

OUR LADY OF GOOD COUNSEL SCHOOL BOARD

The School Consultative Board aids the pastor and principal in developing and implementing local school policies. When the board meets as pastor, principal, and members and agrees on a policy matter, the decision is effective and binding on all. The board is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding on the school without the approval of the pastor and principal.

Meetings are open to school parents and dates are published in the parish bulletin and school notices.

PHILOSOPHY

We believe the purpose of Our Lady of Good Counsel School, in conjunction with the Catholic Church community and family, is to foster the spiritual, intellectual, physical, social, and emotional development of the whole child.

We believe: learning can be achieved by every child.

We believe: students will learn the tenets of our Catholic faith.

We believe: students will learn the basic skills necessary to become life long learners.

We believe: students will learn to respect their bodies, and to develop wholesome habits of nutrition, cleanliness, and exercise.

We believe: students will learn respect for themselves and each other in the formation of healthy relationships fostered by a positive self-image.

ABSENCE: Parents must call the school before 7:30 am to inform us of a student's absence. A **note** is required upon the student's return in order to enter class. A doctor's certificate is necessary when a student is absent **five** consecutive days. Students absent 20 or more days may be retained.

ADMISSION POLICY: For Kindergarten admission, students must be five years old by September 1 of the year entering school. Priority is given to current school families. Admission to all other grades is based on

available space, the Brigrance Test, a letter of recommendation from student's current teacher and a review by the principal of all academic records. Our Lady of Good Counsel School admits students of any race, sex, religion, national or ethnic origin.

All tuition must be current before a child can be considered accepted for the new academic year.

It is, of course, possible that some families may not be able to meet our school's tuition requirements; this does not mean that their children are automatically ineligible for acceptance at our school. Parents in such circumstances should arrange for a consultation with the Principal before reaching a final decision about registration.

OLGC's admission policy is consistent with the Archdiocesan policy of Non-Discrimination.

"That the schools of the Archdiocese of Boston admit students of any race, color, national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national and/or ethnic origin in administration of educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs."

The order of admission of new students is:

1. Siblings of present students
2. Members of Our Lady of Good Counsel Parish
3. Other applicants

Re-registration for students in grades 2-7 will take place during the month of March. A nonrefundable family re-registration fee is due at that time. There will be an additional \$50.00 fee for any family re-registering late, after May 31.

AFTER SCHOOL PROGRAM

1. For students in grades K-6
2. Time: 2:30 - 5:30 pm
3. Place: Our Lady of Good Counsel School
4. There is a charge for this service
5. There will be an EXTRA CHARGE for children left later than 5:30

A program for early dismissal from school is available. If you need more information, feel free to call the school office.

ARRIVALS/DISMISSALS

We all want the children of Our Lady of Good Counsel School to be safe in our schoolyard. Please adhere to the following regulations:

Students are to be dropped off at Ames or Lowell St. in the morning, even on inclement days.

Parents are not to drive into the schoolyard.

For safety purposes, students must use the crossing guard.

ASBESTOS: Management plan availability notification LEA Designated Person:

Our Lady of Good Counsel Parish
22 Plymouth Street
Methuen, MA

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763 of Title II of the Toxic Substances Control Act).

Asbestos management plans have been developed for the educational facilities known as Our Lady of Good Counsel School Grades K-8 which have asbestos materials present. These plans are accessible and available to the public at the school office. These plans have been in effect since 1989, and all friable asbestos materials have been removed from Our Lady of Good Counsel School. Inspections are done every six months by the plant facilities manager.

BOOKS: All textbooks are the property of the school. Students who lose or damage a book, including Library books, are required to pay for it. Textbooks are to be **covered**.

BOOKBAGS: Every student is required to have a bag for his/her books. Textbooks must be cared for when students need them for home assignments.

BUS POLICY-The bus driver is responsible for the supervision of the bus. All students are expected to behave accordingly. Any problems will be reported to the Principal. All students assigned a bus, must go on the bus, unless written permission is given. Students who miss the bus, will be placed in the AFTERSCHOOL PROGRAM.

CHANGE OF ADDRESS: Parents must notify the school immediately when there is a change of address, telephone numbers or contact names. These are needed for both class lists and emergency forms.

CLASSROOM DISTRACTIONS: Gum chewing is not allowed anywhere on the school premises. Violation of this rule will result in a \$10.00 fine. Toys, headphones, radios, CD players, tape recorders, gameboys, white out, laser pointers, cell phones, pagers, etc. are not allowed in school.

COURT ORDER RESTRAINT: Unless the school has a court order restraint on file, a student can be released to either parent.

CRISIS MANAGEMENT: Crisis Management plans are in place and will be followed as needed.

DISCIPLINE

The attainment of self-discipline is inherent in the philosophy of Our Lady of Good Counsel School because the essence of Christian discipline is self-discipline. Continual lack of growth in this area disturbs the learning atmosphere in our school and infringes on the rights of other students.

It is important that there be complete unity in authority between parents and teachers. It is good policy to **withhold judgment** on what appears to be a problem. **Classroom teachers** appreciate a call first, then contact the

Principal if necessary. Parents should be in communication with the teachers as soon as a discipline situation arises. Open communication between home and school benefits all.

DETENTION: Students not following the directives and policies of the school will be liable for detention. Notification will be sent home and the student will remain after school on the day designated by the teacher.

Specific infractions resulting in a detention:

1. Direct insubordination to persons in authority
2. Fighting, verbal or physical, harassment or bullying
3. Forging parent/guardian signature
4. Cheating
5. Using obscene or abusive language
6. Disruptive behavior
7. Theft

SUSPENSIONS: Grounds for in-house suspensions by the Principal and Assistant-Principal will be given for:

- Continued infractions in above detention areas
- Possession of dangerous weapons
- Vandalism
- Smoking or having drugs, alcohol or any type of weapon on school property
- Leaving school grounds without permission
- Truancy
- Extortion
- Other such reasons as may be determined by the Principal

At-home Suspensions:

- Continued violations of above infractions
- Severity of infraction determined by the Principal

EXPULSION: Repetition and severity of an infraction of discipline code could result in expulsion.

Grounds for expulsion:

1. Assault

2. Using or selling drugs
3. Repeated fighting
4. Nonpayment of tuition

The Principal reserves the right to make exceptions or amendments depending upon circumstances and the individual child.

DRESS CODE POLICY: All students are to be in full uniform at all times unless permission has been granted by the Principal.

Required uniform pieces, Boys and Girls:

OLGC white polo shirt, long or short sleeve with logo. This will be used for dress uniform days- Mass, assemblies, etc.

**Dress uniform days will be announced throughout the year. The opening of school is a dress uniform day.

Navy blue sweater with OLGC logo, pullover or cardigan

Navy blue uniform pants with waist band and belt loops, front zipper and straight legs.

Black or Navy belt

Navy tights or knee socks.

Closed toe and closed heel shoes with heels not exceeding 1 and ½ inches. Choose black, brown or navy. NO workboots or sneakers are allowed with the school uniform.

Optional uniform pieces:

Burgundy or light blue polo shirts, long or short sleeve with OLGC logo.

Navy blue jumper for grades K-3

Navy blue skirt for grades 4-8

Navy blue uniform shorts

No makeup

Jewelry is not part of our school uniform.

Girls may wear stud earrings only, no hoops or dangling

Only pink or clear nail polish is allowed
No earrings for boys

Hair should be neat and not considered distracting

*All uniforms may be purchased from Harvey Uniform, Plaza 114,
Lawrence, MA 01843, 800-462-8192.

We ask the cooperation of the parents to make sure that your child is in full school uniform before he/she leaves for school. **Any student in violation of the uniform code will be suspended from class until uniform is provided.**

EARLY DISMISSAL: Early dismissals cause a disruption to students' learning. Dismissing students interrupts the teacher and students. We strongly encourage parents to schedule non-emergency medical appointments outside of school hours. Should a student need to be dismissed early, it is necessary for the parent (or designated person) to come to the school office to sign that student out for the day. Dismissals close to the end of school are the most disruptive of all and cause safety concerns.

When a student is ill, emergency forms will be consulted and a parent or authorized person will be contacted. It is necessary for the parent (or designated person) to come to the school office to sign that student out.

EMERGENCY FORMS: It is imperative that the school have information as to where parents or other responsible adults can be reached in case of illness or accidents at school. For that purpose, parents must fill in or update the Emergency form which their children take home during the first week of school. There must be two emergency contacts who are able to transport your child home from school in the case of illness or emergency.

EMERGENCY CLOSING, DELAYED OPENINGS AND NO SCHOOL

ANNOUNCEMENTS: Our Lady of Good Counsel School follows the Lawrence Public Schools for cancellations due to inclement weather.

Announcements are carried by several radio and television stations as early

as possible, normally by 6:45 a.m. Parents and students are urged to listen to radio station WBZ 1030, WEEI 590, WHDH 850, TV Channels 4, 5, 7 and Lawrence Cable Channel **. **Please do NOT call the parish office, convent or school.**

EXTRA HELP: Extra help is available at various times throughout the week. Students who stay will exit the building on the Lowell Street side and must be picked up there.

FIELD TRIPS: The Principal, in collaboration with teachers, will decide the suitability of educational field trips. Prior to a scheduled trip, a letter and a permission slip will be sent home with all necessary information. This slip must be returned before the field trip, and will accompany the teachers and students the day of the field trip. NO PERMISSION SLIPS WILL BE ACCEPTED THE DAY OF THE FIELD TRIP. **Since field trips are part of the educational process, they are mandatory.** Only teacher appointed chaperones are allowed on field trips, NO siblings allowed.

GUARDIANSHIP: Divorced and non-traditional parents must provide a copy of legal documentation specifying guardianship.

GYM UNIFORMS: All Students K-8
Navy blue sweat pants or shorts - plain or with OLGC logo.
Navy blue sweat shirt - with OLGC logo.
Navy blue tee-shirt with OLGC logo.
Sneakers may be worn on Gym day (Monday) only.

No other pants or shirts may be substituted. Any student who is not in full gym uniform will be suspended from gym class until the situation is rectified.

HOMEWORK: Homework has a significant place in the educational program. It serves as a reinforcement and supplement to classwork. Homework is not always written, studying is also very important. Students will not be excused from fulfilling their assignments, except for special reasons. Homework should be on time, complete and neat. Students are responsible for making up homework when absent.

Long range assignments must be submitted on the required date. Such assignments passed in on a later date will not receive the same credit as those passed in on time.

The following table provides guidelines as to the amount of time a student should spend on homework:

Grade	1	20 Minutes
Grades	2 and 3, 4	30-50 Minutes
Grades	5 and 6	60-70 Minutes
Grades	7 and 8	80-90 Minutes

HONOR ROLL REQUIREMENTS

Principal's List

- All Grades must be 95% and above.
- Effort and Conduct grades must be 1's and 2's

First Honors

- All Grades must be 87% and above
- Effort and Conduct grades must be 1's and 2's

Second Honors

- All Grades must be 80% and above
- Effort and Conduct grades must be 1's and 2's

Effort Honors

- Effort and Conduct grades must be 1's and 2's

In the non-numerically graded academic subjects, Effort and Conduct grades must be 1's and 2's for honor roll eligibility.

HOT LUNCH PROGRAM: There is a hot lunch option provided for students. A monthly calendar will be sent home with the menu for each day. Lunch should be paid for weekly or monthly. Students are requested to have lunch money in an envelope with their name, grade and amount on it. Lunch money will be collected on Mondays.

Students who choose to bring their own lunches from home should have names on lunch boxes or bags. Children should not bring glass bottles to

school. The soda machine may NOT be used during school time. This is the law, since we participate in the federal milk program.

Fast food deliveries by parents are NOT ALLOWED since the school provides a hot lunch program, i.e., no McDonald's, etc.

MILK: Students may purchase milk at school. The cost varies from year to year and is paid in September. Students may order low-fat chocolate, 2% white or whole white milk. Low income families may apply for free milk based on federal regulations.

IMMUNIZATION: State Law requires that every student admitted to school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, HIB and polio. Also required are measles/mumps/rubella vaccination, tuberculin skin test, lead test, and recent physical exam.

As of September 2000, students entering 7th grade need 3 doses of Hepatitis B, documented history of Chicken Pox disease or Varicella vaccine and current TD (Tetanus) booster if it has been over 5 years since last one.

Parents must complete a release of records form to obtain any copies of their child's health record at school.

INTERNET POLICY:

We are pleased to allow students at Our Lady of Good Counsel School access to the Internet. The purpose of making technology available is to enhance teaching and educational discovery. Acceptable use is an extension of Our Lady of Good Counsel School code of conduct. Students are responsible for appropriate behavior while using computers throughout the school and when on, network etiquette will be expected. Any infraction of network/computer use rules may be cause for disciplinary action as well as suspension of the use of the network/computer.

Acceptable Use Guidelines

From time to time, schools determine specific uses of their network systems consistent with regulations. For security and administrative purposes, the

school reserves the right for authorized personnel to review system use and file content, and reserves the right to remove a user account on the system to prevent unauthorized activity. Violations of any of the conditions of use may be cause for disciplinary action.

Network

- All use of the system must be in support of education and research and consistent with the mission of the school, which reserves the right to prioritize use and access to the system.
- Any use of the system must be in conformity with state and federal law and network provider policies and licenses.
- The system may not be used to support or oppose political candidates or ballot measures.
- No use of the system shall serve to disrupt the operation of the system by others; system components, including hardware or software shall not be destroyed, modified or abused in any way.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer system and/or damage the components of a computer or a computer system is prohibited.
- Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved.

Security

- System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other

users on the system, or attempt to gain unauthorized access to the system.

- Communications may not be encrypted so as to avoid security review.
- Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

- Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.
- Students should never make appointments to meet people in person that they have contacted on the system without school and parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

Copyright

The unauthorized installation, use, storage, or distribution of copyrighted software or materials on school computers is prohibited.

General Use

- Diligent effort must be made to conserve system resources.
- No person shall have access to the system without having received appropriate training. A signed Individual User Release Form must be on file. Students under the age of 18 must have the approval of a parent or guardian.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with policy and procedure.

Unacceptable Use of the Computer/Network

- Using the network for non-school related activities
- Plagiarism/violating copyright laws
- Destroying or vandalizing computer equipment

- Depleting resources intentionally, such as paper
- Spreading computer viruses
- Posting other's materials
- Sending or retrieving inappropriate material
- Posting personal information that would jeopardize our safety or someone else's
- Illegal use of software, freeware
- or shareware or use of any software without the approval of the school
- Failure to obtain permission prior to the use of the computer/computer network. Permission must be granted by a teacher or authorized adult supervisor each time the network is used
- Visiting internet sites not authorized by the school
- Using the Internet or Intranet (in school network) without permission
- Bringing computer disk(s) of any type to school
- Reproducing software or shareware

The use of the internet and related technologies is a privilege not a right, and inappropriate use may result in cancellation of those privileges.

Each user who is provided access to the internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network.

The faculty and staff may request the school administrator to deny, revoke or suspend a specific user's access to the internet or related technologies due to unacceptable use.

MEDICAL TREATMENT/MEDICATION

A. Medical Treatment

Our staff is not permitted to perform any type of medical treatment other than first aid. State Law is very clear on this.

B. Medication

1. If your child needs to take any form of medication at school, the following must be adhered to:

a. A request for dispensing medication form completed by parent and doctor are necessary to dispense medication in school.

b. medication must be in its original container and brought to school by the parent.

2. Children may not bring any medication to school.

3. Medication will be dispensed by the school nurse.

Only when all of these steps have been followed will the nurse be able to dispense any medication!

C. It is the parent's responsibility to inform the school of any medical condition that might effect your child's safety while in school.

NON-CUSTODIAL PARENTS: Unless there is a court order to the contrary, a non-custodial parent of any student has the right to receive information regarding the student's achievements, involvement, behavior, etc. upon written request. It is the policy of Our Lady of Good Counsel School, once requested, to automatically send each quarter a copy of the report card and to place the parent's name on the mailing list to receive all information mailed from the school to the parents. In addition, any parent requesting a conference regarding his/her child will be accommodated.

PARENT CONFERENCES are scheduled twice a year. All other conferences are by appointment only. If you wish to confer with a teacher, either call or write a note requesting an appointment. Appointments made in advance are far more profitable for a student, parent and teacher. There will be no conferences during school time unless prearranged.

PHOTOGRAPHS: Periodically during the school year pictures are taken of various school functions that may be placed in the local newspaper. Any parent not wishing their child(ren)'s photograph(s) to be published must put a request in writing and submit it to the office. Unless otherwise notified, all children's pictures will be taken.

PROGRESS REPORTS are issued one month prior to the distribution of report cards for the first three terms.

REPORT CARDS are distributed four times a year: November, February, April and June. Parents' signatures are required on the report card

envelope. Should you wish more information about your child's grades or progress, please make an appointment with the teachers involved. All teachers are willing to consult with you regarding your child's strengths and weaknesses.

Minimum Standards For Promotion

Grade 1 Ability to read and comprehend the pre-primers and the primer of the reading series. Also, mastery of the phonics program for Grade 1.

Grade 2 Mastery of the mechanics of reading proficiency and proficiency in grade mathematics.

Grade 3 Ability to read on grade level, both orally and silently and to comprehend what is being read. Ability to write four sentences on a topic. Ability to use mathematics skills required on grade level.

Grades 4-8 If a child fails two major subjects, retention is mandatory. If a child fails one major subject, summer school is mandatory.

The final responsibility for a student's retention, promotion, or graduation rests with the Principal.

RETENTION POLICY (based on Archdiocesan Policy) Promotion and/or Retention will be determined by the Principal in consultation with the teacher(s). The decision will be based on the total evaluation of a student's growth in all areas of his/her development. A conference with parents will be arranged to review all factors involved in the decision.

Parents will be notified with the second report card if a student is in danger of retention. Decisions about retention will be made by the end of the school year.

Ability to read is the basis of academic learning. Accordingly, promotion in the primary grades is to be determined mainly by the student's proficiency in reading.

RELIGIOUS CELEBRATIONS: Liturgies on holy days and other special occasions are celebrated as a school community. Traditional devotions,

such as the Rosary, Stations of the Cross, etc., are part of the students' experience. All students are required to participate.

SACRAMENTAL PROGRAMS: Children in Grade 2 are candidates for First Penance (Reconciliation) and First Eucharist. Parents must register their children in their own parishes to receive these sacraments.

Preparation for First Penance (Reconciliation) begins in the fall and is usually celebrated in December by our second grade students.

Preparation for First Holy Communion (First Eucharist) begins in the winter and is usually celebrated in April or May by our second grade students.

Children in our sacramental program will be required to attend special sessions for specific sacraments during the year. Parents will also be required to attend special parent meetings for sacramental preparation.

Special arrangements for children who have not been baptized or those older children who have not received their First Communion or First Penance should be made with the Director of Religious Education. It is the responsibility of the parents to make these arrangements.

SCHOOL COUNSELING SERVICE: At Our Lady of Good Counsel School the School Counseling Service is a preventative one. We believe that as children learn to confront problems and difficulties in their lives, large or small, they are able to move beyond them and can learn to deal with problems in a constructive way.

Individual counseling is available with referral by teachers, parents, principal or the student. Group counseling takes place as small groups gather around shared issues causing upset or difficulty.

The School Counselor is available in crisis situations, and works closely with parents and faculty.

The School Counselor is a liaison with those specialists outside the school community who provide special services to students whose needs exceed the extent of our program.

The School Counselor works with children who are having disciplinary problems. Issues of self-esteem, school failure, relational difficulties are some of the additional areas the School Counselor addresses during her weekly class periods. Peer Mediators are also available to help students deal with some of these issues.

The School Counselor is always available to parents and teachers as a consultant, while respecting the confidentiality of the student. Direct line to the school counseling office is 978-685-7970.

SCHOOL HOURS: Kindergarten - Grade 8 8:05 - 2:30

Safety of Children: Supervision of children in the school yard begins at 7:45 am and ends at 2:45 pm. Students who have not been picked up after this time will be sent to the After School Program and parents are responsible for the hourly fee.

Daily Schedule:

7:55 Line up bell
8:00 Entrance bell
10:00 Primary recess bell
10:15 End of recess bell
11:30 First lunch
12:00 Second lunch
12:00 End of primary lunch recess
12:30 End of second lunch recess
2:30 Dismissal bell

Once a child has left the school building at dismissal (2:30pm) he/she may not re-enter unless accompanied by a teacher.

SCHOOL VACATION POLICY: Our Lady of Good Counsel School discourages the taking of vacations during school time. If such vacations are taken, the responsibility for completing the work that was missed will

rest solely with the student/parent. **No work will be given ahead of time. Make up must be completed upon return.** Students will have the number of days out plus one to make up any work missed. Papers/projects/book reports assigned earlier in the term and due during the unauthorized vacation **must be passed in before the student leaves.** **No teacher may be asked to cover the work or instruction missed.**

SEXUAL HARASSMENT: Incidents of sexual harassment should be reported immediately to the school Principal, Counselor and/or classroom Teacher. Such incidents could be: sexual insults and name calling, offensive jokes, intimidation by words or actions, offensive touching.

SMOKING: Our Lady of Good Counsel School is a smoke and drug free school. There is no smoking in the building or on the school grounds during school hours. The no smoking rule is applicable during all school functions including dances and athletic activities. Students who violate this rule will receive a suspension.

SNACKS: Snacks will be sold daily at morning recess for grades 1- 4. Snacks will be available for purchase for grades 5- 8.

STUDENT COUNCIL: The purpose of the Student Council is to promote leadership and good citizenship, to encourage a high standard of scholarship, to encourage school spirit, to demonstrate the practical application of democracy and to advance the welfare of the school and its members in every possible manner.

Student Council representatives are elected by their classmates in grades kindergarten through eight. The Student Council meets after school as planned by the moderator.

TARDINESS: Children who arrive at school **after 8:00** must report to the office through the Lowell Street door and are marked tardy for that day. Parents must accompany their child(ren) to the office to complete the tardy slip. Persistent tardiness will result in a parental conference. Extremely late arrivals and early dismissals (more than half the school day) are considered absences under state attendance regulations. **Frequent tardiness affects a student's work and, therefore, will be addressed.**

TESTS: Students are required to approach teachers to make arrangements for make-up tests due to absence. Again, this is part of the training process encouraging students to acquire a sense of responsibility. Tests not made up will warrant a “0”.

TESTING PROGRAM: The Archdiocesan standardized testing program takes place during the month of October. Grade 5 will be tested in religion by use of the ACRE test in March. No unexcused absences, please.

TELEPHONE: Students are not permitted to use the school telephone. In case of an emergency, the school secretary will telephone the parent or will give the child permission to use the school phone. All after school arrangements must be made before the child leaves home. Calls cannot be made for homework or books left at home. Students will not be called from class to receive incoming calls. The secretary will deliver any important message to the student. If a student forgets to bring lunch, the parent may leave the lunch in the office. The pay phone is never to be used by students. **NO cell phones or pagers are permitted in school and will be confiscated.**

TRANSFERS: Students who move during the school year will need to have transfer information and records for the new school. Parents must contact the school office and sign a release of records form so that transfer forms and records can be sent. All records go from school to school.

All school records are confidential. High schools may require sixth, seventh and eighth grade reports. All materials prior to that will remain in the student's file for one week after graduation before disposal. Any parent wanting these records must contact the school in writing prior to graduation.

TUITION: It is important to understand that tuition payments account for only about 65% of the school's total budget. Archdiocesan guidelines call for tuition to account for 75% of the school's total budget. By asking for your help in volunteering for fund raising and the service program, you are making it possible for the school to meet its operating costs. For tuition policy, please refer to the tuition contract.

Registration Fee: There is a non-refundable registration fee per family. A late fee will be added to the registration fee if not paid on time.

TUITION PAYMENT PLAN:

Plan I. Pay full tuition on July 1.

Plan II. Ten monthly payments from July through April using the FACTS Tuition Management Program. Parents may choose the 5th or 20th of the month for their payment plan.

There is an annual fee of \$38.00 to use the FACTS plan.

Student tuition assistance is given for the second, third, and fourth child. The contributed services of religious and lay staff, the fixed parish subsidy, the fundraisers, and the parent service program enable us to charge less than the actual per-pupil cost.

VISITORS: For security reasons, all visitors must enter through the Lowell St. doors and check in at the office upon entering the building and sign out upon leaving the building. All visitors will be issued a visitors pass to be worn while in the building.

It is important that parents do not go up to the classrooms. This interrupts the class and the teacher is not free to speak with you at this time. If you would like to see your child's teacher, please leave a message in the office and the teacher will call you to make an appointment.