shirt
 - All other expectations carry over from the winter uniform
 - Gym Uniform
 - Plain navy blue or gray sweatpants
 - Plain navy blue shorts in warmer weather
 - Navy blue Visitation gym shirt
 - Sneakers
 - Girls (K-4)
 - Winter Uniform

- Blue plaid jumper
 - Blue button-up blouse
 - Navy blue socks or stockings
 - Navy blue sweater (optional)
 - Navy blue Visitation crewneck
 - Dark blue or black dress shoes or PLAIN black sneakers
 - Gym Uniform
 - Plain navy blue or gray sweatpants
 - Plain navy blue shorts in warmer weather
 - Navy blue Visitation gym shirt
 - No leggings
 - Sneakers
- Girls (5th-8th)
 - Winter Uniform
 - Plaid skirt to the knee
 - Blue blouse
 - Blue knit shirt (in summer months ONLY)
 - Navy blue vest (NOT OPTIONAL)
 - Navy blue socks or stockings
 - Navy blue sweater (optional)
 - Navy blue Visitation crewneck
 - Dark blue or black dress shoes or PLAIN black sneakers
 - Gym Uniform
 - Plain navy blue or gray sweatpants
 - Plain navy blue shorts in warmer weather
 - Navy blue Visitation gym shirt
 - No leggings
 - Sneakers
- All students
 - No fake nails or makeup of any kind
 - No false eyelashes
 - Pimple patches must be a natural color only
 - Jewelry permitted
 - One small ring
 - One small pair of post earrings (NO hoops or dangling)
 - A watch- NO Apple Watches
 - medal/cross chain
- Hair
 - No bleached or dyed hair
 - Headbands must be a solid color-blue, white, uniform plaid
 - Bandanas are not permitted
 - Gentlemen's hair should not go below the collar- if so it should be tied up.
 - Large bows or hair accessories are not permitted.

- If a student is not in complete compliance with the uniform expectations, a teacher or staff member is to write an “Out of Uniform” warning. After 3 “Out of Uniform” warnings are given, a student will receive a detention.

NO CROCS, UGGS, OR SLIDES AT ANY TIME!

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 a phone call 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.**

Tuition

The annual tuition for the 24-25 school year is \$4,600 .

All tuition is expected to be paid on a monthly basis.

Significant Financial Aid is available upon completion of paperwork.

Visitation BVM Aftercare

****Start Date:** Monday, September 9, 2024**

****Hours of Operation:** 3:00 PM – 6:00 PM**

****Cost:** \$100 per month per student**

****There is a \$10 charge for every 15 minutes that a child is picked up late****

This fee covers all activities and supervision for the month. **Payments are due on the 1st of each month**, and we kindly ask that you submit your payment promptly to ensure continued enrollment in the program.

We understand that after-school care is an important service for many of our families, and we are committed to providing a safe and enjoyable experience for your children. If you have any questions or need more information, feel free to contact the school office or email aftercare@visitationbvm.com