



Parent-Student Handbook and Calendar 2018-2019

A National Blue Ribbon School of Excellence



Mission Statement

Founded in 1920 by the Sisters of St. Joseph, Norwood–Fontbonne Academy is a Catholic independent academy for preschool to eighth grade students. Committed to a strong academic program, Norwood-Fontbonne Academy offers both Montessori and creative interactive education enriched by service learning, outreach, and co-curricular experiences. Within a faith-filled community, students are challenged to become self-directed persons who live gospel values, enjoy learning, make reflective choices, and treasure themselves, others, and the Earth.

Beliefs

We believe that:

- As a sponsored work of the Sisters of Saint Joseph, Norwood-Fontbonne Academy daily furthers the SSJ mission “to live and work so that all people may be united with God and one another.”
- A constructivist philosophy of education fosters self-directed learning.
- The family’s participation is an essential element in the child’s education.
- Fostering leadership, scholarship, and social consciousness within our students empowers them to transform our world.
- The formation of our students should be holistic.
- All students have a right to a safe and loving environment where healthy relationships are nurture

Norwood-Fontbonne Academy Parent/Student Handbook

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History of Norwood-Fontbonne Academy

Norwood-Fontbonne Academy has deep roots in the history of the Sisters of Saint Joseph and their desire to creatively foster the formation of young women and men. The Sisters of Saint Joseph arrived in Philadelphia in 1847 and soon had works in various locations including center city Philadelphia, Pottsville PA, and McSherrystown PA. At the urging of Bishop (Saint) John Neumann, they moved their Motherhouse from McSherrystown in August 1858 to Chestnut Hill. In October 1858, they established Mount Saint Joseph Academy, a boarding school for girls located in Mount Saint Joseph Convent, site of the *Monticello* estate purchased in 1858 from the Middleton Family. In 1878 young boys were admitted into the newly created St. Joseph's Seminary for Little Boys, also housed in the convent building. These two schools formed the nucleus for the present Norwood-Fontbonne Academy.

In 1919 the Sisters purchased *Hillcrest*, the estate of Reed A. Morgan (renamed *Norwood* by a subsequent owner), situated on Germantown Avenue just one mile south of Mount Saint Joseph Convent. The estate and its outbuildings were reorganized by the Sisters to accommodate 48 boarders, 6 day students, and 9 sisters who formed Norwood Academy for Boys which opened in 1920. The boarding school status was eliminated in 1969.

During the early 1920s the girls in the elementary level of Mount Saint Joseph Academy were moved to the newly purchased property located at 9001 Germantown Avenue (the Harrison Estate). Named for the French foundress of the Sisters of Saint Joseph, Fontbonne Academy for Girls opened in 1924. In 1945, it was relocated to the mansion on the estate of Barbara Strawbridge Morris (Edge Hill) built in 1853 on the corner of Sunset and Norwood Avenue. Fontbonne Academy remained open until 1959. At that time an addition called the Postulate was built next to the Morris mansion and was used as a house of formation and studies for the Sisters of Saint Joseph. In 1971 the Sisters decided to return the formation program to Mount Saint Joseph Convent. At that time, the postulate was renamed Fontbonne Academy and reopened as a girls' school with the addition of a Montessori preschool program similar to that introduced at Norwood Academy in 1969.. The Strawbridge-Morris mansion was renamed Assumption Hall and now serves as a residence for Sisters of St. Joseph

In 1973, Norwood Academy for boys and Fontbonne Academy for girls merged under the leadership of Sister James Anthony Scanlon forming one school, Norwood-Fontbonne Academy, on two campuses. Since then, Norwood-Fontbonne Academy has enjoyed a continuous expansion of programs and facilities. Programic developments have included the addition of Junior Level Montessori for six to nine year olds, and the creation of the Pre-primary, Kindergarten and Primary program along with before and after-care services, science and computer labs, and Service Learning. These are complemented by multiple co-curricular offerings and intramural and inter-scholastic athletics. In the year of the merger (1973), a new building on the Norwood Campus provided new upper grade classrooms, a large gymnasium with locker rooms, small kitchen area, and stage. It was named Sister James Anthony Hall. The most recent construction in 2006 has included the Fontbonne Commons, a multi-purpose building on the Fontbonne Campus, and the addition of the seventh and eighth classroom wing in Sister James Anthony Hall. The gym in the Sister James Anthony Hall was renovated during the 2012-2013 school year.

As Norwood-Fontbonne Academy progresses towards its centennial year in 2020-2021, the Academy continues to offer all children, three years olds through eighth graders, a quality education which fosters their academic and personal development in a faith-filled environment. Each day every student is invited anew to live more fully the Vision for an NFA Student: to enjoy learning, to live Gospel values, and to treasure self, others and earth as one makes reflective choices toward becoming a self-directed person.

History of Norwood-Fontbonne Academy

Timeline

- 1852 Construction of Hillcrest (Norwood estate)
- 1853 Construction of Harrison estate (St. Michael's Hall)
- 1853 Construction of Edge Hill (Assumption Hall)
- 1858 Middleton Family property purchased by Sisters of St. Joseph
- 1878 Opening of St. Joseph Seminary for Little Boys
- 1919 Sale of Norwood estate to Sisters
- 1920 Opening of Norwood Academy
- 1922 Rear Wing Addition: New Kitchen, Pantry, Dining Room, Infirmary, and Dormitories
- 1924 Opening of Fontbonne Academy at Germantown Avenue & Sunset Street
- 1940 Norwood Athletic Field laid out
- 1945 Relocation of Fontbonne Academy to Strawbridge Morris Estate
- 1947 Post-war Quonset hut erected
- 1959 Temporary (10 year) closure of Fontbonne Academy
- 1968 Library and Science Lab added in former dorm space in the Big House
- 1969 Elimination of boarding school status
- 1969 Opening of Montessori Pre-school for boys
- 1970 50th Anniversary Celebration
- 1971 Postulate opens as Fontbonne Academy and includes the addition of Montessori Preschool for Girls
- 1971 Strawbridge-Morris mansion named Assumption Hall residence for sisters
- 1973 Merging of Norwood and Fontbonne Academies as coed Norwood-Fontbonne Academy; construction of Sister James Anthony Hall
- 1977 First Middle States Association Accreditation
- 1982 First year of summer camp at NFA
- 1984 Computer classes begun for students in grades 4 to 8
- 1986 Loft began
- 1989 First Annual Appeal Campaign
- 1995 75th Anniversary Celebration
- 2001 Introduction of the Service Learning Curriculum
- 2006 Ground-breaking for additions and renovations of Fontbonne and Norwood campuses
- 2008 Dedication and opening of Fontbonne Commons and James Anthony Hall Classroom Addition
- 2010 90th Anniversary Celebration
- 2012 Renovation of Sister James Anthony Hall gym
- 2014 45th year of Montessori Education
- 2014 Awarded National Blue Ribbon School of Excellence

Norwood-Fontbonne Academy

8891 Germantown Avenue, Philadelphia, PA 19118-2718

Main Phone: (215) 247-3811

Norwood campus office ext.200

Fontbonne campus office ext. 220

Norwood Fax (215) 247-8405

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Email Address: nfa@norfon.org

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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 Montessori and Pre-primary information nights, open houses, and private tours. Young children are invited to experience time in the Pre-primary program, Kindergarten, and Montessori preschools. Children grades 1 through 8 take part in shadow day(s). 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.norfon.org under the admission tab or at any of the above events. Applications should be returned with the non-refundable and non-transferable fee of \$115.00 to the Office of Admission. Both parents, where applicable, sign the application.

Applications to Norwood-Fontbonne Academy may be obtained at any time from the Director of Admissions (215-247-3811 x 204) or by visiting our website www.norfon.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 President, the Principals 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 requires a non-refundable and non-transferable “deposit of enrollment” 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 along with the signed Continuous Enrollment Contract.

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 prior to acceptance.

Immunization - A copy of a student’s immunization record must be obtained from a doctor and forwarded to the school prior to acceptance. Norwood-Fontbonne Academy follows all medical requirements of the City of Philadelphia for school-age children. 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. Norwood-Fontbonne Academy follows the policy of the Archdiocese of Philadelphia (#S 305) with regard to immunization exceptions: “The policy of the Archdiocese of Philadelphia with respect to vaccinations, requires all children to be vaccinated against a wide variety of diseases. Exceptions are not granted, except for medical reasons.” For a full description of the required immunizations, visit the nurse’s page on our website at www.norfon.org.

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

A Private or School Physical Examination of School Age Student form is required for all students of Norwood-Fontbonne Academy.

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 Erin Wallin, Director of Admissions, at 215-247-3811 x 204 or ewallin@norfon.org in order to schedule a private tour.
- Complete the application form and return it to Norwood-Fontbonne Academy with a \$115 application fee. The fee covers the cost for the application process and the student assessment.
- 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 (located on our school website under the admission tab) 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 for an assessment.
- Applicants to Grade Two through Grade Eight attend classes during an academic day visit. During the course of the visit, applicants take placement tests in Mathematics and Language Arts.
- 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 Recommendation* form should be completed by the child's current teacher and sent directly to Norwood-Fontbonne Academy. (Both forms can be located on our school website under the admission tab.)
- When a child is accepted to Norwood-Fontbonne Academy, parents receive a formal letter of acceptance and are asked to remit a 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 President to activate proper transfer procedures. A *RELEASE OF SCHOOL RECORDS* form, which you should receive from the new school, 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 FAMILY AND STUDENT INFORMATION**

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 210 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, NFA determines the portion to be refunded. However, all school fees are non-refundable. Please note that new enrollment and continued enrollment deposits are non-refundable and non-transferable. Please direct all financial questions to Nancy Nadler in the Office of Business Operations at 215-247-3811 ext. 201 or nnadler@norfon.org

Payment Options for Tuition and Fees:

Norwood-Fontbonne Academy has partnered with Higher Education Services, Inc. (HES) for tuition management to provide families with better payment options to accommodate their needs. All tuitions are billed and collected by HES. Families have the following options:

- 1 pay (Annual) payment due July 1
- 2 pay (Bi-annual) July and December
- Ten-month Installment Payment Plan [June – March 1]

Any questions regarding tuition payment should be directed to Nancy Nadler in the Office of Business Operations at (215) 247-3811 x201 or nnadler@norfon.org. A charge of \$50 will be assessed by Norwood-Fontbonne Academy for checks returned by a banking institution for insufficient funds.

In the event that financial obligations are not maintained, the student's participation/attendance at school is at risk. The release of a student's academic records to another elementary school or a high school will be granted only if a family is current regarding their financial obligations to Norwood-Fontbonne Academy. High school applications, records, recommendations, etc. for an eighth grade student will be completed only as the financial obligations for the students are maintained. For those students that are in eighth grade and whose obligations are not reconciled by May 1, the awarding of his/her diploma will be in jeopardy and potentially withheld. For students of other grades, the final report card and/or records are withheld until financial obligations are reconciled.

NFA Tuition Assistance

Each school year a portion of the proceeds of the Annual Appeal is designated for tuition assistance. Parents/Guardians of currently enrolled students or newly accepted students interested in applying for tuition assistance observe the following process. (Note: NFA has a rolling application process for assistance for students newly accepted after these dates.)

1. A formal request is directed to the Office 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 formal request is received by the Office 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 Office of Business Operations.
4. A copy of the most recent Income Tax Form 1040 must be submitted to the Office 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. Ordinarily decisions regarding tuition assistance will be communicated by mid-May. Tuition assistance granted by other organizations will be communicated upon receipt of that information since they may have another timing schedule.

1-4 **FINANCIAL POLICY** (cont'd.)

OTHER TUITION ASSISTANCE OPPORTUNITIES

- Children's Scholarship Fund Philadelphia (CSFP) Philadelphia Residents only
 - Website: www.csphiladelphia.org Phone: 215-670-8411 Deadline: For 1st lottery – November 1
For 2nd lottery – March 1
- Business Leadership Organized for Catholic Schools (BLOCS): Application done through NFA. See #5 above.

1-5 **SIGNATURE CURRICULUM**

Set in a creative interactive learning environment for 3-year-olds through eighth grade, the Norwood-Fontbonne Academy Signature curriculum begins with a dual path 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 instruction through experiential, project-based learning. Field experiences and assemblies are designed to support the students' curriculum. NFA students study Religion, English Language Arts, Mathematics, Social Studies, and STEM: Science, Technology, Engineering, and Math. 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 fourth grade. Spanish is taught as a major subject to students in fifth through eighth grades. Students in grades K – 8 participate in an Advisor-Advisee program, utilizing the 2nd Step Program, c. 2018. Students in grades seven and eight learn to make academic choices through taking elective exploratory courses.

Currently, NFA subscribes to an electronic math computation, science, social studies, and ELA (English language arts) 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* practice for homework after they have taught a particular concept or skill.

The Signature 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. During the year and over the years, student work is kept in *Seesaw*, a *digital portfolio*.

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 Earth, to the elderly, to children of immigrants, to children of those who are poor, to children who learn differently, and to those who are homeless and hungry. Some Service Learning mentor sites are: Holy Name School in Camden, The Artman Home, SHARE Food Program, and Saint Joseph's Villa. Students, at assigned grade levels, visit these sites twice a year.

1-5 **SIGNATURE CURRICULUM** (cont'd.)

Norwood-Fontbonne Academy provides an Office of Student Development with two learning support specialists to meet the needs of all students. Both teachers hold Masters Degrees, one with a degree in special education and the other as a Reading Specialist. Both teachers are trained in the Wilson Reading Method and have access to training resources from the following programs: Linda-Mood Bell, Read Naturally and other methodologies of phonemic awareness, fluency, and comprehension. 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 staff 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 State 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 third through seventh grade are given Terra Nova standardized tests in the spring of each year. Upon recommendation, diagnostic tests are administered by the staff of CORA. 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

NFA utilizes *Sycamore* as a web-based Learning Management System for all students and parents. The parent web portal of *Sycamore* 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 accounts with their child/children and to contact the appropriate teacher with any questions. Students will still present assessments to their parents for signature.

It is important to note that *Sycamore* 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 one week of the assessment.

Sycamore offers the teacher the opportunity to communicate with a parent in the comment section. As a service to parents, one parent portal login is created and each child in the family in grades one through eight is linked to this account.

1-7 PARENT GRADEBOOK PORTAL (cont'd.)

There are typical “black-out” periods for parent’s access to *Sycamore* during the school year:

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

1-8 HEALTH SERVICES

Emergency forms are completed and/or updated for 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/updated emergency form for each student should be submitted to NFA by the beginning of school deadline.

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 ext. 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. Norwood-Fontbonne Academy follows the policy of the Archdiocese of Philadelphia (#S 305) with regard to immunization exceptions: “The policy of the Archdiocese of Philadelphia with respect to vaccinations, requires all children to be vaccinated against a wide variety of diseases. Exceptions are not granted, except for medical reasons.” For a full description of the required immunizations, visit the nurse’s page on our website at www.norfon.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.norfon.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.

1-8 HEALTH SERVICES (cont’d.)

Medication Policy

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 President or designee.

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.

Student Illness/Injury

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 to be sent home if she/he has a temperature of 100 degrees Fahrenheit 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 appropriate administrator. A physician's note must be submitted regarding any limitation of physical activity.

1-9 PARENT-TEACHER COMMUNICATION

Quality parent-teacher communication enables the adults most directly connected with the child's education to support each other in their respective roles. At NFA, the staff uses various avenues for such communication and the school continues to develop additional ways to communicate with parents about the child/children's religious, academic, personal, and social development.

Formal Parent-Teacher conferences are scheduled during the first trimester and the third trimester. Parents of the children in the Montessori programs, the Pre-primary program, Primary program and the Kindergarten have annual observations and conferences in the 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. At the midpoint of each trimester, parents of students needing improvement in academics and/ or behavior receive notice to identify areas for student growth. Every trimester report card affords parents the opportunity to request a conference with any teacher.

1-9 PARENT-TEACHER COMMUNICATION (cont'd.)

NFA continually looks at ways to develop and enhance the avenues of communication. Current avenues in addition to conferences include interim reports, report cards, and teacher webpages. Evolving approaches include weekly teacher updates and regular, individual e-mails and phone calls about each student's progress. The appropriate administrators are kept apprised of such communication so as to support the teacher and parents in the work with the child/children.

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.

All avenues of communication provide opportunities for NFA parents and staff to focus on their shared service with God in the formation of the children of NFA.

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 Principals of the 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; optional <i>Afternoon Program</i> 12:00pm to 3:00pm*
Montessori preschool five-year-olds	8:15 am - 3:00 pm
Kindergarten	8:15 am - 3:00 pm
Grades 1 to 8	8:15 am - 3:00 pm

* *Optional Afternoon Session*: Students who are 3 and 4-years-old and enrolled in NFA's five morning per week Montessori or Pre-primary programs, have the option of extending their day until 3:00 pm. The *Afternoon Session* draws from the strengths of our two early childhood educational programs, Montessori and Pre-primary. It includes a personalized approach to themed learning, independent and group work, outdoor play, science, art, and imaginary play and activities. Located on the Norwood campus, the *Afternoon Session* allows families to choose 2, 3, or 5 afternoons per week. The *Afternoon Session* operates every day that school is in session, beginning with the first full day of school, except when there is a noon dismissal.

1-10 A CARES PROGRAM

- **Before Care**: The Before Care program allows children to start their day on campus as early as 6:45 am. It is held on the Fontbonne Campus and operates every day that school is in session, beginning with the first full day of school. Children are shuttled via school van from the Fontbonne campus to the Norwood campus for the start of the academic day.
- **Loft**: The Loft program provides extended day care from 3:00-6:00 pm for children in the Pre-primary program, Kindergarten and Montessori preschools (3, 4, & 5-year olds). It is held on the Norwood Campus (second floor, Stone House) and operates every day that school is in session, except when there is a noon dismissal. Children are shuttled via school van from the Fontbonne campus to the Norwood campus.

1-10 A CARES PROGRAM (cont'd.)

- **After Care:** The After Care program provides extended care for students in grades 1-6 from 3:00-6:00pm. It is held on the Fontbonne Campus and operates every day that school is in session, beginning with the first full day of school, except when there is a noon dismissal. Students change into play clothes when they arrive in After Care.
- **“As Needed” & “Drop In” Care:** As a service to our parents, Norwood-Fontbonne Academy offers “As Needed” and “Drop In” components to our regularly scheduled *Before Care*, *After Care* and *Loft* programs. “As Needed” Care is for families who are certain that they will need extended day coverage from time to time. “Drop In” Care is a service for unplanned, but necessary emergency extended day coverage.

1-11 **SCHOOL 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.norfon.org.

Every Wednesday, parents will receive an e-mail 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, Gift Card 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 Gift Card 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 x210 or pingram@norfon.org.

1-12 **EMERGENCY CLOSING INFORMATION**

To help our child/children and their family handle times when NFA may be closed or delayed, parents are asked to make arrangements ahead of time for their child’s supervision. Parents are also encouraged to review these arrangements with their child periodically. Information about plans for the child/children when school closes early is provided by parents on the emergency form collected in September of the school year.

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 President 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 be posted on the school’s website at www.norfon.org.

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

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

In the event of a delayed opening at NFA:

- NFA will open at 10 am.
- Dismissal time will remain the same.
- Yellow bus transportation by the City of Philadelphia will run on a 2 hour delayed schedule.
- Our Preschools, Pre-primary program and Kindergarten will open at 10 AM. Parents of these children use their personal discretion about sending their child/children to school.
- Children who come to school for the 10 AM start time are eligible for their afternoon sessions and / Loft extended care on that day.
- Information regarding the cancelation of special events and co-curricular activities will be posted on our website.

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

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.norfon.org.

Note: Ordinarily if school closes early, *The Loft* and Aftercare programs will close as well. All co-curricular programs and athletic events are cancelled.

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

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. For safety and supervision reasons, students wear the school uniform on field trips or a distinctly identifiable dress as determined by the school.

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. Permission needs to be in writing; therefore, if an urgent need arises during the day, a parent may call the office and follow up the call with an email to Sr. Denise, dclifford@norfon.org or Sr. Josephine, jmarchionne@norfon.org.

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 x200 or jmarchionne@norfon.org

1-15 LITURGIES

Central to who we are at Norwood-Fontbonne Academy is our Faith formation. School-wide liturgies and/or prayer services are held monthly during the school year; our 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.

1-16 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 family file kept in the administration's office. 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 appropriate administrator, 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 Principals of the Lower/Upper Grades on the morning of an appointment. The child must be called for and signed out at the Main Office on the Norwood Campus and at Reception Room #1 on the Fontbonne Campus.

2-1 ATTENDANCE (cont'd.)

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 Principal. 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 which is included in the tuition covers the cost of additional textbooks, workbooks, and some of the students' 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. Textbooks are 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 revised June 2014; updated August 2018

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. When a child looks and feels good about him/herself, he/she acts and works accordingly.

- 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.
- If a situation arises where a student will not be in full uniform, parents are expected to send a note to the homeroom teacher.
- Some occasions require formal attire. If a formal occasion, such as a liturgy or an assembly, falls on a gym day, students are expected to wear their regular school uniform and sneakers.

Students in grades 1-8 are required to wear the uniform and shoes as outlined below. We work primarily with two vendors: Flynn & O'Hara Uniform Company and Flocco's Shoes.

Phone Numbers:

Uniforms: *Flynn and O'Hara* in Springhouse: 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.

2-3 DRESS CODE revised June 2014; updated August 2018

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.

<p>BOYS AND GIRLS</p> <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 a <u>solid</u> color yellow, gold, white, navy blue, and dark green as in the uniform plaid. Other than the school plaid, no stripes or patterns please.</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 sweatshirts and jackets are to be removed before the start of class.</p>	<p>GYM DRESS CODE <i>Girls and Boys</i> GRADES 1-8</p> <p><u>September – October: April –June</u></p> <ul style="list-style-type: none">• Solid navy blue sweat pants or navy w/white piping warm-up pant or mesh shorts (no logo/branding other than NFA permitted)• Grey NFA s/sleeve or l/sleeve shirt• White crew socks or ankle socks• Sneakers; tie or Velcro only, no slip-on sneakers or boat shoes are permitted (non marking soles) <p>Not permitted: yoga pants or “no-show” socks</p> <p><u>November – March</u></p> <ul style="list-style-type: none">• Solid navy blue sweat pants or navy w/white piping warm-up pant (no logo/branding other than NFA permitted)• Grey NFA l/sleeve sweatshirt and/or grey NFA s/sleeve or l/sleeve shirt• White crew socks or ankle socks• Sneakers; tie or Velcro only, no slip-on sneakers or boat shoes are permitted (non marking soles) <p>Not permitted: yoga pants or “no-show” socks</p>
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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
- *Sperry* original topside 2-eye shoe in solid all black or solid all brown or solid all tan. (No designs or mixed colors are acceptable).

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 ankle socks
- OR November-March uniform as listed without sweater vest

November-March

GRADES 1-6; ordinarily grades 7&8

- Grey trousers w/belt (twill or flannel)
- Sweaters optional: Solid navy V-neck or quarter zip pullover or V-neck vest w/NFA logo
- White turtleneck with NFA logo
- White golf shirt (l/sleeve, s/sleeve) with NFA logo
- Dark blue, white, or black socks

Note: 7th and 8th grade boys wear a white shirt, plain navy blue tie, and navy blue sweater vest for formal occasions such as liturgies and assemblies.

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
- *Sperry* original topside 2-eye shoe in solid all black or solid all brown or solid all tan. (No designs or mixed colors are acceptable).

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 ankle 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 with NFA logo or white blouse w/rounded collar (s/s or l/s) w/ NFA logo
- Sweaters optional: Solid navy, button-front cardigan or quarter zip sweater w/ NFA logo
- Navy knee socks (worn up to knee) or navy tights

GRADES 4-8

- Andover plaid skirt or navy blue slacks w/belt
- Sweaters optional: Solid navy V-neck pullover or quarter zip sweater, or V-neck vest w/ NFA logo
- Navy knee socks (worn up to knee) or navy tights
- White turtleneck with NFA logo, or golf shirt(l/sleeve or s/sleeve with NFA logo

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 issues. This discipline requires a teacher-student understanding and appropriate remediation.

Teachers communicate with parents about any behavioral difficulties and also keep their Principal apprised. Discipline problems that cannot be solved in this way are referred to the Principal. Disciplinary action may include parent conference, counselor recommendation, after remediation, implementing “Restorative Practice”, suspension, or similar recommended action.

Suspensions

Actions that 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, cheating, plagiarism, flagrant disrespect for adults and classmates, or any other actions deemed serious by the Principals in consultation with the President.

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 Principal.

Withdrawal - Dismissal

Withdrawal from NFA can be recommended for grave academic or behavioral concerns, repeated suspensions, and/or a single action deemed most serious by the appropriate Principal in consultation with the President. In all disciplinary situations, the President with the Principals of the Upper and Lower Grades are the final recourse.

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.)

ANTI-HAZING POLICY (PA State Law HB 1574): Hazing involving students, student groups or any individuals at Norwood-Fontbonne Academy is strictly prohibited

Definition: Hazing is defined under Pennsylvania law as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

Responsibility for Compliance: All school students, staff, and recognized organizations who use NFA facilities are responsible for abiding by this policy, both on campus and off campus, including on privately owned facilities and/or property. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

Reporting of a Possible Violation: Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed, or the basis for the suspicion that hazing has taken place, to the President. If the hazing has occurred in connection with a school club, organization, or sport, then the incident shall also be reported to the person or coach responsible for the club, organization, or sport.

Violations and Sanctions: The President shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the school organization of which they were a member. Discipline and penalties shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal, or expulsion. In the case of School organizations, penalties may include withdrawal of permission for the club or organization to continue to operate on campus or other school property or to otherwise operate under the recognition or sanction of the School. As in all NFA disciplinary situations, the President with the Principals of the Upper and Lower Grades are the final recourse.

Imposition of discipline by the school does not preclude any criminal penalty which may be imposed for violation of criminal laws and the school will fully cooperate, and share information, with law enforcement as part of any investigation.

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

PURPOSE

Technology is a valuable and real world educational tool. Norwood-Fontbonne Academy 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. *Note.* The types of electronic and digital communications referenced in this *AUP* include, but are not limited to, social networking sites, cell phones, tablets, wearable technology, 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 digital citizenship, internet safety and appropriate on-line behavior including interacting with other individuals on social networking websites and in chat rooms and handling cyberbullying
- provide a variety of technology-based tools and related technology skills.

RESPONSIBILITIES OF USER

NFA will make 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.
- **Protect Sensitive Material.** Users will keep any passwords confidential and will provide all username and passwords to the NFA Technology department.

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.
- B. **Copyright/Intellectual Property:** All sources obtained for staff 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 username 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 page in *Sycamore*
 - Staff school email
 - Student 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 member 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's or administrator's personal number, e-mail, or networking site, the staff member or administrator should immediately report this to the administrator or appropriate authorities.

- D. **Electronic and Mobile Devices, Cell phones, eReaders:** Use of any technology-oriented device in our school should have an educational focus.
- Cellular telephones, beepers, pagers, eReaders, wearable technology (i.e. watches), handheld electronic games, personal CD players, iPods, iPads, iPhones, audio recording devices, digital and video cameras, tablets 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. If a particular mobile device is to be used for educational purpose, the administration and/or teacher will provide parameters for this use.
 - NFA will not be held responsible for the loss of any of these items.
 - If an exception is made and a personal device is allowed to be used for educational purposes on school property, including school buses and/or off school property at school-sponsored events, there is no right or expectation of privacy. NFA reserves the right to monitor, review, and restrict the use of the device. NFA does not provide any means of support for personal devices and will not be held responsible for the loss, destruction, damage or theft of any of these items or the data stored on the device. Students are responsible for securing their devices and they must be taken home daily.
 - Students/Parents will be responsible for finance charges and for any other expenses accrued.
 - Violations of this policy may result in confiscation of the device and appropriate school disciplinary action.

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 expressed permission of that individual and of the administration.
- Create any site, post any photo, image or video of another except with expressed permission of that individual and the administration.
- Maintain or post material to a website 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.
- 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.
- Use of an application or program that is not in support of the *Acceptable Use Policy* would be violation and subject to disciplinary action
- 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/or state laws. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- Use of portable media to transmit or store unacceptable material or any material that is not in support of educational objectives.

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. Students will provide all passwords to the NFA Technology department.

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, Instagram, and SnapChat. 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.

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

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 STUDENTS AND ELECTRONICS

Adapted from Policy T 703.1
Archdiocese of Philadelphia
Date: June 2014; NFA update 2016

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 other electronic device to school for after school purposes are required to;

- Leave their cell phone, pager, or other electronic device 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 other electronic device 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 expressed teacher instruction, electronic devices including and not limited to cellular telephones, wearable technology, beepers, pagers, handheld electronic games, 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 could distract from the integrity of instruction. Any student found carrying an electronic device on their person during the school day without expressed permission 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 device, 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 Principal, during the school day. NFA relies upon our parent partnership in the execution of these important safety policies with regard to electronic devices.

2-7 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.

2-8 PLAYGROUND

Organized, supervised play is encouraged at recess time. Tackling, fighting, or any form of rough play is not permitted. Football and like sports are not permitted since students are not wearing protective gear/helmets.

2-9 EMERGENCY DRILLS & PROCEDURES

Norwood-Fontbonne Academy continues to maintain close attention to security and safety for all in the school community. All staff members have been educated and certified in the ALiCE Program. In keeping up with the best practices for responding to emergencies, the NFA staff provides instruction in and practices for fire drills, shelter-in-place drills, and how to handle an intruder as well as safe environment lessons. In implementing these drills and lessons, NFA works with our local hospital, fire department, and police department.

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 lifelong 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 (ASCD).

- 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.

2-11 HOME ASSIGNMENTS (cont'd.)

- 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

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

When absence is necessary, it is the responsibility of the student/parent to inquire about missed work and follow through with to completion. 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, Forensics, and Drama Presentations, etc. 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 all 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 or more 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 student(s) who most notably demonstrates the special quality necessary for public speaking 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(s) who most notably exhibit(s) 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.

The GEORGE M. ASPEN AWARD FOR EXCELLENCE IN MATH is given to the eighth grade student(s) who show(s) preparedness, perseverance, diligence, and respect for lessons in math. This award honors the student who possesses the qualities that Mr. Aspen valued most in his students.

The SISTER MARY HELEN BEIRNE AWARD acknowledges a student who consistently strives for the “more” in academics, co-curricular activities, in day-to-day NFA school life, in spiritual development, and in relationships.

An award in memory of Dr. JAMES D. KELLY is presented to a boy and girl 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(s) 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(s) who embodies the principles of Catholic Social Teaching as evidenced through their commitment to service learning.



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

<ul style="list-style-type: none"> ● Academic <ul style="list-style-type: none"> ○ Academic competitions <ul style="list-style-type: none"> ▪ Women Chemists of PA ▪ Scripts National Spelling Bee ▪ Pennsylvania Statistics Contest - Gr. 7 - 8 ○ Johns Hopkins Scholar ○ Forensics/Debate – Grades 6 – 8 ○ NFA <i>Bear Print</i> Newspaper ○ Reading Book Clubs – Grades 3 - 8 ○ Reading Olympics – Grades 4 - 8 ○ Robotics – Grades 6 - 8 ○ Write Brain – Grades 6 – 8 ○ Science Explorers JR. – 4 & 5 year olds ○ Science Explorers – Grades 1 – 5 ○ Coding for Girls – Grades 4 – 6 ○ Chess Club – Grades 3 - 6 ● Art, Music and Theatre <ul style="list-style-type: none"> ○ Kitchen Wizards Culinary Arts – Grades 1 - 5 ○ Drama – Grades 7 - 8 ○ Dramakinetics – Grades 1 - 3 ○ Dramakonnections – Grades 4 – 6 ○ NFA <i>Note-ables</i> – Grades 5 - 8 ○ Music Lessons (Instrumental) Grades 4 - 8 ○ Music Lessons (Piano) – Grades K - 8 ○ Music Lessons (Violin) – Grades 3 - 8 ○ Young Rembrandts – Grades 1 – 6 	<ul style="list-style-type: none"> ● Leadership <ul style="list-style-type: none"> ○ Student Council ○ Liturgy Leadership ○ Campus Ministry Delegates ○ Treasuring the Earth Commission ● Service <ul style="list-style-type: none"> ○ Altar Servers ○ Community Service Corps – Grades 1- 8 ○ Liturgy Committee ○ The Green Team/Collaborative Waster Initiative ○ Dining Room Captains ○ Couriers ● Special Interest Activities <ul style="list-style-type: none"> ○ Art Lunch ○ Soccer Shots ○ Matt Paul Basketball ○ Matt Paul Flag Football ○ Matt Paul All Ball ○ Girls On The Run <div style="text-align: right; margin-top: 20px;">  </div>
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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. Ordinarily, students must be present for the school day in order to participate in a co-curricular activity on that day. The administration reserves the right to deny or suspend a student's privilege to participate when circumstances warrant it.

Art, Music, Theater, and Special Interest Offerings

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 CLUB

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 1-2-3) 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.

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.

KITCHEN WIZARDS CULINARY PROGRAM

Kitchen Wizards Culinary Programs help children of all ages (offered to grades 1 - 5) to discover the magic of cooking one bite at a time.

MATT PAUL SPORTS: flag football, basketball, all ball

The Matt Paul programs are designed to be fun! They create 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 (year round) is open to students in grades 1-4. Matt Paul Flag Football (fall) is open to students in grades 1-3. Matt Paul All Ball (winter) is open to students in grades 1-4.

NFA NOTE-ABLES

The NFA *Note-ables* was established for those students in grades 4-8 who love to sing. The group performs for school-wide and community events. *Note-ables* members help to choose the music and are taught to sing various parts, and harmonies. The *Note-ables* meets once per week during the day so that members can also participate in sports and other co-curricular activities.

CO-CURRICULAR OFFERINGS (cont'd.)

FORENSICS

The Forensics Club provides the opportunity for students in Grades 6, 7 and 8 to work in the area of communications skills. Speech writing, speech presentation, oral interpretation and extemporaneous speaking 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!

SCIENCE EXPLORERS / SCIENCE EXPLORERS, JR.

Science Explorers and Science Explorers, Jr. meet to enjoy, explore, and learn through hands-on experimentation. There are themes that range from the Mysteries of Earth to Anatomy. Students may register for the five weeks of a particular theme or for the year. The fun-filled experiments will amaze you!

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.

WRITE BRAIN

Everyday we all need to write - writings that have nothing to do with coursework: a thank you note, a cover letter, an e-mail, and entrance exam essay - and there is a skill in that! Join a former NYC publishing executive in learning the right way to write essential, everyday writing with confidence. As a bonus, interested students will prepare writings for national writing contests at course's conclusion. Write Brain is open to students in grades 6-8 and will be offered in the fall.

STUDENT PHILANTHROPY CLUB

The Student Philanthropy Club is opened to 7th and 8th grade students. The members desire to promote the welfare of others, lead peers in the student stewardship and serve as philanthropists in various ways with staff and student of NFA.

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.

GIRLS ON THE RUN (GOTR)

Girls on the Run is a national not-for-profit after school program for girls from 3rd to 5th grade that combines training for a 5K with an interactive curriculum to develop self-respect and healthy lifestyles. Over a 12-week season, GOTR trained volunteer coaches deliver a curriculum that teaches life skills through group processing, running games, and workouts. The GOTR curriculum addresses many aspects of girls' development - their physical, emotional, mental, and social well-being. At each season's conclusion, the girls complete a 5K running event as a group within the community. Each girl is paired with a Running Buddy, an adult mentor either selected by the girl or a volunteer within the community, who runs the 5K alongside them and provides support throughout the season.

DEBATE CLUB

The Debate Club is open to 7th and 8th grade students. The members learn to research and give constructive and rebuttal speeches according to the rules of debate. For each debate, the members divide themselves into three groups. One group takes the constructive and another, the rebuttal of the issue, while the third group serves as judges.

NFA *BEAR PRINT* NEWSPAPER

The NFA *Bear Print* is a student newspaper and has several purposes. It builds on NFA's Signature Curriculum by providing students an opportunity to showcase their ELA skills while expressing their views on a wide range of topics. It also adds to the Signature Curriculum by developing a wide assortment of skills required to run a newspaper. Participation in the *Bear Print* can prepare students for life after NFA in both their academic and professional pursuits. All students are eligible to participate, though only 7th and 8th grade students meet formally. The *Bear Print* is available in printed and electronic format throughout the year.

Athletic Program

Boys Varsity and Junior Varsity Sports

(Girls may tryout for soccer and football.)

- Co-ed JV Soccer – Grades 5 - 6
- Co-ed 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 5 – 8
- Junior Varsity Baseball – Gr. 5 – 6
- Varsity Baseball – Grades 7 - 8

Catholic Academy League Events

(Boys and Girls, Grades 4 - 8)

- Swimming
- Track

Calendar as of August 1, 2018

Fall – Preseason Skill and Fitness Development clinics/practices
August 27 through August 29 from 3:30 – 5:30 pm

First practice/tryout date: September 4, 6 & 7 3:30 – 5:30 pm

Last day of season for Field Hockey, Co-ed Soccer, October 30;
Football, October 27.

Winter -

First practice/tryout date: November 12

Last day of season: February 22 (tentative)

Spring -

First practice/tryout date: March 4

Last day of season: May 16

Registration form and fee due: August 23, November 6, February 26

Girls Varsity and Junior Varsity Sports

- Co-ed JV Soccer – Grades 5 - 6
- Co-ed Varsity Soccer – Grades 7 - 8
- 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 5 - 8 (5th graders need experience)
- JV Lacrosse – Grades 5 - 6
- Varsity Lacrosse – Grades 7 – 8

Intramural Sports

(may be available; decision made seasonally)



2-15 **ATHLETICS**

Athletic Director: Mr. John P. White

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 (CAL) and non-league competition. 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
9. To strive for competitiveness in all games and contests
10. To accept the challenge to earn League championships

Policies

NFA is a member of the Girls' and Boys' Catholic Academy League (CAL). NFA participates in all recognized 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
5. demonstrated commitment to NFA sports

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, they are handled sensitively and individually. NFA works to support those students if and when they are not selected for a team. Depending on circumstances additional programs (e.g. intramural sports) may be provided. The athletic department is always open to helping parents find opportunities for skill development and competitive athletics beyond the NFA athletic department offerings.

2-15 **ATHLETICS (cont'd.)**

Requirements: Forms and Physical Examinations and Concussion Screening

Required forms should be on file in the appropriate offices and screening should be completed prior to tryouts and/or practice. Physical examinations and concussion screening are required of all students participating in Interscholastic and Intramural sports. Other forms include the School Emergency Information Form, Participation Waiver, Transportation Form, Cardiac Arrest Form, and NFA Handbook Agreement which documents the commitment to the Player and Parent/Guardian Code of Conduct.

Policies

Team Uniforms

Uniforms are distributed by the athletic department. Students will receive uniforms upon receipt of the athletic fee. Uniforms are returned to the athletic department director at the end of the season in the good condition in which they were received. If damaged or not returned, the student athlete must pay for the uniform. Some sports require a nominal additional fee to cover the cost of personal uniform items beyond the basic uniform (e.g. baseball caps, socks, softball visors).

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. Ordinarily students must be present for the school day in order to participate in athletics on that day.

NFA sports teams are a part of the student's academy education and require priority and commitment to the NFA team. Therefore, requests to be excused from NFA team practices or games due to outside sports teams (e.g. club and local municipal teams) are not expected. Any individuals with questions or concerns related to this policy are asked to speak with the Director of Athletics.

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

Athletics Fee: \$ 160.00 per sport/per child

Note: Family fee from varsity football, varsity soccer, varsity field hockey players for Homecoming \$25.00; family fee from basketball players for Snowball Tournament \$25.00

Payment of Fees:

Fees support coaches' and referees' salaries, team equipment, uniforms, field rentals, and bus transportation. Fees are due on or before the first day of tryouts.

Snowball Tournament

This is our 46th Snowball Tournament year. It is truly a great NFA tradition. Parents with children on the basketball teams commit to supporting this event with their time and talent as volunteers in various ways such as- registration, setup, clean up, kitchen help, etc.



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. Signing the NFA Handbook Agreement documents the commitment to this Player and Parent/Guardian Code of Conduct.

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.
- Attend all practices and games. If I must miss a practice or game, my parents/ I will inform the coach 24 hours prior to my needing to be absent.
- Obey any team rules the coach puts in place. Maintain a positive attitude and be a team player.

Parent Agreement

I understand that the organization's policy is that the use of alcohol and tobacco products by parents and other spectators is not permitted at 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.
- Contact the coach by email to discuss any aspect of our child's involvement on the team.
- Inform the coach 24 hours prior to the date of the absence if one's child must miss a practice or game.
- 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.)

FALLSPORTS **Grades** **Personal Supplies**

CO-ED SOCCER:

J.V.	5, 6	soccer shoes gym shorts/t-shirt
Varsity	7, 8	shin pads

FOOTBALL:

J.V.	4 - 6	molded shoes, jersey, mouthpiece
Varsity	7, 8	

WINTER SPORTS

Grades

Personal Supplies

BASKETBALL:

J.V.	5, 6	gym shirt, gym shorts,
Varsity	7, 8	basketball shoes

SPRING SPORTS

Grades

Personal Supplies

BASEBALL:

J.V.	5, 6	grey game pants, baseball shoes,
Varsity	7, 8	long sleeve shirt/ pants, glove

LACROSSE:

Varsity	5 - 8	gym shorts, stick, cleats, mouth guard, helmet, pads, gloves
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C.A.L. (GIRLS)

FALLSPORTS

Grades

Personal Supplies

CO-ED SOCCER:

J.V.	5, 6	soccer shoes gym shorts/t-shirt
Varsity	7, 8	shin pads

FIELD HOCKEY:

J.V.	5, 6	hockey stick, mouth guard, shin pads, cleats,
Varsity	7, 8	gym shirt/shorts

WINTER SPORTS

Grades

Personal Supplies

BASKETBALL:

J.V.	5, 6	gym shirt, gym shorts,
Varsity	7, 8	basketball shoes

SPRING SPORTS

Grades

Personal Supplies

SOFTBALL: (5th graders need experience)

Varsity	5-8	glove, cleats
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LACROSSE:

J.V.	5, 6	gym shorts, stick, cleats,
Varsity	7, 8	goggles, mouth guard

** Note: Starting dates are contingent upon weather and coaching personnel.*

C.A.L. (One time events):

SWIM MEET:	January 13, 2019 (tentatively) grades 4-8
TRACK MEET:	May 18, 2019 (tentatively) grades 4-8

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 2018-2019

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* ____/____/____

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 2018-2019

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

STUDENT'S SIGNATURE _____ GRADE _____

PARENT/GUARDIAN SIGNATURE _____ PARENT/GUARDIAN SIGNATURE _____

DATE _____

Please sign and return both signature forms, by **September 14, 2018.**