

Norwood-Fontbonne Academy



2011-2012
Parent-Student Handbook and Calendar

Mission Statement

Norwood-Fontbonne Academy, founded in 1920 by the Sisters of Saint Joseph, is a private Catholic Academy for boys and girls from preschool level through grade eight. The student population reflects ethnic, racial, religious, and geographic diversity. NFA offers a curriculum, which includes a Montessori program, as well as a creative interactive classroom program. The Academy features small class sizes and the option of an extended day program. NFA continues to respond to the ever-evolving needs of its students.

Norwood-Fontbonne Academy exists to convey Gospel values and the enjoyment of learning so that students may be better able to make reflective choices as self-directed persons who treasure themselves, others, and the earth. The resulting faith formation and social consciousness are lived out through prayer and action in a school-wide Outreach Program and Service Learning Curriculum.

A rich tradition of striving for excellence through diversified academic, co-curricular, and enrichment programs is augmented by a commitment to the development of the whole person. Preparation of students for leadership roles in the multicultural and technological future is an integral part of the teaching philosophy.

Norwood-Fontbonne Academy continues to find creative ways to embody the mission of the Sisters of Saint Joseph, “to live and work so that all people may be united with God and with one another.”

Norwood-Fontbonne Academy Parent/Student Handbook

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September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>See Website for Monthly Admissions Calendar</i>	1	2	3
4	5 Labor Day	6 Professional Planning Day	7 Professional Planning Day	8 First Day of School Noon Dismissal NFAPA Exec. Board 7:30pm Big House DR Phase –In Pre-Primary, K, Montessori preschool	9 Full day of school Grades 1-8 Phase –In Pre-Primary, K, Montessori preschool	10 NFAPA Clothesline 10am - 12 pm Commons
11	12 Phase –In Pre-Primary, Montessori preschool	13 Back to School Night Grades 7-8 7pm	14 Back to School Night JLM and Grades 1-3 7pm	15 SCRIP	16 Opening Liturgy 9:15am Commons	17
18	19 Band Lessons/ Band Presentation 2:15pm Commons Back to School Night Pre-primary, K and Montessori pre-school 7pm	20 Back to School Night Grades 4-6 7pm	21 Band Parent Mtg. 7pm Commons	22 Homeroom Parents Mtg. 7:30pm Commons SCRIP	23 Student Council Elections (Homeroom Representatives) NFAPA Ice Cream Social 6 to 8:30pm Commons	24
25	26 Picture Day	27 IA Meeting Big House DR 7pm	28 Soccer Shots 6:00 –8:00pm Fontbonne 2nd Flr. Gym	29 Alumni Society Big House DR 7pm SCRIP	30	

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>See Website for Monthly Admissions Calendar</i>			1 NFAPA Clothesline 10am - 12 pm Commons Aid for Friends 10am-12pm Commons
2	3	4 NFAPA Exec .Board 7:30pm Big House DR	5	6 High School Night 7pm JAH Gym SCRIP	7 Student Council/CSC Installation/ Commissioning Prayer Service 9:15am Commons	8
9	10 No School Columbus Day	11	12	13 Parent Reconciliation Mtg. 7:30pm Commons Stage SCRIP	14 Homecoming Pep Rally 1:15pm Commons	15 Homecoming
16	17 BOOK FAIR-JAH Gym	18 Open House 9 to 11am BOOK FAIR-JAH Gym NFAPA General Mtg 7:30pm JAH Gym	19 BOOK FAIR-JAH Gym Sally Foster Sale Begins Interim Reports Due Advisory Board 4pm Big House DR.	20 BOOK FAIR-JAH Gym SCRIP	21 BOOK FAIR-JAH Gym	22 Homecoming (rain date)
23	24 Safe Environment Training	25	26 Wreath Sale begins Parent Whale Watch Mtg. 7pm Big House DR.	27 Parent Networking Event 6:30pm SCRIP	28	29
30	31 <i>No School for Students</i> Professional Planning Day NFAPA Staff Luncheon					

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>See Website for Monthly Admissions Calendar</i>	1 No School for Students Parent Conference Day	2 Girls Basketball Tryouts	3 SCRIP	4 Pizza Bingo JAH 7pm	5
6	7 Boys Basketball Tryouts	8 NFAPA Exec. Board 7:30pm Big House DR	9 Picture Retake Day First Reconciliation 7pm Commons	10 SCRIP	11 Field Trip Day for Grades 1-8	12 NFAPA Clothesline 10am-12pm Commons
13	14 Wreath Sale Ends	15 Open House 9 to 11am	16	17 SCRIP	18 NFAPA Holiday Market Commons	19 NFAPA Holiday Market Commons
20	21	22 1st Trimester Ends Thanksgiving Liturgy 1:15pm Commons	23 No School Thanksgiving Holiday	24 No School Happy Thanksgiving	25 No School Thanksgiving Holiday	26
27 Advent begins	28 Classes resume	29	30 Athletic Award Assembly 1:15pm Commons			

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>See Website for Monthly Admissions Calendar</i>	1 SCRIP	2 Wreath Pick-up	3 Intramurals Gr. 4-8 Basketball
4 NFAPA Advent Liturgy 11am Commons	5	6 NFAPA Exec. Board 7:30pm Big House DR	7 Report Cards Distributed	8 Feast of the Immaculate Conception 9:15am Liturgy SCRIP	9 <i>No School for Students</i> Staff Retreat Day Dance-A-Thon 4:00pm (tentative)	10
11	12 Christmas Band Concert 2pm and 7pm Commons	13 Leap Up Day K, Gr. 3 & 6	14	15 CSC Villa Christmas Show SCRIP	16 Grandfriends Day 11:45am Commons	17
18	19 Staff Christmas Social 3:30pm	20 Open House 9 to 11am	21	22 Last day of school Christmas Liturgy 9:15am Commons Christmas Tea Gr. 7/8 11:45am JAH	23 No School Christmas Holidays	24
25	26 No School Christmas Holidays	27 No School Christmas Holidays	28 No School Christmas Holidays	29 No School Christmas Holidays	30 No School Christmas Holidays	31

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Happy New Year	2 No School Christmas Holidays	3 Classes Resume	4 <i>See Website for Monthly Admissions Calendar</i>	5 Snowball Tournament SCRIP	6 Snowball Tournament Pep Rally Young Alumni Reunion 5:30pm JAH	7 <u>Open House Weekend</u> Snowball Tournament NFAPA Clothesline 10am - 12 pm Commons Basketball Intramurals Gr. 1-3 9am Fontbonne Gym
8 <u>Open House Weekend</u> Snowball Tournament	9 Gr. 1 Walk Through 8:30am	10 JLM Walk Through 8:30am NFAPA Exec. Board 7:30pm Big House DR	11 Gr. 4-6 Walk Through 8:30am	12 Gr. 7&8 Walk Through 8:30am SCRIP	13 Martin Luther King Day Prayer Service	14
15	16 No School MLK Day Service Opportunity	17 Open House 9 to 11am	18 Advisory Board 7pm Big House DR	19 SCRIP	20 Continued Enrollment for 2012-2013 Begins	21
22	23 Gr. 1 Walk Through 1:30pm	24 JLM Walk Through 1:30pm	25 Gr. 4-6 Walk Through 1:30 pm Interim Reports	26 Gr. 7&8 Walk Through 1:30pm SCRIP	27 Pajama Day Quizzo 7pm Commons	28
29 Catholic Schools Week	30	31				

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>See Website for Monthly Admissions Calendar</i>	1	2 Spelling Bee 8:30am Commons SCRIP	3	4 NFAPA Clothesline 10am-12pm Commons
5	6	7 NFAPA Exec. Board 7:30pm Big House DR	8	9 SCRIP	10	11 Father Daughter Dance 7-10pm Commons
12	13	14	15	16 Recognition Assembly 1:15pm Commons SCRIP	17 <i>No School for Students</i> Professional Planning Day NFAPA Staff Luncheon	18
19	20 No School President's Day	21 Open House 9 to 11am	22 Ash Wednesday Prayer Service 9:15am Commons	23 SCRIP	24	25 RAZZMATAZZ Denim & Diamonds
26	27	28	29			

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>See Website for Monthly Admissions Calendar</i>	1 SCRIP	2 Terra Nova Testing In-View Testing <u>Second Trimester Ends</u> Preview Drama Kinetics/Konnections Commons pm	3 Drama Shows Commons Dramakinetics 2pm Dramakonnections 7pm
4	5 Terra Nova Testing	6 Terra Nova Testing NFAPA Exec. Board 7:30pm Commons	7 Terra Nova Testing Sacrament of Reconciliation Grades 2-6	8 Terra Nova Testing First Eucharist Parent Mtg. 7pm Commons Stage SCRIP	9 Terra Nova Testing	10 NFAPA Clothesline 10am-12pm Commons
11 Father-Son Communion Breakfast 11am Commons	12 Report Cards distributed	13 NFAPA General Mtg 7:30 pm JAH	14	15 First Eucharist Parent Mtg. 7:30pm Commons Stage (snow date) SCRIP	16 Drama Show Preview JAH Gym pm Drama Show Gr. 7-8 JAH Gym 7pm	17 Drama Show Gr. 7-8 JAH Gym 7pm
18	19 St. Joseph's Day 9:15am Prayer Service Commons	20 Open House 9 to 11am	21 Advisory Board 7pm Big House DR	22 SCRIP	23 <i>No School for Students</i> Professional Planning Day (possible snow make-up day)	24
25	26	27	28 Sacrament of Reconciliation Grades 7 - 8	29 SCRIP	30 Student Council March Madness Basketball Tournament JAH Gym; evening	31

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 <i>See Website for Monthly Admissions Calendar</i>	4 Shadow Stations	5 No School Easter Holiday Begins	6 No School Easter Holiday	7
8	9 No School Easter Holiday	10 No School Easter Holiday	11 No School Easter Holiday	12 No School Easter Holiday	13 No School Easter Holiday	14
15	16 Classes Resume Sci. Olympiads Gr. 7-8	17 Open House 9 to 11am Soc. Studies Olympiads Gr. 7-8 NFAPA Exec. Board 7:30pm Big House DR	18 ILA Olympiads Gr. 7-8	19 SCRIP	20 First Eucharist Retreat (grade 2) Field Trip Day	21 First Eucharist 10am Commons
22	23 Whale Watch Mtg. 7:30pm Big House DR	24	25 PA Math League Gr.4-5	26 SCRIP	27 Interim Reports Talent Show 1:15pm Commons Family Fun Night Norwood Campus	28 NFAPA Clothesline 10am-12pm Commons
29	30					

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>See Website for Monthly Admissions Calendar</i>	1 Volunteer Appreciation Social 5-7pm Big House	2	3 7th Grade Whale Watch 8th Grade Service Day SCRIP	4 7th Grade Whale Watch 8th Grade Retreat Day Plant Sale Pick-up Fontbonne Campus	5 NFAPA Clothesline 10am-12pm Commons
6	7 Spring Band and Piano Concert 2pm and 7pm Commons	8	9	10 CSC Carnival SCRIP	11	12
13 Mother's Day	14	15 Open House 9 to 11am	16 Recognition Assembly 1:15pm Commons	17 Solemnity of Ascension Liturgy 9:15am Commons SCRIP	18 <i>No School for Students</i> Professional Planning Day NFAPA Staff Luncheon	19
20	21	22 New Parent Welcome 7:30pm Commons	23 Advisory Board 7pm Big House DR	24 NFAPA Exec. Board 7:30pm Big House DR Last day for SCRIP	25 Earth Day/Field Day	26
27	28 No School Memorial Day	29	30 NFAPA Used Book Sale Fontbonne Courtyard	31 Athletic Assembly 1:15pm Commons Parent Networking 6:30pm		

June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>See Website for Monthly Admissions Calendar</i>		1 Student Council Elections 8:30am Commons Surprise Assembly 1:30 pm Commons	2
3	4 Graduation 6:00pm Commons	5 Graduation Dinner Dance	6 <i>No School for Students</i> Professional Planning Day	7 Last Day of School 12:30pm Dismissal	8 Last Day for Staff	9
10	11	12 Summer Hours 9:00 am to 3:00 pm	13 Summer Hours 9:00 am to 3:00 pm	14 Summer Hours 9:00 am to 3:00 pm	15	16
17	18	19 Summer Hours 9:00 am to 3:00 pm	20 Summer Hours 9:00 am to 3:00 pm	21 Summer Hours 9:00 am to 3:00 pm	22	23
24	25	26 Summer Hours 9:00 am to 3:00 pm	27 Summer Hours 9:00 am to 3:00 pm	28 Summer Hours 9:00 am to 3:00 pm	29	30

July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>See Website for Monthly Admissions Calendar</i>	3 Summer Hours 9:00 am to 3:00 pm	4 Offices Closed Independence Day	5 Summer Hours 9:00 am to 3:00 pm	6	7
8	9	10 Summer Hours 9:00 am to 3:00 pm	11 Summer Hours 9:00 am to 3:00 pm	12 Summer Hours 9:00 am to 3:00 pm	13	14
15	16	17 Summer Hours 9:00 am to 3:00 pm	18 Summer Hours 9:00 am to 3:00 pm	19 Summer Hours 9:00 am to 3:00 pm	20	21
22	23	24 Summer Hours 9:00 am to 3:00 pm	25 Summer Hours 9:00 am to 3:00 pm	26 Summer Hours 9:00 am to 3:00 pm	27	28
29	30	31 Summer Hours 9:00 am to 3:00 pm				

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>See Website for Monthly Admissions Calendar</i>	1 Summer Hours 9:00 am to 3:00 pm	2 Summer Hours 9:00 am to 3:00 pm	3	4
5	6	7 Summer Hours 9:00 am to 3:00 pm	8 Summer Hours 9:00 am to 3:00 pm	9 Summer Hours 9:00 am to 3:00 pm	10	11
12	13	14 Summer Hours 9:00 am to 3:00 pm	15 Summer Hours 9:00 am to 3:00 pm	16 Summer Hours 9:00 am to 3:00 pm	17	18
19	20 Summer Hours 9:00 am to 3:00 pm	21 Summer Hours 9:00 am to 3:00 pm	22 Summer Hours 9:00 am to 3:00 pm	23 Summer Hours 9:00 am to 3:00 pm	24 Summer Hours 9:00 am to 3:00 pm	25
26	27 Summer Hours 9:00 am to 3:00 pm	28 Summer Hours 9:00 am to 3:00 pm	29 Summer Hours 9:00 am to 3:00 pm	30 Summer Hours 9:00 am to 3:00 pm	31 Summer Hours 9:00 am to 3:00 pm	

Norwood-Fontbonne Academy

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Phone: (215) 247-3811

Norwood Fax (215) 247-8405

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Email Address: nfa@norfon.org

Website: www.norwoodfontbonneacademy.org



Vision Statement

The Norwood-Fontbonne Student is one who...
enjoys learning,
treasures self, others, and the earth,
lives Gospel values, and
makes reflective choices as a self-directed person.

Norwood - Fontbonne Academy

PARENT - STUDENT HANDBOOK



1-1 ADMISSION POLICY

Norwood-Fontbonne Academy welcomes prospective parents for evening information nights, monthly open houses, and private tours. Young children are invited to participate in Discovery Days for the Pre-primary program, Kindergarten, and Montessori preschools. Children grades 1 through 8 take part in shadow days. These opportunities are designed to offer general, preliminary information and an experience of NFA to parents and children. Parents can access applications on line at www.norwoodfontbonneacademy.org or at any of the above events. Applications should be returned with the non-refundable and non-transferable fee of \$75.00 to the Office of Admission. Both parents, where applicable, sign the application.

At any time Information about applications to Norwood-Fontbonne Academy may be obtained from the Director of Admissions (215-247-3811 x 204) or by visiting our website: www.norwoodfontbonneacademy.org.

Norwood-Fontbonne Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, religion, color, nationality, or ethnic origin in the administration of its educational policies, its admission policies, or in any school administered program.

The decision to accept a student for admission is a collaborative one. The Head of School, the Directors of Lower/Upper Grades, and the Director of Admissions review all data before a decision is made. Once a student from a new family is accepted, NFA requests a non-refundable and non-transferable “deposit of enrollment” in the amount of \$1,000.00 and stipulates a deadline for the receipt of this deposit. This deposit is applied to the coming year’s tuition. A student becomes “enrolled” with the receipt of this deposit.

Birth and Baptismal Certificates - In the case of children attending school for the first time, copies of birth and baptismal certificates (when applicable) must be presented for verification of date and place.

Immunization - A copy of a student’s immunization record must be obtained from a doctor and forwarded to the school prior to admission. Norwood-Fontbonne Academy follows all medical requirements of the City of Philadelphia for school-age children.

A Report of Private Dental Examination is required for all students entering Norwood-Fontbonne Academy.

A Pupil Medical History is required for all students of Norwood-Fontbonne Academy. *A Physical Examination* is required for all students in Kindergarten and Grade 6.

1-1 **ADMISSION POLICY (cont'd.)**

Norwood- Fontbonne Academy offers an individualized admission process that is designed to help parents and the Academy insure the appropriate placement of each student. We outline these components to facilitate our work together for your child.

- Please contact Joanne Baillie, Director of Admissions, at 215-247-3811 x 204 or jbaille@norfon.org in order to schedule a private tour.
- Complete the application form and return it to Norwood-Fontbonne Academy with a \$75 application fee. The fee covers the cost for the application process (\$35) and the student assessment (\$40).
- If your child is applying to the Pre-primary program, Kindergarten, or Montessori preschool, the child will visit with a certified teacher. If your child currently attends preschool, a *Confidential Common Recommendation* form should be completed by the child's teacher and sent directly to Norwood-Fontbonne Academy.
- Applicants to Primary Grade One spend a morning with the Kindergarten class. Applicants to Junior Level Montessori Grade One spend a morning with a Montessori preschool class. During the course of the morning, the child will visit with a certified teacher.
- Applicants to Grade Two through Grade Eight attend classes during a two-day academic visit. During the course of the visit, the Director of the Lower Grades or her designee will administer placement tests in Mathematics and Language Arts to applicants to Grades Two and Three. The Director of Admissions will administer placement tests in Mathematics and Language Arts to applicants to Grades Four through Eight.
- If your child is applying to Grade One through Grade Eight, please send a *Release of School Records* form to the child's present school. Ask that records be sent directly to Norwood-Fontbonne Academy. A *Confidential Common Evaluation* form should be completed by the child's current teacher and sent directly to Norwood-Fontbonne Academy.
- When a child is accepted to Norwood-Fontbonne Academy, parents receive a formal letter of acceptance and are asked to remit a \$1000 non-refundable deposit of enrollment that is applied to the student's tuition.

1-2 **WITHDRAWAL POLICY**

If for any reason a student transfers from Norwood-Fontbonne Academy, parents notify the Head of School to activate proper transfer procedures. A *RELEASE OF SCHOOL RECORDS* form must be signed by parents and sent to Director of Admissions. The Academy reserves the right to ask for the withdrawal of a student, should it be in the best interest of the student, or in the best interest of the Academy. Academic records will be released only if the financial obligations to NFA have been fully met.

1-3 **CHANGE OF STUDENT AND FAMILY DATA**

Any change of address, home/emergency telephone numbers, email address, school district, or parish should be communicated to the Norwood Office (215) 247-3811 x 202 Pamela Ingram or pigram@norfon.org, as well as to your child's homeroom teacher/s.

1-4 **FINANCIAL POLICY**

For the sound fiscal operation of Norwood-Fontbonne Academy, each family is expected to be responsible regarding their financial obligations to the Academy. Timely payment of tuition and fees is required. If a student is withdrawn from NFA during the school year, a prorated tuition refund will be given. However, all school fees are non-refundable. Please note that enrollment and re-enrollment deposits are non-refundable and non-transferable. Please direct all financial questions to Sister Monica Osaben, Director of Business Operations at ext. 201 or mosaben@norfon.org.

Payment Options for Tuition and Fees:

- Bi-annually July and December A late fee of \$30.00 will be added after due date.
- Ten-month Installment Payment Plan [June – March 1]*

**Contact the Director of Business Operations, Sister Monica Osaben at (215) 247-3811 x201 or mosaben@norfon.org*

The release of a student's academic records to another elementary or high school will be granted only if a family is current regarding their financial obligations to Norwood-Fontbonne Academy. In the event that an eighth grade student's obligations are not reconciled, his/her diploma will be withheld.

A charge of \$25 will be assessed by Norwood-Fontbonne Academy for checks returned by a banking institution for insufficient funds.

NFA Tuition Assistance

Each school year a portion of the proceeds of the Annual Appeal is designated for tuition assistance. Parents/Guardians of enrolled students interested in applying for tuition assistance observe the following process:

1. A written request is addressed to the Director of Business Operations. Parents/Guardians are requested to complete and submit your Parents' Financial Statement (PFS) on-line at www.sss.nais.org no later than April 15. The code for Norwood-Fontbonne Academy is 5424.
2. If parents are divorced/separated, both parents must complete a form. The custodial parent and the non-custodial parent files a separate PFS form. These forms will be forwarded once the written request is received by the Director of Business Operations. The parent can also complete this form on-line by going to www.sss.nais.org.
3. *The NAIS School and Student Services (SSS)* will assess the information provided on the PFS and communicate its recommendation for financial assistance to the Director of Business Operations.
4. A copy of the most recent Income Tax Form 1040 must be submitted to the Director of Business Operations. No decision for tuition assistance will be considered until Norwood-Fontbonne Academy receives this document and the recommendation from *The NAIS School and Student Services*.
5. Decisions regarding tuition assistance will be communicated by the end of May.

OTHER TUITION ASSISTANCE OPPORTUNITIES

- Children's Scholarship Fund Philadelphia (CSFP) Philadelphia Residents only
 - Website: www.csphiladelphia.org Phone: 215-670-8411 Deadline: March 1
- Business Leadership Organized for Catholic Schools (BLOCS)
 - Website: www.blocs.org Phone: 215-587-0590 Deadline: April 15
- Bravo Foundation
 - Website: www.thebravofoundation.org Phone: 717-214-2200 Deadline: April 15

1-5 **CURRICULUM**

Set in a creative interactive learning environment for 3 year-olds through eighth grade, the Norwood-Fontbonne Academy curriculum begins with a dual track for 3 year-olds through third grade.

- In the Montessori programs, NFA implements the American Montessori approach. The Montessori preschool serves three, four, and five year-old students and the Junior Level Montessori program (JLM) serves students in first, second, and third grades.
- In the Pre-primary and Primary programs, NFA implements a teacher-directed developmentally appropriate approach rooted in the standards of the National Association for the Education of Young Children (NAEYC). The Pre-primary serves three and four year-old students leading to the Kindergarten year and the Primary program serves students in the first, second, and third grades.
- The Montessori and Primary programs merge in the fourth grade blending the strengths of both approaches.

A Norwood-Fontbonne Academy student experiences differentiated and individualized instruction along with experiential learning. Field experiences and assemblies are designed to support the students' curriculum. NFA students study Religion, Integrated Language Arts, Mathematics, Social Studies, and Science. The curriculum is enriched by Music, Art, Physical Education, Media Studies (Library Science and Technology), and Spanish. Spanish is formally introduced to 3 year-old students through sixth grade. Spanish is taught as a major subject to students in seventh and eighth grades. Additional grade level enrichments include: Keyboarding, Organization, and Study Skills.

Currently, NFA subscribes to an electronic math computation program entitled *IXL*. All 3 year-olds through eighth grade students have login and password access. In addition to personal student practice, the program allows administrators and teachers to generate multiple reports that enable instruction to target particular skills. During the academic year, teachers may assign *IXL* practicing for homework after they have taught a particular concept or skill.

The curriculum programs at Norwood-Fontbonne Academy challenge all students to maximize their individual potential. Class size is small enough that teachers can tailor instruction to meet individual learning modalities. Student achievement is celebrated with Academic Achievement Awards and Vision Awards every trimester. Academic excellence and consistent good conduct and effort are criteria for these awards.

The Service Learning curriculum, which is an integral part of our Religion curriculum, evolves from the principles of Catholic Social Teaching and the central mission of the Sisters of Saint Joseph: "to live and work so that all may be united with God and with one another." Students are immersed in grade-level themes and perform service around those themes at various mentor sites. The grade level themes include sensitivity to the elderly, to children of immigrants, to children of those who are poor, to children who learn differently, and to the homeless and hungry. Some Service Learning mentor sites are: Holy Name School in Camden, Saint John's Hospice, The Artman Home, Our Lady of Confidence School in Willow Grove, Archbishop Ryan School for the Hearing Impaired, and Saint Joseph's Villa. Students, at assigned grade levels, visit these sites twice a year. Persons from the mentor sites visit NFA once a year.

Norwood-Fontbonne Academy provides an Office of Student Development with two teacher specialists to serve the needs of exceptional students. Both teachers hold Masters Degrees, one with a degree in specialized education and the other with an advanced degree in Reading Specialty. Both teachers are trained in the Wilson and Linda-Mood Bell methodologies of teaching reading.

The curriculum of Norwood-Fontbonne Academy is structured according to the scope and sequence of our chosen programs. The decision to place a child in a particular class or group rests with the administration in consultation with the faculty and parents. NFA meets and exceeds all national and state standards of elementary education. Our eighth grade graduates are prepared for public, and private, independent secondary schools. Many qualify for Honors classes and apply for placement in sophomore Spanish and Mathematics classes. Consistently the focus at NFA is on preparing students to be faith-filled and responsible participants in a 21st century multi-cultural and technological society.

Norwood-Fontbonne Academy is accredited by the Middle States Association of Colleges and Schools and The American Montessori Society.

1-6 **ASSESSMENT**

Norwood-Fontbonne Academy's assessment policy is based upon educational "best practices" as researched by the Association of Supervision and Curriculum Development. The following are general statements about the assessment practices at NFA:

- Norwood-Fontbonne Academy is committed to using multiple and diverse forms of assessment when assigning grades to our students.
- Forms of assessment include but are not limited to testing, quizzing, long term projects, oral presentations, cooperative group work, anecdotal and documented observation, logs, journals, portfolios, conversation with the teacher, essays, and research papers.
- Teachers are dedicated to "pure assessment." The grade a student earns in a particular subject is safeguarded and is not manipulated.
- Assessment is linked precisely to instruction.
- Assessment is feedback to the student and this feedback is given in a formative, prompt way so that students can make adjustments.
- Assessment provides information to students and parents. Assessment also provides information to the teacher that informs the teacher's next instructional step. In addition to evaluating students, assessment provides the teacher with a self-evaluative tool for his/her teaching practices.

Students in Kindergarten through seventh grade are given standardized tests in the spring of each year. Upon recommendation, diagnostic tests are administered by the staff of Elwyn, Inc. Testing of any sort is a tool for evaluation. It is seen in relation to the total performance and productivity of the child. It is not used as the ultimate criterion of a child's progress.

1-7 **PARENT GRADEBOOK PORTAL**

The parent web portal of the *GradeBook* provides NFA parents with the capability of checking their children's progress at any time. Once issued a username and login, it is important for parents to protect the privacy of their family account. Parents are encouraged to regularly review their student's *GradeBook* account with their child/children. Students will still present assessments to their parents for signature.

It is important to note that the *GradeBook* electronically calculates the student's grade. The grade shown on the website is a guideline and not necessarily the final grade that will be on the report card. Teachers enter their grades within two weeks of the assessment.

GradeBook offers the teacher the opportunity to communicate with a parent in the comment section. Parents also have direct e-mail access to the teacher through the *GradeBook*. As a service to parents, one parent portal logon is created for each student in grades one through eight.

There are typical "black-out" periods for the *GradeBook* during the school year:

- The opening of school until Back to School Night
- One to two days at the end of each trimester in preparation of report cards
- Summer Vacation

1-8 **HEALTH SERVICES**

Emergency forms are distributed to each child and staff member at the beginning of the school year. Access to current parent contact and medical information is critical for direct communication in the event of any emergency. Therefore, a completed emergency form for each student should be submitted to NFA by Monday, September 12, 2011.

There is a school nurse available to all students during the school day. A Philadelphia School District nurse is assigned to the Academy on a part-time basis to supplement our school nurse's time. Please contact the nurse at (215) 247-3811 at extension 230.

Immunization Policy

All students must be completely immunized before admission. This is a requirement of the Pennsylvania Department of Health, the Philadelphia County Board, and the Philadelphia School District. For a full description of the required immunizations, visit the nurse's page on our website at www.norwoodfontbonneacademy.org.

Medication Policy

School personnel will not provide pupils with any medication (prescription or non-prescription) unless directed to do so by a physician and parent.

Parents who wish to have prescription and/or non-prescription medication given to their child throughout the school year should complete a *Request for Administration of Medication Form*. A physician and parent must sign this form. All medical forms are available on the NFA website www.norwoodfontbonneacademy.org.

Prescription and non-prescription medications which are sent to school with a child for short-term administration (ten days or less) must be accompanied by a signed note from a physician and parent/guardian which identifies the medication to be given, the reason for its use, the date and time to be taken, and the proper dosage to be given. All prescription and non-prescription medications must be delivered to and kept by the school nurse. In the case of emergency, the school nurse must provide the emergency responder the complete list of all medications taken both at home and at school. Therefore, if a child is taking prescription medication at home, even though it does not have to be given during school hours, it is essential to provide the school nurse with this information. The School District of Philadelphia has the following policy for the administration of OTC (over-the-counter) medications during the school day.

The policy states:

- All OTC medications require written confirmation by a qualified health care provider (a prescription blank or letterhead is acceptable). Faxed documentation is also acceptable.
- Written parental approval is required.
- The school nurse must approve the prescription.
- The parent will supply the medication. Medication must be properly labeled and packaged with the child's name, dosage, expiration date, instructions for administration, and name of prescribing health care provider.
- OTC medications must be in the original manufacturer's container with directions for use intact on the label or box.
- No Tylenol, Motrin, Advil, etc. will be given during school hours to any child in any grade without the above approval.
- In the event of absence of either the school nurse or the Philadelphia District nurse, medication will be administered by The Head of School or her designee.

1-8 HEALTH SERVICES (cont'd.)

Student Illness/Injury

It is important for the good of the school community to keep a student home if he/she exhibits symptoms of illness in the morning.

If a student is injured or becomes ill at school, the parent or person designated on the emergency form will be notified to pick up the child at the office. A child is be sent home if she/he has a temperature of 99.8 degrees or higher or has vomited. A child is not permitted to return to school after being ill until she/he is fever-free or has not vomited for at least 24 hours.

In the case of a contagious illness treated with an antibiotic, a child may return to school after 24 hours of antibiotic therapy and a note from the physician. Any serious injury which occurs outside of school hours must be reported to the homeroom teacher/school nurse as well as the Head of School and the appropriate Director. A physician's note must be submitted regarding any limitation of physical activity.

1-9 PARENT-TEACHER CONFERENCES

Formal Parent-Teacher conferences are scheduled at the interim period of the first trimester in October. This is to provide early feedback to parents. The Montessori preschools and Pre-primary classes conduct conferences and observations in both Fall and Spring.

NFA encourages our parents to hold these scheduled conferences as most important dates and schedule in their professional and personal calendars accordingly.

A Parent-Teacher conference can be scheduled at any time based upon the needs of the teacher, students, and parents.

An e-mail, a written note, and a telephone call are acceptable means of teacher/parent communication. Ordinarily teachers respond to parent communication within twenty-four hours.

Parent communication cannot interrupt instructional time.

Every trimester report card affords parents the opportunity to request a conference with any teacher.

1-10 SCHOOL HOURS

Parents and guardians are asked to note that it is crucial for students to be in their classrooms before the 8:15 bell, as school begins promptly with prayers and announcements at that time. Punctuality is a life-long skill and best learned and practiced first at school. The Directors of Upper and Lower Grades will be in communication with NFA Parents in the case of chronic lateness. Know that students are well prepared for the school day when they have breakfast and are on time.

Pre-primary and Montessori preschool three and four year olds	8:15 am - 12:00 pm
Montessori preschool five year olds	8:15 am - 2:50 pm
Kindergarten	8:15 am - 2:50 pm
Grades 1 to 8	8:15 am - 3:00 pm

1-11 COMMUNICATIONS

The main source for all information about NFA and the NFAPA events and other information is the online VCF – Virtual Communications Folder. This can be accessed via the Parent Portal on the school’s website: www.norwoodfontbonneacademy.org

Every Wednesday, parents will receive an email from the Academy. This will include a link to the website. Parents are asked to check the VCF every Wednesday as it is updated with new information and forms available for download. The VCF is the primary communication vehicle for NFA. Throughout the year, parents will find flyers about NFAPA events, administration communications, curriculum updates, lunch menus, monthly calendars, permission slips, event announcements, SCRIP information and forms, and other class/homeroom specific documents.

Every student is issued a paper communications folder at the beginning of the school year. Folders will be sent home on Wednesdays, and should be returned on Thursday mornings with completed documents enclosed such as SCRIP order, lunch orders, permission slips, and other completed forms. Most general forms and information can be found on the school’s website.

For parents registering for the first time, there is a helpful overview for online assistance about the VCF. For further help, please contact Ms. Pamela Ingram at 215-247-3811 x202 or pingram@norfon.org.

1-12 EMERGENCY CLOSING INFORMATION

Before The School Day

A decision regarding school closing is usually made by 6:00 am. Ordinarily, Norwood-Fontbonne Academy follows the decision of the Philadelphia Public, and Archdiocese of Philadelphia school systems.

However, Norwood-Fontbonne Academy reserves the right to make a local decision.

- Each family will receive a recorded message/e-mail from the Head of School using our “One Call Now” automated messaging system.
- Local television outlets and KYW 1060 will be notified as additional sources of information about school closings. **NFA school closing number is #160.**
- Additionally a message will scroll on the school’s website at www.norwoodfontbonneacademy.org.

Please keep in mind that when a particular school district is closed due to weather conditions, the school district **will not** provide transportation even if Norwood-Fontbonne Academy may be open. If a child/children ride a township bus, parents need to listen for their township number for a delayed opening or school closing. A child/children will not be marked late if they come to school on a bus that has a delayed schedule.

#301	Abington	#311	Upper Dublin
#303	North Penn	#313	Hatboro-Horsham
#304	Norristown	#314	Wissahickon
#305	Colonial	#316	Methacton
#306	Cheltenham	#318	Lower Moreland
#310	Upper Moreland	#319	Springfield

1-12 **EMERGENCY CLOSING INFORMATION (cont'd.)**

Emergency Dismissal During The School Day

If NFA declares an early dismissal, NFA's *One Call Now* system will be activated. Parents can also access closing information by:

- a. Listening to KYW 1060 Radio for NFA closing #160
- b. Checking NFA's website at www.norwoodfontbonneacademy.org.

Note: Ordinarily if school closes early, The Loft and Aftercare programs will close as well.

Please know that supervision will always be provided until the last child is released to one's parent. NFA's priority during an emergency closing, as with any regular school day, is every child's safety.

1-13 **FIELD TRIPS**

The activity fee is used for school activities and field trips. Field trips are integral to NFA's curriculum, hence participation is not optional. An official permission slip, signed by a parent, is required for each child participating in the field trip. No other form is acceptable. A student's academic or behavioral status could impact the student's participation in the field trip activity.

1-14 **TRANSPORTATION**

If a student is traveling from school by an alternate means (car, walking, SEPTA, etc.), a note must be submitted to the homeroom teacher stating parental permission for the change. This procedure is also required when a student remains after school to be a spectator at a co-curricular event. Parents are asked not to call the school to give permission, as this permission needs to be in writing.

In accordance with the insurance regulation of each school district, a student may only ride the school bus to which he/she has been assigned. **Please do not make arrangements contrary to this policy.**

For transportation questions or concerns which may arise throughout the school year, please contact Sister Josephine Marchionne at the Norwood Office: 215-247-3811 x.200 or jmarchionne@norfon.org

1-15 **STUDENT STORE**

A student store is located on both the Norwood and the Fontbonne campuses. Students are able to purchase *daily bags* and general school supplies. Purchase hours are announced within the school.

1-16 **LITURGIES**

Central to who we are at Norwood-Fontbonne Academy is our Faith formation. School-wide liturgies and prayer services are held monthly during the school year; all families are invited to attend. Prayer services and Reconciliation services are held for different levels and ages. For specific dates, refer to the yearly/monthly calendar.

1-17 CHILD CUSTODY

It is extremely important for the protection of students and parents that the terms of legal separation regarding the custody of children, dissemination of school information, and visitation privileges are in the confidential file kept in the office of the Head of School. In the absence of access to these court records, the school must presume that both parents have equal access to the child and all school information.

STUDENT REGULATIONS

2-1 ATTENDANCE

Regular attendance is vital to success in the academic life of the student. Each absence, however short, may interfere with school work and impede a student's progress. Good scholarship depends upon a good attendance record since work and discussion in the classroom cannot be recovered. The student who is absent frequently multiplies his or her academic problems.

Perfect Attendance certificates are awarded to students who are present and on time on each instructional day. In the event of a death in the family, the discretion of the Head of School, in consultation with the Directors, will decide perfect attendance. Every attempt should be made to schedule doctor and dental appointments outside of school time. A note from the parent must be approved by the Director of the Lower/Upper Grades on the morning of an appointment. The child must be called for and signed out at the Main Office.

If a student is absent or arriving late, parents notify the school by 8:30 am. Please call the office, (215) 247-3811, and follow the prompts. Every absence must be followed by a note from the parent stating the reason for the absence. After three consecutive days of absence, a doctor's note is required. The student must present a note for any lateness. This includes personal illness, doctor's appointments, or other emergencies.

Ordinarily, it is expected that a student be present for the school day in order to participate in a co-curricular activity.

NFA's leadership strongly encourages families to plan vacations to coincide with school holidays. Extended absences, particularly before and after school holidays, compromise the instructional programs and place additional responsibility on staff members. Teachers are not obligated to prepare assignments prior to such vacations. Excessive absence/lateness will warrant a conference with the appropriate Director. When absence is necessary, it is the responsibility of each parent/student to develop a plan with a teacher to complete the work and/or assignments missed during the absence. The teacher's requirements must be met.

2-2 BOOKS/BELONGINGS

All students have access to the books provided by the Commonwealth of Pennsylvania. The school's book fee, reflected on the tuition statement, covers the cost of additional textbooks, workbooks, and materials. Any textbook returned at the end of the year in an unacceptable condition is paid for by the student. Every child must carry books in a schoolbag that has a closed top. Students in fourth through eighth grades use a canvas "daily" bag to carry their books during the school day. Every textbook is to be covered with a book sox and marked with the child's name. In order to properly identify each student's belongings, all gym uniforms, bags, athletic equipment, and clothing should be clearly marked with the child's name.

2-3 DRESS CODE

Students are expected to adhere to the school and gym dress codes. Parental support of these codes is required. We encourage students at NFA to take pride in their appearance. Students are to maintain an appearance of neatness, which includes shirts being tucked in at all times, and slacks and skirts worn correctly at waist level. Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about him/herself, he/she acts and works accordingly. If a situation arises where a student will not be in full uniform, parents are expected to communicate this by way of note to the homeroom teacher. Formal occasions require formal attire. If liturgy or recognition assembly falls on a gym day, students will be expected to wear their regular uniform and change later into their gym uniform. Students in grades 1-8 are required to wear the uniform and shoes as outlined below. Purchasing from other vendors is not recommended. Both Flynn and O'Hara and Flocco's are clear on our uniform expectations.

Phone Numbers:

Uniforms: *Flynn and O'Hara*: 215-793-9436

Shoes: *Flocco's* in Conshohocken: 610-828-5544

The NFA Parents Association offers gently used uniforms at reasonable prices. Please check the monthly calendar for "*The Clothesline*" schedule.

A regulation school uniform is not required for children in Pre-primary program, Kindergarten, and Montessori preschool. It is suggested that these children wear shoes that are conducive to outdoor play.

BOYS AND GIRLS	GYM DRESS CODE
<p>HAIRSTYLE A student's hair is to be neat and clean, and groomed conservatively. No extreme hairstyles are permissible. Girls may only wear headbands of gold, white, navy blue, or dark green.</p> <p>MAKE UP and NAIL POLISH Make up may not be worn in school. Clear nail polish may be worn.</p> <p>JEWELRY Post earrings of a small and conservative style may be worn by the girls (<u>one</u> earring only in each ear). Boys are not permitted to wear earrings. Bracelets both ankle, and wrist, pins, and buttons are not part of the school uniform. This includes all rope, yarn, and beaded neck, wrist and ankle bands. However, one wrist band w/ appropriate message is allowed. A religious medal or cross on a chain is permitted.</p> <p>Note: For students traveling between building/campuses throughout the school day hooded sweatshirts and jackets are to be removed before the start of class.</p>	<p>Girls and Boys <i>GRADES 1-8</i> September – October</p> <ul style="list-style-type: none"> • Solid navy blue sweat or mesh shorts • Grey NFA s/sleeve shirt • White crew socks above the ankle • Sneakers; tie or velcro only, no slip-on sneakers or boat shoes are permitted • Important: No logos or stripes permitted on shorts <p>November – March</p> <ul style="list-style-type: none"> • Solid navy blue sweat pants (No logo or stripe) • Grey NFA l/sleeve sweatshirt • White crew socks above the ankle • Sneakers; tie or velcro only, no slip-on sneakers or boat shoes are permitted <p>Important: No logos or stripes permitted on shorts</p>

Boys

SHOES

GRADES 1-3

- Basic black oxford; or Bass Buc in black, brown or tan suede

GRADES 4-8

- Basic black oxford; or Bass Buc in black, brown or tan suede
- Loafer – leather black, brown

Thick soled shoes are not appropriate as school uniform shoes

UNIFORMS

September – October

April – June

- Blue uniform shorts w/belt
- White golf shirt with NFA logo
- White crew socks above the ankle
- OR November-March uniform as listed without sweater vest

November-March

GRADES 1-8

- Grey twill trousers w/belt
- Solid navy V-neck pullover or V-neck vest w/NFA logo
- White turtleneck
- White golf shirt (l/sleeve, s/sleeve)
- White oxford shirt w/ uniform tie (Grades 4-8)
- Dark blue or black socks



Girls

SHOES

GRADES 1-3

- Solid blue oxford shoe, Bass Buc in black, brown or tan suede

GRADES 4-8

- Solid blue oxford shoe, Bass Buc in black, brown or tan suede
- Loafer – leather black, brown

Thick soled shoes are not appropriate as school uniform shoes.

UNIFORMS

September-October

April-June

- Blue uniform shorts w/belt
- White golf shirt with NFA logo
- White crew socks
- OR November-March uniform as listed without sweater vest

November - March

GRADES 1-3

- Andover plaid jumper or navy blue slacks w/belt
- White turtleneck, white blouse w/rounded collar (s/s or l/s) w/ NFA monogram
- Solid navy cardigan sweater w/ NFA logo
- Navy knee socks (worn up to knee) or navy tights

GRADES 4-6

- Andover plaid skirt or navy blue slacks w/belt
- Solid navy V-neck pullover sweater or V-neck vest w/ NFA logo
- Navy knee socks (worn up to knee) or navy tights
- White oxford shirt; white turtleneck, or golf shirt

GRADES 7-8

- Andover plaid skirt or navy blue slacks
- Solid navy V-neck pullover sweater, or V-neck vest w/ NFA logo
- Navy knee socks (worn up to knee) or navy tights
- White oxford shirt: white turtleneck or l/sleeve golf shirt

Important: Skirts/shorts are not to be rolled up. The skirts/shorts should fall slightly above the knee.

2-4 DISCIPLINE

The philosophy upon which the discipline code of Norwood-Fontbonne Academy is built recognizes the inherent good of each child. It supports the belief that each child deserves to be guided and encouraged so that proper attitudes toward self and others may be fostered. The discipline code of NFA is based upon the Vision Statement, which reads:

***The Norwood-Fontbonne student is one who...
enjoys learning,
treasures self, others, and the earth,
lives Gospel values, and
makes reflective choices as a self-directed person.***

The teacher who is immediately and primarily responsible for the discipline in a particular situation, such as classroom, playground, etc., handles ordinary disciplinary infractions. This discipline requires a teacher-student understanding and appropriate remediation.

Teachers communicate with parents about any behavioral difficulties. Discipline problems that cannot be solved in this way are referred to the Directors. Disciplinary action may include parent conference, counselor recommendation, after-school detention (upon parent notification), suspension from co-curricular activities, or similar recommended action.

Suspensions

Infractions which will merit suspension include truancy, possession and/or use of cigarettes, alcohol, drugs, or weapons, leaving school grounds without permission, destruction of property, violation of the technology *Acceptable Use Policy*, persistent use of foul language, stealing, flagrant disrespect for adults and classmates, or any other infraction deemed serious by the Directors in consultation with the Head of School.

While suspended, a student will not attend classes or co-curricular activities and will complete required class assignments. The student will return to school only upon parent interview with the appropriate Director and Head of School.

Withdrawal

Withdrawal from NFA can be recommended for grave academic or behavioral concerns, repeated suspensions, and/or a single action deemed most serious by the Head of School in consultation with the appropriate Director. In all disciplinary situations, the Head of School is the final recourse and may waive all disciplinary regulations for any reasonable just cause at her discretion.

Note: The above procedures apply when the student is in school, on school grounds, or at school-related activities. Civil authorities may be called when weapons or drugs are involved.

2-4 DISCIPLINE (cont'd.)

Rubrics for Conduct and Effort

The following rubrics for Effort and Conduct have been created by NFA faculty/staff and are based upon best assessment practice. Students are graded using the following standards:

- **Satisfactory (S)** – acceptable, suitable, meets expectations, meets criteria, reasonable compliance, pleasing, fitting, adequate performance, good enough to meet the goal, no changes required
- **Improvement Needed (I)** – development in process, progressing toward something higher, advancing toward the next level, an expansion of goals making a change for the better, personal movement in a better direction fixing something or making something better so as to enhance it
- **Unsatisfactory (U)** – not acceptable, not suitable to meet criteria below an established standard, not meeting expectations, not sufficient, not adequate, not fitting, disappointing not good enough yet to meet the goal, change is required

The **EXPECTATIONS** of the successful NFA student with regard to **CONDUCT** are clearly stated. The successful NFA student is expected to be:

- **Attentive** – carefully listens to directions and instruction, pays attention, stays “on task,” is focused, engaged
- **Respectful** – of oneself, teachers, staff, classmates, school environment, in words, deeds, and actions
- **Kind** – considerate, courteous, tolerant, responsive, fair, caring, affirming
- **Cooperative** – follows rules, procedures and directions, obedient, makes a positive contribution to the group
- **Responsible** – self-disciplined, self-controlled, self-motivated, shows initiative, conscientious

The **EXPECTATIONS** of the successful NFA student with regard to **EFFORT** are clearly stated. The successful NFA student is expected to be:

- **Perseverant** – tries to the best of one’s ability, willingness to keep trying, works toward class objective, stays “on task,” accepts challenges, and maximizes potential, goal-oriented
- **Consistent** – quality of class/homework and assessment is even, diligence is evenly applied over the entire grading period
- **Prepared** – thoroughly completes assignments at home and in school, meets deadlines, assessment reflects home study, comes to class with all books and materials, follows class procedures, displays organizational skills
- **Participatory** – positive, appropriate, asks appropriate questions, works cooperatively in groups, able to work independently, asks for help when needed, motivated, engaged in school

2-5 ACCEPTABLE USE POLICY FOR TECHNOLOGY ~ Norwood-Fontbonne Academy

Adapted from Policy T 703.1
Archdiocese of Philadelphia
Date: September 2011

PURPOSE

Technology is a valuable and real world educational tool. Our school is committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The *Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers, or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses described in this policy apply to inside school use and may, in certain instances, apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the *Acceptable Use Policy* and may be subject to the disciplinary measure found herein. N.B. The types of electronic and digital communications referenced in this *AUP* include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip chat rooms, and instant messaging.

GOAL

NFA's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning,
- encourage critical thinking, communication, collaboration, and problem solving skills,
- facilitate evaluation and synthesis of information,
- encourage ethical practices and provide education for internet safety and digital citizenship, and
- provide a variety of technology- based tools and related technology skills.

RESPONSIBILITIES OF USER

NFA makes every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use. At Norwood-Fontbonne Academy, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self.** Users will select online names that are appropriate and only post information and images online that are appropriate and reflective of NFA values.
- **Respect Others.** Users will refrain from using technologies to bully, tease, or harass other people.
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials/communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software/resources.

TECHNOLOGY USE GUIDELINES

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

2-5 ACCEPTABLE USE POLICY FOR TECHNOLOGY (cont'd)

- B. **Copyright/Intellectual Property:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law. When using school technology, staff and students are to use their assigned user name and password at all times. Each person is reminded to log off of their assigned account before leaving a computer unattended.
- C. **Communications:** Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and for only school sanctioned means of communication. The school sanctioned communications methods include:
- Teacher/staff school web page
 - Staff school email
 - Staff school phone number
 - Teacher created, educationally focused networking sites

Staff or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A staff or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a staff member or administrator using a staff member or administrator's personal numbers, email, or networking sites, the staff member or administrator should immediately report this to the administrator or appropriate authorities.

- D. **Electronic and Mobile Devices:** Use of any technology-oriented device in our school should have an educational focus. If a particular mobile device is to be used for educational purpose, the administration and/or teacher will provide parameters for this use. Cellular telephones, beepers, pagers, handheld electronic games, personal CD players, iPods, iPhones, audio recording devices, digital and video cameras and any other items that in the view of the school may be distracting or disruptive to the learning environment, are not permitted in school. NFA will not be held responsible for the loss of any of these items.

Unacceptable uses include but are not limited to these examples. Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material.
- Use obscene, profane, lewd, vulgar, rude, or threatening language.
- Knowingly or recklessly post false information about any persons, students, staff, or any other organization.
- Use a photograph, image, video, or likeness of any student, or employee without express permission of that individual and of the the administration.
- Create any site, post any photo, image or video of another except with express permission of that individual and the Administration.
- Maintain or post material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities. Doing so is a violation of the *Acceptable Use Policy* and subject to the disciplinary measure found herein.
- Attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files, or another person's password.
- Move, repair, reconfigure, modify, or attach external devices to NFA's systems without permission.

2-5 **ACCEPTABLE USE POLICY FOR TECHNOLOGY (cont'd)**

- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Plagiarize content and present the work of another as their own without properly citing that work.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Note: Use of the Internet for commercial gains or profits is not allowed from an educational site.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. The staff and administration of the school is responsible for the enforcement of this policy. Due to the evolving nature of technology, Norwood-Fontbonne Academy reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube and My Space. Staff and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. 'Friending' of current students by staff is forbidden on a staff's personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations

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

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

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Disciplinary action including, but not limited to parent conference, counselor recommendation, after-school detention (upon parent notification), dismissal and/or legal action by the school, civil authorities, or other involved parties.

2-6 PHYSICAL EDUCATION

Pupils attend physical education classes weekly. Boys and girls wear the school's regulation gym uniform. Refer to section 2-3 Dress Code of this handbook. All gym uniforms, bags, athletic equipment, and clothing should be clearly marked with the child's name. Hooded sweatshirts/jackets are not part of the uniform. No child is excused from gym class for a prolonged period of time without a note from a doctor or parent. Children who are excused from gym because of injury or illness must bring a written note of excuse to the homeroom teacher before class in the morning.

2-7 PLAYGROUND

Organized, supervised play is encouraged at recess time. Tackling, fighting, or any form of rough play is not permitted.

2-8 STUDENT AND ELECTRONICS

Norwood-Fontbonne Academy acknowledges that our students are of the 21st century and modalities of communication are in constant flux. NFA also understands that as students advance in grades and their days are extended by multiple activities after school, parents feel more comfortable knowing they have electronic access to their child/children. NFA exerts the following limitations and controls:

Students who carry a cell phone, pager, or beeper to school for after school purposes are required to;

- Provide a Letter of Parent Permission, registering their cell phone with their Director including the cell phone number,
- Leave their cell phone, pager, or beeper in their lockers or their backpacks – turned off. They may not be in their desks, pockets, daily bag or on their person.
- Limit the activation and use of their cell phone, pager, or beeper to after school. Only family to student/student to family communication is permitted.

Technology is integrated into the NFA curriculum. The “smart phone” technology offers exciting educational possibilities for classroom use under teacher supervision. That being said, without express teacher instruction, electronic devices including and not limited to cellular telephones, beepers, pagers, handheld electronic games, personal CD players, iPods, iPhones, iPads, etc may not be brought into NFA classrooms. The rights of all students in our classrooms need to be respected by all, and these devices distract from the integrity of instruction. Any student found carrying an electronic device on their person during the school day will be subject to disciplinary action.

Students and their parents sign an *Acceptable Use Policy Agreement* contained within this Handbook. Parents and NFA agree that student safety is paramount, especially with regard to student access to the Internet. Any student found to be accessing the Internet at any time on a personal cell phone, without the permission of and under the supervision of NFA personnel, will be subject to disciplinary action. At any time while on NFA campuses, students may only access the internet with the permission of and under the supervision of authorized NFA personnel.

NFA is not responsible for the loss of any electronic device carried to school.

Any phone call made during the school day by a student will be in the event of an emergency, a cancellation, or a change in transportation plan. Only authorized school telephones may be used by students, with the permission of their Director, during the school day.

NFA relies upon our parent partnership in the execution of these important safety policies with regard to electronic devices.

2-9 EMERGENCY EVACUATION DRILLS & PROCEDURES

Norwood-Fontbonne Academy students are expected to know the evacuation route for every area in the building. Students must comply with all safety regulations. Drills are conducted regularly.

The Academy has developed a “Shelter-In-Place” plan in the event of a natural or man-made disaster, which would prohibit our students and staff from leaving the building. The school community has been trained on how to react if this situation were to occur. The safety and welfare of students and staff are the primary concern of this plan.

2-10 ACADEMIC RESPONSIBILITIES OF STUDENTS

The Vision of Norwood-Fontbonne Academy charges both students and teachers to create learning environments that are enjoyable for all. The goal is that an NFA student will have a love of learning that translates into their becoming life long learners. All students at NFA are expected to work so that their maximum potential is realized.

Consistent application of best effort, a conscientious and dedicated work ethic, the ability to work with others in a cooperative and collaborative way, and assuming personal responsibility for and ownership of their learning are all school skills that are taught, practiced and mastered. Students take these important life skills with them and in the future, apply these skills to their role as high school students, university students and ultimately into the work force.

Graduation from the Academy is contingent upon the successful completion of the required course of study. NFA takes great pride in their eighth grade graduates. They consistently earn acceptance to prestigious secondary schools and are well prepared for success in those schools. NFA reserves the right to deny graduation to a student who does not complete the course of study, including both academic and behavioral expectations, in a satisfactory manner.

2-11 HOME ASSIGNMENTS

The Norwood-Fontbonne Academy homework policy is derived from “best practice” according to the Association for Supervision and Curriculum Development.

- Homework is extended learning, not busy work, and is meaningful.
- Homework cultivates student skills of initiative, independence, and responsibility.
- Homework is assigned appropriate to age and grade level.
- Homework is the sole responsibility of a student. Parent oversight and guidance are always important. If a student is unable to complete an assignment, this should be communicated to the teacher so that the teacher may re-instruct.
- Homework time and place should be consistent.
- Homework, at any grade level, should be examined by parents.
- Homework has a valid purpose that supports instruction, and is not assigned as punishment.

The following time allotments are suggested for homework. This guide includes both written and study assignments.

- Grades 1 and 2 - 20-30 minutes
- Grades 3 and 4 - 45-60 minutes
- Grades 5 and 6 - 60-90 minutes
- Grades 7 and 8 - 120 minutes

2-11 HOME ASSIGNMENTS (cont'd)

In collaboration with one another, teachers coordinate major assignments, tests and projects.

When absence is necessary, it is the responsibility of the parent/student to find out from the teacher/teachers what work, assignments, and assessments have been missed during the absence. The teacher's/teachers' requirements must be met.

It becomes the parent responsibility to ensure that students make up all work missed while on vacation. It may be necessary to engage a private tutor to accomplish this task.

2-12 STUDENT RECOGNITION

Students will be recognized for both Academic achievement and achievement in Conduct/ Effort. They will receive recognition at the time of report cards. Formal ceremonies will recognize students in various co-curricular activities, i.e. CSC Commissioning, Student Council Installation, Band Concerts, Piano Recitals, Sports Assemblies, Oratory, and Drama Presentations, etc. Student recognition assemblies are scheduled twice a year.

Criteria for individual awards in these areas are determined by co-curricular moderators.

A Certificate for an *"NFA VISION STUDENT"* will be awarded to any student in grades 4-8 who achieves a grade of "S" for Conduct and Effort in each subject area and in Homeroom Department.

A Certificate for Academic Achievement will be awarded to any student in grades 4-6 who achieves an "A" in six major subjects with a grade of "B" in the remaining two major subjects. A grade of "S" must be earned in each enrichment subject.

A Certificate for Academic Achievement will be awarded to any student in grades 7-8 who has a "93" or higher as a general average for all major subjects. A grade of "S" must be earned in each enrichment subject.

2-13 GRADUATION AWARDS

The PARENTS ASSOCIATION AWARD FOR ACADEMIC EXCELLENCE is presented to the two students who have achieved the highest general averages during the eighth grade year.

The STUDENT ATHLETE AWARD is presented to two students who excel in two or more varsity sports and who rank academically in the upper half of their class.

The SID MACLEOD AWARD FOR EXCELLENCE IN ORATORY is awarded to the eighth grade Oratory Club member who most notably demonstrates the special quality necessary for oratorical competition and the willingness to perform as a speaker at a school function.

The RUSSELL G. CLEMENTS, JR. AWARD FOR EXCELLENCE IN DRAMA is given to the eighth grade Drama Club member who most notably exhibits those qualities of personal growth for which all members strive. The recipient of this award is nominated by Drama Club members. While achievement in the art of acting is a significant consideration, equal weight is given to teamwork, cooperation, commitment, perseverance, and courage as the criteria used in determining the recipient of this award.

An award in memory of Dr. JAMES D. KELLY is presented to two students who exhibit the characteristics of honor, courage, scholarship, service, leadership, and character. The recipients of this award are nominated by their class.

An award in memory of JACQUES R.K. NORMAND, who exemplified the qualities of kindness, cheerfulness, and generosity, is presented to two graduates who evidence these virtues. The recipients of this award are nominated by their class.

An award in memory of MOTHER SAINT JOHN FONTBONNE, who modeled Christian Spirit and Service, is presented to the eighth grade student who exemplifies these qualities and has shared them with the Norwood-Fontbonne Academy school community and beyond.

An award in memory of the loving and generous spirit of NELLO NATICCHIONE IV is presented to the eighth grade student who embodies the principles of Catholic Social Teaching as evidenced through their commitment to service learning.



2-14 CO-CURRICULAR OFFERINGS

Norwood-Fontbonne Academy is pleased to offer a full array of co-curricular activities including athletics which supplements and enriches the academic program while fostering the development of the whole child. These enrichment offerings encourage students to engage in healthy competition, and whenever possible, to make practical connections and applications from the classroom to the outside world. Students are able to explore their gifts and talents in a spirit of teamwork and cooperation.

NFA Co-Curricular Activities

Registration information will be available in the NFA VCF (virtual communication folder) and on the school's website closer to the start of each activity.

• **Academic**

- Academic competitions
 - PA Mathematics League
 - The Math Counts
 - National Academic Olympiad programs in SS, Science, and Language Arts
 - Women Chemists of PA
 - Head of School Geography Prize
 - Scripts National Spelling
 - Pennsylvania Statistics Contest - Gr. 7 - 8
 - Head of School Computation Prize – Gr. 3
 - Stockmarket Game - Grade 6
- Johns Hopkins Scholar
- Oratory – Grades 6 - 8
- Reading Book Club – Grades 4 - 8
- Reading Olympics - Grades 4 - 6
- Robotics Clubs – Grades 4 - 6 / Grades 7 - 8
- Writers' Scribe Tribe – Grades 6 – 8
- Mandarin Chinese - Grades K - 8

• **Art, Music and Theatre**

- Ceramics Club – Grades 4 - 6
- Choir – Grades 4 – 8
- Kitchen Wizards Culinary Arts
- Drama – Grades 7 - 8
- Dramakinetics – Grades 1 - 3
- Dramakonnections – Grades 4 - 6
- Music Lessons (Instrumental) Grades 4 - 8
- Music Lessons (Piano) – Grades 2 - 8
- Young Rembrandts – Grades 1 – 8

• **Leadership**

- Student Council
- Student Empowerment Commission

• **Service**

- Altar Servers
- Community Service Corps – Grades 1- 8
- Liturgy Committee
- The Green Team

• **Special Interest Activities**

- Cheerleading
- Chess – Grades 4 – 6
- Running
- Yoga
- Computer Lunch
- Art Lunch
- Matt Paul Basketball
- Soccer Shots
- Lacrosse Club - Grades 3 - 4



2-14 CO-CURRICULAR OFFERINGS (cont'd.)

The administration reserves the right to deny or suspend a student's privilege to participate when circumstances warrant it. The duration of suspension is at the discretion of the administration, while conducting periodic evaluations of the student's progress.

If students are involved in more than one activity and a scheduling conflict arises, students are responsible for communicating with coaches and moderators. Students will be excused from athletic practices to attend the previously scheduled activity. If the activity falls on a game day, students are expected to attend the game. Students must be present for the school in order to participate in a co-curricular activity on that day.

Art, Music, Theater, and Special Interest Offerings

CERAMICS

The after-school ceramics program is offered to all students in Grades 4, 5 and 6. Ceramics are painted throughout the year for special holidays. Students are free to "shop" for pieces; prices vary accordingly. Happy Painting!

CHEERLEADING CLUB

Cheerleading is offered to students, both boys and girls, in Grades 7 and 8. The squad will cheer for various sporting and other NFA events throughout the year.

CHESS CLUB

Come join the fun of chess at NFA! New and experienced players are welcomed. Focus will be on learning the game and gaining new strategies.

COMMUNITY SERVICE CORPS

Join the spirit of fun and generosity through CSC! This service-learning program is designed to broaden students' awareness of others and their needs. Students learn how working together in cooperative activities will make a difference in the lives of others. The students are encouraged to use the gifts and talents they have been given in the spirit of service. CSC members develop their communication skills and develop their capacity to show compassion. The students are involved in a number of diverse activities throughout the year. CSC is open to all students in Grades 1 through 8.

DRAMA

The Drama Program (Grades 7 and 8) helps prepare students for participation in theatrical productions at the high school level through self expression and teamwork resulting in the presentation of a junior version Broadway show in the spring. Students involved will learn many production aspects of theatre including auditions, stage directions, stage presence, cooperation, and technical theatre. Students who have an interest in the stage, whether as an actor or working backstage are encouraged to participate.

DRAMAKINETICS

Dramakinetics (Grades 1, 2, and 3) is designed to develop within the child four categories of skills: development of a well-coordinated body, ability to exercise creative imagination, fluency in oral communications, and the ability to cooperate with a group.

2-14 CO-CURRICULAR OFFERINGS (cont'd.)

DRAMAKONNECTIONS

Dramakonnections (Grades 4-5-6) is designed to be the bridge between Dramakinetics and Drama with emphasis on group cooperation, oral communication, and stage and costume design.

ORATORY

The Oratory Club provides the opportunity for students in Grades 6, 7, and 8 to work in the area of communications skills. Speech writing, speech presentation, and poetry interpretation are offered to students who wish to improve in the art of public speaking and who may be interested in competing in these areas. We look forward to growth and FUN as we practice together and enter competition at Ancillae-Assumpta Academy, St. Joseph's Preparatory School, Holy Ghost Preparatory School, LaSalle College High School, and Waldron Mercy Academy. Quality communication is our goal!

RUNNING CLUB

The Running Club educates and prepares students in Grades 4 - 8 for a lifetime of self-respect and healthy living. The program combines training for a 3.1 mile running event with self-esteem enhancing, uplifting workouts. The goal of the program is to encourage positive emotional, social, mental, spiritual, and physical development. No experience is necessary. Students do not have to be runners.

YOGA CLUB

The Yoga Club combines moving energy with a high-level of body and breathing awareness to exercise the physical body and manage stress. It is open to students in Grades 4 - 8. The class will incorporate strength, flexibility, and flowing postures to work the muscles in an aerobic way to help release excess energy and anxiety, to help relax the body, and calm the mind for a happy, healthy, and peaceful child.

YOUNG REMBRANDTS

The Young Rembrandts program provides a qualified, trained instructor for on-site drawing and cartooning classes. Fall, late winter, and spring sessions will be offered for grades 1-8. Child-friendly and relevant subject matter sparks children's interest, creativity and imagination.

MANDARIN CHINESE

The Main Line Chinese Cultural Center offers classes in Chinese language and culture to children in grades K-8. Sessions will be offered in the fall and spring.

MATT PAUL BASKETBALL

The Matt Paul Basketball program is designed to be fun! It creates a high energy, exciting atmosphere where children celebrate each other's accomplishments. By setting and achieving personal goals, players build self-confidence and learn the benefit of challenging themselves. Matt Paul Basketball is open to students in Kindergarten through grade 4.

SOCCER SHOTS

Soccer Shots is an "introduction to soccer" program offered for 3 year olds through grade 4. The primary objective of each session is to creatively introduce children to the sport of soccer. Character development, physical skills, and fun are guaranteed in this exciting program.

KITCHEN WIZARDS CULINARY PROGRAM

Kitchen Wizards Culinary Programs help children of all ages (offered to grades 1-3 and 4-6) to discover the magic of cooking one bite at a time.

Athletic Program

Boys Varsity and Junior Varsity Sports

(Girls may tryout for soccer and football.)

- Junior Varsity Soccer – Grades 5 - 6
- Varsity Soccer – Grades 7 - 8
- Junior Varsity Football – Grades 4 - 6
- Varsity Football – Grades 7 - 8
- Junior Varsity Basketball – Grades 5 - 6
- Varsity Basketball – Grades 7 - 8
- Varsity Lacrosse – Grades 7 - 8
- Junior Varsity Baseball – Gr. 5 - 6 *tentative*
- Varsity Baseball – Grades 7 - 8

Catholic Academy League Events

(Boys and Girls, Grades 4 - 8)

- Swimming
- Track

Girls Varsity and Junior Varsity Sports

- Junior Varsity Field Hockey – Grades 5 - 6
- Varsity Field Hockey – Grades 7 - 8
- Junior Varsity Basketball – Grades 5 - 6
- Varsity Basketball – Grades 7 - 8
- Varsity Softball – Grades 7 - 8
- JV Lacrosse – Grades 5 - 6 *tentative*
- Varsity Lacrosse – Grades 7 - 8

Intramural Sports

- Girls and Boys Basketball – Grades 1 - 8
- Girls and Boys Soccer – Grades 4 - 8
- Girls Field Hockey – Grades 4 - 8



2-15 **ATHLETICS**

Athletic Director: Ms. Anne Porter

Faithful to the Vision and Mission of Norwood-Fontbonne Academy and motivated by the desire for excellence in the athletic program, the school's athletic staff accepts the challenge and the responsibility of providing quality instruction in competitive skill building for our student-athletes.

Training in the areas of teamwork, inner self-discipline, and fair play requires guidance. Thus evolves the formation of basic athletic and moral values that will direct the student athlete's attitude toward self and toward others throughout life.

The athletic program of NFA is a key formative experience. It provides for the total growth and development of its student-athletes in grades 4 through 8 by both Catholic Academy League competition and intramural programs. The school's program is based upon the ability to compete on an equal physical level, mastery of basic athletic skills, knowledge of team-concept participation, and individual growth. The integration of the school's athletic program with the total school philosophy and the responsibility to provide quality athletic instruction for the total athlete is achieved by the initiative of a dedicated coaching staff who use their abilities and training, their time and talents, to teach and to enrich the athletic education of the student-athlete in competitive and non-competitive situations.

Goals and Objectives

1. To teach the basic skills of each particular sport
2. To foster a healthy interaction with teammates
3. To engender the essence of fair play
4. To encourage the total support of faculty, students, and parents
5. To foster an appreciation of the value of winning, losing, and their related consequences
6. To recognize and affirm the growth and development of each student-athlete throughout the season
7. To provide professional advice to parents concerning the proper placement of a student-athlete in a particular sport
8. To develop the concept of "team" as the meshing of the individual talents of its members

Policies

NFA is a member of the Girls' and Boys' Catholic Academy League. NFA participates in all league activities at the interscholastic level for both varsity and junior varsity competition. The selection of the athlete for participation on a Norwood-Fontbonne Academy interscholastic team is based upon objective evaluation of the following:

1. ability to compete on an equal physical and skill level
2. mastery of basic athletic skills
3. knowledge of team-concept participation
4. individual growth

Ordinarily NFA sports have competitive tryouts. The student-athlete earns his/her position on the team. Therefore, tryouts each year are "open tryouts." When cuts are necessary, it is handled sensitivity and individually. Additionally NFA provides instructional and intramural sport programs, which include basketball, indoor soccer, and field hockey. These programs are designed to allow the student-athlete to play primarily for enjoyment and to experience various opportunities for skill building.

Physical Examinations

Physical Examinations are required of all students participating in Interscholastic and Intramural sports. Paperwork must be on file prior to tryouts and/or practice.

2-15 ATHLETICS (cont'd)

Policies

Team Uniforms

Uniforms are distributed by the athletic director. Students will receive uniforms upon receipt of the athletic fee. Uniforms are returned to the athletic director at the end of the season in the good condition in which they were received. If not returned, the student athlete must pay for the uniform.

Students are permitted to participate in one interscholastic sport per season.

Absences from Practices and Games

A note signed by parents is required for student-athletes who miss practice. This parental note must state reason for absence and must be presented to the coach at the next practice. Absence may affect student-athlete's team standing and/or playing time. Students must be present for the school day in order to participate in athletics on that day.

Playing Time: It is the endeavor of every coach to play all team members.

Fees:

Interscholastic Sport:	First Child:	\$ 125.00
	Second Child:	\$ 115.00
Intramural Sports:	First Child:	\$ 80.00
	Second Child:	\$ 75.00

Payment of Fees:

Fees support coaches' and referees' salaries, equipment, uniforms, field rentals and bus transportation. Fees for Interscholastic sports will be due on the first day of practice.



PLAYER AND PARENT/GUARDIAN CODE OF CONDUCT

Norwood Fontbonne Academy expects players and parents/guardians to reflect NFA values on and off the field of play. A copy of the following agreement is signed by players and their parents/guardians.

Player Agreement

I agree to:

- Treat coaches, teammates, opponents, referees, and spectators with courtesy and respect.
- Play to win but always fairly and with good sportsmanship.
- Accept the decisions of referees without gesture or argument.
- Control my temper and not use inappropriate, derogatory, or vulgar language.
- Never criticize the play of others and never blame others for my mistakes.
- Follow the instructions of my coach without argument. This includes instructions regarding playing time and position.
- Work hard, concentrate, cooperate, and not be disruptive in practices and games.
- Play my part in arriving on time to practices and games.
- Obey any team rules the coach puts in place.

Parent Agreement

I understand that the organization policy is that the use of alcohol and tobacco products by parents and other spectators is not permitted games and practices.

I agree to:

- Not coach or give instructions to the players including my own child during games and practices.
- Never openly express criticism for players of either team.
- Never openly criticize referees during a game.
- Never confront or criticize the coach or team manager in front of the players.
- Never use inappropriate, derogatory, or vulgar language during a game or practice.
- Ensure that my child has the means to arrive and be picked up on time for practices and games.
- Encourage my child to be the best team player that he or she can be.



C.A.L. (BOYS) (Girls are eligible to tryout for soccer or football.)				C.A.L. (GIRLS)			
<u>SPORT</u>	<u>Grades</u>	<u>Week of</u>	<u>Equipment</u>	<u>SPORT</u>	<u>Grades</u>	<u>Week of</u>	<u>Equipment</u>
SOCCER:				FIELD HOCKEY:			
J.V.	5, 6	August 29 to November 3	soccer shoes gym shorts/t-shirt shin pads	J.V.	5, 6	August 29 to November 3	hockey stick, mouth guard, shin pads, cleats, gym shirt/shorts
Varsity	7, 8			Varsity	7, 8		
FOOTBALL:				BASKETBALL:			
J.V.	4 - 6	August 29 to November 5	molded shoes, jersey, mouthpiece	J.V.	5, 6	November 2 to March 2	gym shirt gym shorts basketball shoes
Varsity	7, 8			Varsity	7, 8		
BASKETBALL:				SOFTBALL:			
J.V.	5, 6	November 7 to March 2	gym shirt, gym shorts, basketball shoes	Varsity	7, 8	March 5 to May 18	glove, cleats
Varsity	7, 8						
BASEBALL:				LACROSSE:			
J.V.	5,6 <i>tentative</i>	March 5 to May 18	baseball shoes, long sleeve shirt/ pants, glove	J.V.	5,6 <i>tentative</i>	March 5 to May 18	gym shorts, stick, cleats, goggles mouth guard,
Varsity	7, 8			Varsity	7, 8		
LACROSSE:				<i>* Note: Starting dates are contingent upon weather and coaching personnel.</i>			
Varsity	7,8	March 5 to May 18	gym shorts, stick, cleats, mouth guard, helmet, pads, gloves	C.A.L. (One time events):			
				SWIM MEET:	TBA – grades 4-8		
				TRACK MEET:	May – grades 4-8		

<u>INTRAMURALS</u>				<u>Sport</u>	<u>Grades</u>	<u>Week of</u>	<u>Equipment</u>
<u>BASKETBALL:</u>							
Girls	4-8	December 3 to March 10	gym shorts, sneakers				
& Boys	4-8						
				<u>SOCCER:</u>			
				Girls	4-8	March 28 to May 24	gym shorts, sneakers
				& Boys	4-8		
				<u>FIELD HOCKEY:</u>			
				Girls	4-8	March 30 to May 26	gym shorts, stick, cleats, shin pads, mouth guard

2-16 HANDBOOK AMENDMENT

The Head of School retains the right to amend the NFA parent-student handbook and parents will be given notification if changes are made to this handbook.

2-17 HANDBOOK AGREEMENT

The NFA handbook is distributed annually to parents/guardians. In signing and returning the forms, parents/guardians and students agree to be bound by the handbook.

ACCEPTABLE USE POLICY FOR TECHNOLOGY
Norwood-Fontbonne Academy
Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and Norwood-Fontbonne Academy.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for Norwood-Fontbonne Academy*.

Student Signature _____ *Homeroom* _____ *Date* ____/____/____
Student Signature _____ *Homeroom* _____ *Date* ____/____/____
Student Signature _____ *Homeroom* _____ *Date* ____/____/____
Student Signature _____ *Homeroom* _____ *Date* ____/____/____
Student Signature _____ *Homeroom* _____ *Date* ____/____/____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release Norwood-Fontbonne Academy, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child 's use of or inability to use the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology for Norwood-Fontbonne Academy*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for Norwood-Fontbonne Academy*. I hereby give my permission for my child to use the Internet and will not hold Norwood-Fontbonne Academy liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ *Date* ____/____/____



NORWOOD-FONTBONNE ACADEMY'S HANDBOOK AGREEMENT 2011-2012

WE HAVE READ AND AGREE TO BE GOVERNED BY THIS PARENT-STUDENT HANDBOOK.

STUDENT'S SIGNATURE _____ GRADE _____

STUDENT'S SIGNATURE _____ GRADE _____

STUDENT'S SIGNATURE _____ GRADE _____

STUDENT'S SIGNATURE _____ GRADE _____

STUDENT'S SIGNATURE _____ GRADE _____

PARENT/GUARDIAN SIGNATURE _____ PARENT/GUARDIAN SIGNATURE _____

DATE _____

Please sign and return both signature forms, by **September 15, 2011.**