

OUR LADY OF SORROWS

CATHOLIC ELEMENTARY SCHOOL

K - 8

FAMILY HANDBOOK

2011-2012

**“Christianity,
and nothing short of it,
must be made the element and principle
of all education.”**

...John Henry Newman

**Compliments of
OUR LADY OF SORROWS SCHOOL**

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OUR LADY OF SORROWS SCHOOL
3800 East State Street Extension
Hamilton, NJ 08619

Msgr. Thomas N. Gervasio	Pastor
Rev. Eugene K. Savarimuthu	Parochial Vicar
Mrs. Donna Bacsik	Principal
Mrs. Dorothea Beetel	Nurse
Mrs. Linda Campisi	Bookkeeper
Mrs. Fatma Engelhard	School Secretary
Mrs. Catherine Kalokitis	Office Assistant
Mr. Phil Carlini	School Custodian
Mr. Roscoe Kelley	School Custodian

<u>School Phone Number</u>	609-587-4140
<u>School Fax Number</u>	609-584-8853

<u>OLS Web Site</u>	www.OLSchool.us
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SCHOOL OFFICE HOURS

Monday through Friday 8:00 A.M. TO 3:00 P.M.

School business should be conducted during office hours.

Please do not phone individual teachers at home concerning school matters.

FORWARD

This handbook has been compiled to acquaint you with the mission, philosophy, procedures and policies of Our Lady of Sorrows School. We believe that the educational process is one that involves parents, students and teachers together. The potential for teaching and learning is maximized when those involved understand what the school is striving to accomplish.

Please familiarize yourself with the contents of this handbook and keep it in a place where it is easily accessible for your reference. We encourage you to discuss the policies with your children and cooperate with us in the God-given task and great privilege of forming the Christian leaders of tomorrow.

OUR LADY OF SORROWS PATRON

The Feast of Our Lady of Sorrows is celebrated on September 15th. This feast follows the Feast of the Triumph of the Cross celebrated on September 14th.

The relationship between mother and child is always one of happiness and joy, sorrow and pain. A mother always feels that which her child is experiencing. We realize in Mary the great sorrow that she experienced in seeing her Son, Jesus, rejected, mocked and eventually put to death.

The Seven Sorrows of Mary are as follows:

1. The Prophecy of Simeon
2. The Flight into Egypt
3. The Loss of Jesus in the Temple
4. The Meeting with Jesus on the Way to Calvary
5. The Standing at the Foot of the Cross
6. The Taking Down of Jesus' Body from the Cross
7. The Burial of Jesus

As Mary, the Lady of Sorrows, is closely associated with the sorrowful aspects of the life of Jesus, we must also remember the triumphs and victories that she shared as Jesus rose from the dead. As Mary's sorrows were great so were her joys.

As the Community of Our Lady of Sorrows we realize that we, too, are called to share in the life of Jesus Christ. By a real and true sharing we must understand that we will have good days and bad days, days of sorrow and days of joy.

What we must imitate through the example of Mary is her trust, her endurance, and her realization that in the end the pure love of Jesus Christ always triumphs.

HISTORY

In the Fall of 1939, twelve acres of land were purchased and plans drawn up to build the church. Ground was broken in the summer of 1941, and, despite the bombing of Pearl Harbor, work continued on the church. The cornerstone was laid on October 18, 1942.

Construction of Our Lady of Sorrows School began in October, 1954. The Marianite Sisters of the Holy Cross came to staff the school which opened its doors for the first time in September, 1955, to 279 students in grades 1-4. In 1960, there were 59 students in the first graduating class from Our Lady of Sorrows School.

Today, the school has a student population of approximately 250 students and offers Art, Music, Computers, Advanced Math and Algebra, Resource Room, Physical Education and Library in addition to the regular academic subjects. The school received Middle States Accreditation in October, 1993 and reaccredited in April, 2004.

School Colors	--	Blue and White
School Mascot	--	Blue Knight
Parish Song	--	"Lady of Sorrows"

OUR LADY OF SORROWS SCHOOL **PHILOSOPHY**

“Jesus, for His part, progressed steadily in wisdom and age, and grace before God and men.” (Luke 2:52)

Following the footsteps of Jesus, our Master Teacher, we at Our Lady of Sorrows School are committed to excellence in education. Our educational process is based on the concepts of individual identity, personal dignity, cooperative learning, development of responsibility and self-discipline. We endeavor to provide a balanced program that meets the needs of our students by utilizing all phases of the learning process and the various intelligences given to us by God. In addition to emphasizing knowledge, we feel a responsibility for spiritual, intellectual, physical, social and personal development of students. Creativity is nurtured, as is an appreciation of the fine arts. Values are infused into all aspects of learning.

We, at Our Lady of Sorrows, strive to develop within students the necessary life learning tools of communication, problem solving, decision-making and creativity. We try to recognize, enhance and encourage each student to develop his/her unique gifts. Our student-centered philosophy expresses itself in many ways, especially in our striving to recognize God’s presence within each of us.

MISSION STATEMENT

We walk as one toward faith, knowledge and wisdom.

THE GOALS OF OUR LADY OF SORROWS SCHOOL

1. To develop a Faith community in which children, teachers, parents and parish work together in Christian love and concern for one another.
2. To support students in acquiring personal values regarding honesty and respect, especially self-respect, thus gaining respect for others.
3. To foster mutual respect for personal dignity among the faculty and students by having an orderly environment permeated by a genuine sense of caring.
4. To develop a basic curriculum that will help students acquire the skills necessary for life long learning, so that their potential may be developed and their individuality be recognized and understood.
5. To promote an academic atmosphere with a variety of learning experiences that will stimulate each student’s desire to achieve his/her fullest potential.
6. To develop a social awareness and responsibility through outreach and service projects that will foster in the students the message that they can be true disciples of Christ and grow in faith, knowledge and wisdom as He did.

ROLE OF PARENTS

“While it was relatively easy in more stable times for parents to educate their children and transmit their values to them, the immense complexity of today’s society makes this a truly awesome task. Without forgetting, then, that parents are the “first to communicate the faith to their children and to educate them,” the Christian community must make a generous effort today to help them fulfill their duty.”

-To Teach As Jesus Did

The Community of Our Lady of Sorrows will strive to assist parents in the education of their children. However, parents are the prime educators of their children and must weigh seriously their obligation to educate their children in an atmosphere which teaches community, doctrine and service.

To accept the role of parent-teacher team, parents can be of great assistance to Our Lady of Sorrows School in maintaining quality Catholic education by:

1. Assisting the student in his/her academic and moral development by reviewing the report card carefully, by supervising home study, by cooperating with the school in **ALL** regulations, activities and recreation.
2. Participating wholeheartedly as a member of the Parent-Teacher Association
3. Trying to discover the student’s interest and talents so they may be developed in cooperation with the classroom teacher.
4. Recognizing that the teacher takes the place of the parent while students are in school.
5. Teaching and explaining to the children respect for law, for authority, for the rights of others and for public and private property.
6. Insisting on prompt regular school attendance and complying with attendance rules and procedures.
7. Making an effort to attend individual and group parent-teacher conferences.
8. Working with the school in a cooperative effort to carry out recommendations made in the best interest of the students.
9. Parental participation in Sacramental programs is essential.

ROLE OF STUDENTS

“Begin with little things and do not expect to accomplish anything without an effort.”

-Theodore Roosevelt

No one can accomplish anything without effort. Trying is essential to all here in our community of Our Lady of Sorrows School/Parish.

What is expected of the students of Our Lady of Sorrows School? Boys and girls, who, through the assistance of parents, teachers, administrators, and priests, develop their individual capabilities to their fullest potential, are thus readying themselves to be better fitted for the world of today and the world of tomorrow.

Students of Our Lady of Sorrows School **should:**

1. Make a sincere effort to do their best in all endeavors.
2. Accept responsibility for ALL their actions.
3. Develop personal standards of conduct befitting Christian boys and girls.
4. Respect themselves and others.
5. Obey all school rules and regulations and help maintain school property and school order.
6. Strive to realize a healthy self-image which will lead to a well-adjusted life in school as well as home
7. Recognize that the teacher in school takes the place of the parents and **MUST** be respected.
8. Be particular of personal appearance; have pride in themselves and in their work.
9. Use their God-given talents to the utmost for spiritual, mental, social and physical growth.
10. Be able to help others to grow spiritually, mentally, socially and physically.
11. Remember that with God all things are possible.

DIOCESAN ADMISSION POLICIES

In accepting students in any Catholic school within the Diocese of Trenton, state and federal regulations that apply must be followed. In admitting children to kindergarten and first grade, the age requirements of the local public school district in which the child resides must be followed. If kindergarten is completed, a child should be admitted to first grade regardless of age requirement.

This school gives preference in admission to Catholic students living within parish boundaries; secondly, to Catholic students living outside the parish boundaries; thirdly, to non-Catholics.

ADMISSION-REGISTRATION POLICIES/PROCEDURES FOR SCHOOL

The following is the procedure for registration and admission to Our Lady of Sorrows School:

1. Registered parishioners, using envelopes with siblings already in school (elementary and pre-school) and having contributed \$450 by December 31st of the previous year (e.g. Registering for September 2009, \$450 would have to have been paid by December 31, 2008.)
2. Registered parishioners using envelopes and having contributed \$450 by December 31st of the previous year.
3. Parishioners from other Catholic parishes are requested to submit a letter annually stating they are contributing members.
4. Persons of other faith communities are requested to submit a letter annually stating they are contributing members in their individual faith communities.
5. All registrants **MUST** present a birth and Baptismal certificate. If applicable, all dates for other sacraments (First Penance/First Eucharist) must be complete.
6. Parishioners from other Catholic parishes will be required to receive sacraments in their home parishes, effective for all students who enroll **AFTER** September 1.
7. Students registering for grades 1-8 **MUST** present a copy of the latest report card and the former school will be contacted before acceptance into Our Lady of Sorrows School. Also, these students will be on both academic and behavioral probation for the first marking period.
8. All registrants **MUST** present the following Health Records as required by the State Law of New Jersey:
DTaP/DTP – Age 1-6 years: 4 doses, with one dose given on or after the 4th birthday, OR Any 5 doses. Age 7-9 years: 3 doses of Td or any previously administered combination of DTP, DtaP, and DT to equal 3 doses.
Tdap – Grade 6 (or comparable age level for special education programs): 1 dose
Polio – Age 1-6 years: 3 doses, with one dose given on or after the 4th birthday, OR 4 doses
Age 7 or older: Any 3 doses
Measles – If born on or after 1-1-90, 2 doses of a live measles-containing vaccine on or after the 1st birthday.

Rubella and Mumps – 1 dose of live mumps containing vaccine on or after 1st birthday.
1 dose of live rubella containing vaccine on or after 1st birthday.
Varicella – 1 dose on or after the 1st birthday.
Hepatitis B – Kindergarten – Grade 8: 3 doses, OR age 11-16 years: 2 doses.
Meningococcal - Entering Grade 6 (or comparable age level for special education programs: 1 dose.

9. A non-refundable **\$450 registration fee** is required upon registration. Families who use SCRIP receive reimbursements at the end of the school year as outlined on the website.
10. A \$25.00 membership fee for the PTA is required upon registration. This fee will cover PTA dues and the Honeywell Instant Alert Service.
11. Kindergarteners and new students entering other grades are required to have a complete physical and dental examination by August 1st and the forms provided for this at the time of registration must be completely filled out and returned to the School Office.
12. All Kindergarteners will be given a screening test in June. Parents will be contacted by mail as to date and time. This takes place in June after the present Kindergarteners have left the school. Kindergarteners must be able to score successfully on the test for admission.

Proof Required by State Law:

Doctor's certificate, Health Department Record or School Health record on official stationery is satisfactory proof.

ALL OF THE ABOVE MUST BE COMPLETED TO CONSIDER THE CHILD REGISTERED IN SCHOOL.

NON-DISCRIMINATION POLICY

Our Lady of Sorrows School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational and admission policies.

Our Lady of Sorrows School does not discriminate with regard to race, color, national origin or ethnic background in determining eligibility for admission.

STUDENT EXPECTATIONS

RESPECT FOR OTHERS

Jesus tells us that we should “accept others as He has accepted us” (Rom. 15:7). We know that each of us is different because God made us that way. We also know that each of us is “good” because we share God’s life. It is a fact of life that we will get along better with some people than others, but as students who are growing as followers of Jesus, we show by our words and actions that we respect all persons because they are made in God’s image and likeness.

To promote an atmosphere of respect in our school the following rules apply:

- † Uphold the good name, character and reputation that is part of each member of Our Lady of Sorrows School.
- † Refrain from using words or actions that abuse the dignity or rights of any member of our school community, i.e., teasing, name calling, threatening, ridiculing and laughing at the mistakes of others.
- † Answer all persons with appropriate language and tone of voice.
- † Refrain from speaking, writing or gesturing obscenities.
- † Settle conflicts using non-violent means rather than physical force.
- † Avoid behaviors that exclude other students in any way.
- † Obtain permission before using or handling the possessions of any other person
- † Refrain from touching anything on and in the teacher’s desk.
- † Show good manners throughout the school day.

RESPECT FOR PROPERTY

The book of Genesis tells us that when God created the world, God looked at all He made and saw that it was good. God’s last creation, and God’s best, was man and woman. He made man and woman like Himself and put them in charge of all He created. He told man and woman to care for the earth and all that is part of it. Respect for God’s creation is a responsibility that we all share.

Students will show respect for property in the following ways:

SCHOOL PROPERTY

- Handle and use all school property carefully and only with an adult’s permission.
- Use a schoolbag to carry books.
- Maintain cleanliness of school property (books, furniture, walls, equipment and supplies).
- Use trashcans to dispose of trash and garbage. Recycle when appropriate.
- Refrain from writing on or deliberately damaging school property. Students will be held responsible for any damages.

INDIVIDUAL PROPERTY

- Refrain from copying any academic work of other students. This includes, but is not limited to, homework, class work, tests and projects.
- Respect the academic work of other students.

RESPECT OF RULES

In the gospel we read, “anyone who obeys the law and teaches others to do the same, will be great in the kingdom of heaven” (Matt.5:19). Laws or rules are necessary whenever a group comes together. Rules are a way of letting each person of the group know what is expected of him so the group can work well together.

The following rules are those that will allow this cooperation to exist at Our Lady of Sorrows School:

SCHOOL RULES

- Adhere to the dress code as stated in the Student Handbook.
- Eat only at the times (lunch and recess) and places (classroom, lunchroom) stated for that purpose.
- Chewing gum is not permitted at any time during the day on the school premises.
- No toys, electronics or other devices are allowed. They may be confiscated by a staff member. The school is not responsible for loss or damage to said item.

CLASS RULES

- Adhere to all classroom rules that have been explained by the teachers.

ASSEMBLY RULES (i.e., rehearsals, pep rallies, programs)

- Enter and dismiss in an orderly fashion
- Remain seated at all times.
- Show proper respect and response to the presentation.

CHURCH RULES

- Enter and leave in a silent, respectful manner.
- Wait quietly for service to begin.
- Show proper respect for the liturgy by participating, singing, praying and responding.

CAFETERIA RULES

- Sit at assigned tables.
- Go up to purchase food when called by adult in charge.
- Talk quietly to others seated at table
- Wipe tables and remove trash from table and floor.
- Follow dismissal procedures

GYMNASIUM RULES

- Enter quietly and sit in squads.
- Physical Education Uniform-navy blue t-shirt and navy blue shorts with school name. The previous year’s white and royal blue uniform may be worn until it is outgrown or outworn.
- Athletic sneakers must be worn for physical education class and should be tied at all times

SENSE OF RESPONSIBILITY

God has given us many gifts. Among those gifts are the abilities to learn and to bring about good in our small part of the world. We read in the letters to the Romans that “while we live we are responsible to the Lord” to use these gifts to the best of our ability.

Each student in Our Lady of Sorrows School has been given these gifts of faith and intelligence. Because of our gift of faith we have the responsibility to do everything that we can to learn to the best of our ability. Responsibility can be learned. As we progress through school, we grow in acceptance of responsibilities as Catholic, Christian students.

ACADEMIC RESPONSIBILITIES

- 📖 Complete all written class work neatly and carefully with proper headings.
- 📖 Bring to class all supplies that are needed to do the day’s work (pencils, rulers, lunch, gym clothes, projects, paper, etc.)
- 📖 Make up work missed during an absence from school or from class. (Refer to section on Make Up Work.)
- 📖 Keep a homework pad in which all assignments are written.
- 📖 Participate in class by contributing to discussions, asking questions and listening
- 📖 Deliver school communications to parents and return communications on time.
- 📖 Keep copybooks and workbooks neat and up to date.
- 📖 In grades 1 and 2 all books must be covered with clear contact paper.
- 📖 In grades 3-8 all books must be covered with brown paper or other removable covers.

CHRISTIAN RESPONSIBILITIES

- ✝ Participate in religious services by singing, praying and showing a reverent attitude.
- ✝ Fulfill school and class duties and follow all rules.
- ✝ Keep building and grounds clean.

SPIRIT OF COOPERATION

Each day we join as a faith community to live and learn together. Scripture tells us that, as Christians, we form the Body of Jesus. Each of us is an important member of that body and Jesus is the head. When each member works together, the body becomes stronger in love. It is expected that each of its members cooperate in the following way:

- Recognize that all teachers, substitutes and volunteers have authority to correct student behavior that warrants correction.
- Accept correction as a part of the learning experience.
- Work with all class members to grow in knowledge and faith.

GENERAL GUIDELINES

ACADEMICS

Students at Our Lady of Sorrows School are expected to perform to the best of their ability in all aspects of their studies. We strive to give our students the best possible education for their maximum development morally, intellectually, emotionally, physically, and socially.

REPORT CARDS

Diocesan report cards are issued three times a year. Interim progress reports are sent mid-way into each trimester to inform parents of those areas in which their child is being successful or needs improvement. Formal parent/teacher ten minute conferences take place once a year. Other conferences may be scheduled as needed **and are limited to approximately fifteen (15) minutes.**

The marking system is indicated on each report card. Frequent absences or lack of homework may adversely affect a student's performance. Perfect Attendance means no full day absences. **The exception to this is "Take your child to work day" in the Spring.** Your child will be marked absent that day, but it will not penalize the student from receiving a perfect attendance award. Five or more unexcused tardies, however, will make a student ineligible for a perfect attendance award.

At the end of the school year, report cards will be held if there are any outstanding fees/debts. In the case of graduates and/or transferring students, no student records will be sent to their next school except for their health record, which is required by law, until all debts are paid.

HONOR ROLL

Students in Grades 5-8 earn honors as follows:

High Honors – Grade 5—All A's & 3's & 4's in all specials; Grades 6-8—93-100-in all subjects & 3's & 4's in all specials

Honors – Grades 4 & 5—All A's & B's & 3's and 4's in all specials; Grades 6-8—Nothing below 85 in all subjects & 3's and 4's in all specials.

Students with **needs improvement or unsatisfactory conduct** ("N" or "U") are disqualified.

PROGRESS REPORTS

Progress reports are designed to inform parents of their child's academic/developmental progress. Progress reports are to be returned signed to homeroom teachers the day after they are sent home.

MIDDLE SCHOOL GRADING PROCEDURES

For students in grades six through eight, the following criteria are used to determine grades in all subject areas and specials.

Tests are equal to 50% of the grade

Quizzes and projects comprise 25 % of the grade

Class participation is equal to 10% of the grade. Homework completion is equal to 15% of the grade.

Students identified with Service Plans (formerly IEP'S) who are eligible for extra testing time will be allowed to take tests in the ISCT trailer during their assigned times.

As Art, Computer, World Language, Health (Grades 6, 7, 8,) Library Sciences, Music, and PE contribute to the total development of each child, part of the grade given reflects the child's preparedness for, participation in, and knowledge of the subject. Since the student only has the subject once a week, it is imperative he/she comes prepared for each class. Should a child in grades K-2 be unprepared he/she will receive a time-out for the next recess. (See accountability card for explanation-page 15).

MIDDLE SCHOOL HOME ASSIGNMENT AND CLASS PARTICIPATION POLICY

HOME ASSIGNMENTS

- Must be completed and turned in by the due date or a **zero** may be recorded for the day's assignment or accepted for partial credit the next day.
- Long term work (more than one day) handed in past the due date may receive point reduction in the grade earned for each day late.
- Homework will be tracked for an absent student. In the event of an absence, an assignment sheet is available in the applicable homeroom.
- Homework assignments can be found on the web site and homework hotline.

CLASS PARTICIPATION

- Students arrive to classes with all needed materials – texts, notebooks, writing implements, workbooks, assignments, homework book and anything else specified by the teacher as needed for the day.
- Students "actively participate" in class discussions.
- Students do their part for cooperative group work.

PROMOTION AND RETENTION

Pupils completing their work to the extent of their ability are promoted to the next grade. Any student failing one or more academic subjects for the year (Religion, Language Arts, Math, Social Studies, Science, Reading) shall successfully complete summer school or licensed tutoring before receiving notification of graduation or promotion.

UNIFORM DRESS CODE

Student pride in Our Lady of Sorrows is reflected in many ways but is most visible in the pride the students show in the school uniform. Neatness and cleanliness in personal attire are very much a part of a child's education. Every child should come to school **clean**, well groomed, and appropriately dressed each day.

Shoes should be kept in good condition. Hair should be clean, neat and kept trimmed. Hairstyles should be in good taste, extreme or faddish styles are not appropriate. It is the responsibility of the parent to make sure that the child's hairstyle conforms to school regulations. **Spiked, shaved, or unnatural hair colors are not permitted.** A child may be told to change his/her style or length of hair by the principal. Visible, permanent tattoos are not permitted.

FLYNN & O'HARA AND LANDS END ARE THE OFFICIAL SCHOOL UNIFORM SUPPLIERS.

REGULATION SCHOOL SHOES:

BOYS – navy, black, or brown oxford tie shoe. Black sneakers are not permitted.

GIRLS - navy, black, or brown oxford tie or buckle shoe. Dress shoes, sneakers, sandals, slides, clogs, platforms or heels over 1" high are not permitted for their own safety.

GRADES K - 4

<u>Boys</u>	<u>Girls</u>
Navy blue dress pants	Navy blue Mesh Polo Dress. Long or short sleeve, with school name in white stitch.
White golf shirt (logo optional or white turtleneck) tucked in at waist	Tunic jumper – navy and red plaid
School logo navy blue sweater	White peter pan collar blouse (long or short sleeved) or white turtleneck or golf shirt
White or navy blue crew socks (ankle must be covered)	School logo navy blue sweater (optional)
Regulation school shoes	White or navy blue knee socks or navy tights
Black or navy belt	Regulation school shoes Navy blue dress pants
No earrings	One pair post earrings—If a necklace is worn, it must be of a religious nature & worn under the shirt
Hair should not be in your eyes. Lengths should not be beyond the collar.	No nail polish
	Hair bands and hair ties should be blue, white, or red only.

Summer Uniform: K-4

Navy Blue walking shorts with belt
White Golf shirts with school logo (optional)
White or navy crew socks
Regulation school shoes (see above)

Summer uniforms may only be worn from the opening of school until October 31st and from April 1st until the end of the school year.

GRADES 5 - 8:

Boys	Girls
Navy blue dress pants – worn at the waist	Navy blue kilt or skirt No shorter than 2” above the knee and with an unrolled waistband and a hem for growth allowance
White golf shirt (logo optional) or white turtleneck) tucked in at waist-no blousing. Belt must be visible. Plain white T-shirt underneath	White oxford blouse (long or short sleeved), golf shirt (logo optional) or turtleneck tucked in at waist, no blousing-waistband must be visible.
School logo navy blue V-neck sweater (optional)	School logo navy blue V-neck sweater (optional)
White or navy blue crew socks & the ankle must be covered	Navy tights
Regulation school shoes	Regulation school shoes no more than 1” heel (see above)
Black or navy belt to be worn at all times.	One pair post or small hoop earrings—only necklaces of a religious nature may be worn & under the shirt.
No earrings or neck chains other than religious and must be worn under the shirt	Clear or pale pink nail polish
No facial hair and must be clean shaven	No make-up of any kind
Hair should not be in your eyes. Length should not be beyond the collar.	Hair bows and head bands should be red, blue, or white only. No polka dots, etc.

Summer Uniform: 5-8

- Navy Blue walking shorts with belt
- White Golf shirts (logo optional)
- White or navy socks
- Regulation school shoes (see above)

Summer uniforms may only be worn from the opening of school until October 31st and from April 1st until the end of the school year

GYM UNIFORM GRADES K-8 - BOYS AND GIRLS

- School T-shirt **with logo**
- School blue gym shorts
- Athletic sneakers – preferably white with non marring soles
- White athletic socks or white peds
- Navy blue OLS sweat pants and sweatshirts
- No jewelry on gym days**

Note: the proper gym uniform must be worn on the day(s) of gym class or the student will not be permitted to participate. Parents may not bring forgotten gym clothes to the office as they will not be given to the student. The hem on sweatpants should not be cut or unraveled.

In the colder weather gym shorts may be worn in gym class but sweat pants must be worn over them for regular classes and for outdoor recess. Shorts may only be worn as indicated in the summer uniform dates.

DISCIPLINE CODE

Discipline is a necessary reflection of the philosophy of a Catholic school, which attempts to develop a fully committed Christian—a Christian committed to the observance of just rules and regulations which will assist the individual in responding to his/her responsibilities and obligation to him/herself and others. (Diocesan Policy and Procedure)

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual. Discipline in a Catholic-Christian educational community is part of a teaching/learning process; therefore, it shall be the responsibility of Catholic schools to attempt to provide each individual student with moral guidelines and leadership.

Students are developing in many ways and one that must be fostered by all—school and home—is that of **responsibility**. Students must accept the consequences of their behavior.

Rules plus choice equals consequences.

Our Lady of Sorrows School is committed to fairness in dealing with any discipline problem.

ACCOUNTABILITY CARD

1. We believe our students should be held accountable for their behavior and actions In and out of the classroom.
2. All students in Grades 3-8 will be issued an accountability card each trimester that addresses minor infractions. Five signatures will result in an after school detention.
3. This will encourage respect for each other, responsibility and organization. It also promotes positive reinforcement as the students with no signatures will be recognized.

GRADES K-2

Primary teachers work with the children at various developmental stages that require individualized methods of discipline. Our primary teachers will assist the children in identifying any actions that are disrespectful to the classroom community. “Time Out” may be used to allow the child time to focus on better behavior. Children who need this time may lose one recess playtime scheduled on the day of or day after the infraction. Any **serious** difficulties may warrant a detention to be issued and/or a parent conference may be requested or the intervention of the principal.

Some instances for a Disciplinary Notice and/or “time out” at recess.

1. Students arriving unprepared for class (books, home assignments, utensils, etc).
2. Students who are disruptive in class.
3. Students who violate other classroom procedures.

DETENTION PROCEDURE (after school detention)

Infractions that may warrant a detention are:

1. Disrespect for self, others, or the property of others such as:
 - Fighting or physical abuse
 - Verbally abusing another
 - Telling an untruth
 - Defacing or damaging another's property
 - Using another's property without permission
2. Obscene or inappropriate language or gestures
3. Copying another student's class work or homework
4. Communicating in any manner during tests, quizzes, etc. (results in a zero and detention for all students involved)
5. Dress code violations (Uniform/Gym)
6. Misbehavior on bus
7. Chewing gum on school property
8. Other inappropriate behavior or conduct unbecoming a Christian student and contrary to the good order of the entire school.

Detention will consist of staying one hour after dismissal on the day assigned. Detention will be scheduled once a week.

A detention slip will be issued and the signed copy must be returned to the homeroom teacher. A student not picked-up promptly after detention will be placed in the After-School Program and charged a fee. Transportation is the parents' responsibility.

Serious infractions including harassment, bullying, intimidation, and/or violence may result in suspension, or expulsion, depending on the individual circumstance.

ALL GRADES

THREE DETENTIONS OR DISCIPLINARY NOTICES MAY REQUIRE A FORMAL CONFERENCE WITH THE PRINCIPAL, STUDENT, PARENT AND TEACHER(S).

AN ACCUMULATION OF 3 DISCIPLINARY/DETENTION NOTICES WITHIN A MARKING PERIOD WARRANTS A "U" IN CONDUCT ON THE STUDENT'S REPORT CARD AND THE STUDENT IS PLACED ON PROBATION. This may lead to exclusion from any school sponsored extracurricular activities until the next report card is issued.

SUSPENSION

Suspension is a serious disciplinary action taken against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Formal suspension is a major step toward possible dismissal. Parents and/or guardians and students will be informed of the school's action. The student will also be given the opportunity to present his/her side of the story. Upon suspension the parent must come and get the student. If, in the judgment of the principal, the student's actions warrant removal from the school community and any extracurricular activities for a period of time, the parents or guardians will be informed in writing.

Following formal suspension, the student may be readmitted to school only after a conference with the parents, teacher and principal. Parents are to sign a formal agreement in which they signify their understanding of the problem and agree to assume responsibility for the student's future behavior.

DISMISSAL

When an action by a student appears to constitute a potential case for dismissal, the child will be removed from the school environment until the principal and pastor consult with the Office of Education.

In all cases involving possible dismissal from a Catholic school, the parents of the student will be notified as soon as possible. An appointment shall be mutually arranged for the school administrator(s), parents, and student to confer.

Situations will arise in which dismissal may be merited. While it is not possible to enumerate all cases that could arise, several categories of cases are listed for guidance. Other problems of equal seriousness may arise and should be treated similarly.

1. Possession of a weapon.
2. Continued and willful defiance of authority.
3. Continued and willful disobedience.
4. Physical assault.
5. Extortion
6. Arson
7. Gross disorder (including mob action).
8. Grave defacing or destruction of school property.
9. Possession of and/or trafficking controlled substances, including alcohol.
10. Criminal activity, including criminal charges or indictment.
11. Possession and or/trafficking in pornographic materials.
12. Actions that may cause physical/emotional harm to any student or staff member.

Tuition and fees will not be refunded if a student is dismissed.

HOMEWORK POLICY

The faculty of Our Lady of Sorrows School recognizes the positive relationship between homework and academic achievement. We are committed to a reasonable and consistent homework policy that fosters the development of self-discipline, time management, and sound

study skills. The amount of homework time will progress gradually from a few minutes at the primary levels to an hour or more at the middle school level. The intent of this progression is to acclimate the student to the regularity, continuity and importance of home study while developing study skills necessary for maximum learning.

Additionally, these guidelines will provide a positive opportunity to strengthen communication between home and school. The nature of homework provides parents an opportunity to become actively involved in monitoring their child's education and gives parents insights into the school's philosophy, curriculum and objectives. Hopefully, these efforts will result in a consistent and successful "team" approach toward the education of each child in Our Lady of Sorrows School.

TYPES OF HOMEWORK

Preparation -- Homework that is assigned before the formal lesson.

Practice -- Homework that is assigned after the skill or concept is taught.

Extension -- Homework that is assigned to see if a student can transfer an idea or skill to a new or a different situation.

Creativity -- Homework that is assigned for putting together concepts and skills in new and different ways.

HOMEWORK GUIDELINES

1. Homework will be assigned to all students on a regular basis. Students are required to complete work on time in an acceptable manner, e.g. best penmanship, no crossing out, and correct usage in spelling and grammar.
2. Assignment pads are required to be used to assist students in remembering their tasks. These are provided to all our students in grades 2-8.
3. If there are EXTENUATING circumstances that prevent a student from completing an assignment, a note should be sent to the teacher explaining the situation and arranging to make up the missed assignment.
4. Homework assignments missed due to an absence are the STUDENT'S responsibility. **Students** must find out what was missed and complete the assignment. **Students will have as many days as they were absent to complete the work missed.** See Middle School (Grades 6-8) separate policy under Grading Information/Homework and Class Participation.
5. **Students who return for forgotten items must report to the main office for permission to enter the classroom.**
6. **No homework will be sent home for a one-day absence. Students may ask for the assignment(s) when they return to school.**
7. **Papers that require a parent's signature should be returned the following school day. These include, but are not limited to: monthly packets, mid-term progress Reports, and report cards.**

LONG-TERM ASSIGNMENTS

The purpose of any long-term project is to teach skills such as research, outlining, proofreading, writing bibliographies, refining writing skills, organizing, planning, and developing concepts into a cohesive unit. Long-term assignments are grouped into phases. Each phase of the assignment will have its own due date and will be determined by the teacher(s) assigning the project. Teachers will make every effort to see that these longer projects are spread out among the various subject areas.

DAILY BELL SCHEDULE

<u>Full Day</u>		<u>Half Day</u>	
7:45 AM	Arrival Bell	7:45 AM	Arrival Bell
7:50	Prayers	7:50	Prayers
8:00	Classes Begin	8:00	Classes Begin
2:10	Classes End	12:10	Classes End
2:20	Prayers & Dismissal	12:20	Prayers & Dismissal

<u>LUNCH SCHEDULES</u>		
	<u>Cafeteria</u>	<u>Recess</u>
Grades K –2	10:45-11:05	11:05-11:25
Grades 3-5	11:15-11:35	11:35-11:55
Grades 6-8	11:45-12:05	12:05-12:25

CAFETERIA

Children eat lunch in the school cafeteria. Lunch is available for purchase on full days as listed on the Lunch Menu Calendar. Please refer to the monthly Lunch Calendar for prices and selections.

ACCEPTABLE USE POLICY

All families agree to and sign a Technology Acceptable Use Policy upon registration at Our Lady of Sorrows School. **This policy is in effect until the child leaves the school.** The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. To remain eligible as users, students must restrict their activities to those which are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege, which entails responsibility on the part of the user. This privilege may be revoked for violations of the AUP. **Cyber bullying is considered harassment and may result in suspension and police notification.**

ARRIVAL AND DISMISSAL

Students should arrive at school **no earlier than 7:30 A.M.** as supervision is not available prior to 7:30 **A.M.**

At **7:50**, the school day begins with announcements and school prayer. It is important for all children to be in their homeroom at this time. Any student arriving after **7:50** is considered tardy and should report to the main office.

Students are dismissed at 2:20 PM, except on certain days of the month when dismissal is at 12:20 PM. **Please check your monthly calendar for 12:20 dismissals.** It is expected that parents of car riders, arrive on time. Bus students are dismissed first, then walkers and riders. All students should go directly home from school.

Cars may not be parked in front of the school. This area is to be kept clear at all times for emergency use and the buses. Hamilton Township Police will ticket and/or tow away offenders.

CAR RIDERS

All children arriving by car are to be dropped off at Door 2.

At dismissal, car riders are to be picked up in the back lot nearest the field. No one should be parked in the area near the pre-school and that includes the driveway. The teachers on duty escort children to this lot. Once dismissed, students are to leave the school grounds. It is the parent's responsibility to supervise their children after dismissal.

USE OF SCHOOL GROUNDS

Our After School Program (ASP) provides enrolled children of working parents with supervision until 5:30 P.M. Once the school day has ended, there is no supervision provided to children who are not enrolled in ASP or other supervised activities Children who are in the school building or on the grounds 15 minutes after dismissal, will be placed in ASP and the parents will be charged accordingly.

BUS RIDERS AND WALKERS

Only bus riders and walkers may enter the school via the front doors by the flagpole. Students must report directly to the cafeteria prior to 7:30 a.m. and to their classrooms after that time.

BUS

Transportation of students enrolled in Our Lady of Sorrows School shall be in accordance with the rules published in N.J.A.C. 6:21. Parents will obtain an application from school. Our Lady of Sorrows will forward the application to the Board of Education; and children will receive a Student Identification Card in the mail with their assigned bus number, pick-up and drop-off location. This is done by the residential school district, not by OLS. **Students may only ride the bus for which they have been issued a bus pass.**

Please help the school encourage safety habits while riding the bus.

Bus regulations:

- All children must remain seated while on the bus and keep the aisle clear of feet, books and lunch boxes.
- There is no throwing of articles on the bus, out of the bus or at the bus stop.
- Children must obey the bus driver at all times.
- No fighting or rough playing on the bus or at the bus stop.
- No profanity or verbal abuse will be tolerated.
- Children must keep all body parts and belongings inside the bus.
- There is no eating, smoking, or drinking on the bus.
- Children enter and exit the bus in single file.
- Children cross the street safely in front of the bus.
- Stay out of the school bus safety zone.
- Defacement of any kind will not be tolerated.

Children causing disruption on the bus may be deprived of riding the bus for a period of time. If a parent/guardian comes and picks up a student who normally rides the bus, they must come in to the Main Office and sign the child out.

On Field Trips and class trips, all children will travel to and from the site on the buses provided. Parents may not take children home from the site of the field trip without prior authorization from the principal.

ATTENDANCE

It is important that children are present and on time each day that school is in session unless **illness or other serious** reasons prevent attendance.

Parents must **call Tel-Safe by 8:30 a.m.** if their child is going to be absent.

PROJECT TEL-SAFE

- Tel-Safe is designed to verify the safe arrival of the elementary school child to school each day.
- Parents are required to participate in this program.
- An answering machine is available to receive calls 24 hours a day. All calls are to be made by 8:30 a.m..
- Parents of children who are absent without previous notification to the school will be contacted. The intent of this call is to ascertain the **safety of your child** not to question the cause of absence. Your using the TEL-SAFE number will make our job so much easier as well as assuring for your child's safety.
- Parents are asked to abide by the following procedure when your child is **absent or late**:
 1. **Call the school 587-4140 and listen for the Tel-Safe prompt by 8:30 AM.** (If there is a delayed opening, the procedure will be delayed accordingly.)
 2. Identify yourself, your child's name and grade.
 3. If your child is absent due to vacation (which is discouraged) indicate the dates he/she will be absent. A written note from the parent to the principal is required beforehand for vacations **TEACHERS SHOULD NOT BE EXPECTED TO PROVIDE PRE-PLANNED MATERIAL.**
 4. If your child attends the After School Program, please mention this.

A written explanation must accompany the student when returning from any absence.

For prolonged illness of three or more days, children should have a doctor's certificate accompanying the parental note. **Students are held responsible** for all material covered in the regular class session and should obtain the necessary information for completion. Absent students will have time to complete missing work equal to the number of days absent. **IT IS THE STUDENT'S RESPONSIBILITY TO BE SURE ALL WORK IS TURNED IN TO THE APPROPRIATE TEACHER WITHIN THE ALLOTTED TIME.**

Excessive absenteeism disrupts the learning process. Any child who exceeds 20 days in one school year may be retained. Over 5 days per marking period without a doctor's note is considered excessive.

We also urge you to make doctor, dental and orthodontist appointments after school hours.

If a child must leave school for any reason during the day, a note explaining the reason must be sent to the Office. The child is to report to the Main Office where the PARENT (or authorized adult) **MUST SIGN HIM/HER OUT.** Students will not be released to a waiting car. Upon returning, the child is to report back to the main office so that we may know he/she is back.

If absent, sent home ill, or suspended on the day of a practice or game, students **MAY NOT** participate in any after school activity on that day. This **INCLUDES** any CYO sports, school dances, team practices, etc.

A student must be present at least four hours to receive credit for a full day of attendance. A student must be present at least two hours to receive credit for one half day of attendance.

TARDINESS

Since tardiness disrupts classes in session and interferes with your child's preparation for the day, please help us by **having your child in school at 7:45 a.m.** Students are given a five-minute grace period to arrive in homeroom no later than 7:50 a.m. daily.

Children who arrive for any reason after prayers have begun at 7:50 a.m.. should report to the main office for a LATE SLIP accompanied by a parent who will sign them in before going to the classroom. Side doors will be locked at 7:50 a.m. daily. Tardy students must enter via the front door near the main office.

EMERGENCY AND EARLY CLOSING

Emergency closing or delayed opening of school due to inclement weather will be announced over local stations listed below. The Superintendent of Schools of Hamilton Township makes this decision. The announcement states, "all Hamilton Township Public and Parochial Schools will be closed or delayed." Our school is not always mentioned by name.

If it is necessary to close the school in the case of an emergency, every attempt will be made to contact parents through the **Instant Alert System**. However, **IT IS THE DUTY OF EACH PARENT TO ESTABLISH A PLAN THAT SHOULD CHILDREN BE SENT HOME UNEXPECTEDLY (WALKER, RIDER OR BUS), CHILDREN WILL KNOW WHERE THEY ARE SUPPOSED TO GO UPON ARRIVING HOME.** If your child participates in the AFTER SCHOOL PROGRAM, in an emergency situation where the school needs to be closed, your child WILL BE SENT HOME with the rest of the student body. It is essential that you discuss with your child the procedures you want followed. Emergency closings will be announced through the Honeywell instant alert system.

**** (Actual times given are for public school schedules--Please adjust accordingly for delayed openings and early dismissals.)**

DO NOT CALL THE MAIN OFFICE CONCERNING EMERGENCY CLOSINGS. AS SOON AS WE ARE NOTIFIED OF ANY DELAYS OR CLOSINGS, THE INFORMATION WILL BE sent through the Instant Alert System. For this reason, it is imperative that you input your data and keep it up to date. If your phone numbers change during the year, please inform the school Main Office. Although every attempt will be made to notify parents, **it is the parents' responsibility to ascertain information concerning delayed openings and emergency closings.**

BIRTHDAY TREATS AND INVITATIONS (K-5)

When sending party invitations please use the school directory and mail the invitations. If invitations should be sent to school, the entire class or same gender must be included. The teacher will check to see if there is an invitation for each child. If not, the invitations will not be distributed.

Birthday treats sent in with the "birthday child" should be just for the children in the classroom. Please provide simple treats that do not require refrigeration prior to distribution.

DRESS DOWN OR DRESS UP DAY

Appropriate clothing must be worn by all students. If there is a question, please call the school office before allowing a child to come to school.

Tank tops, backless tops, cropped tops, tops with spaghetti straps, or that are too revealing are not permitted. No torso skin should be revealed.

All shorts must have at least a 7-inch inseam/fingertips must touch the bottom of the shorts when arms are held at sides.

Girls' skirts must be an appropriate length. (Not more than 2 inches above the knee).

T-shirts with inappropriate sayings or pictures are not permitted.

Any student in questionable attire will be referred to the office; parents will be called and asked to bring appropriate clothing to school before their child returns to class.

BOOKS AND BOOKBAGS

Students are responsible for the school texts entrusted to them. All textbooks must be properly covered at all times. Parents will pay for any damaged or lost books.

We ask you to see that your child has a school bag large enough to hold books properly and that is the appropriate size for the child. Rolling book bags are permitted unless the student abuses the privilege by behaving inappropriately.

LOST AND FOUND

Lost and Found items are kept in a designated room. Anything labeled will be returned to the owner as soon as possible. Unlabeled and unclaimed items will be kept for 3 days and then given to charity.

ASBESTOS MANAGEMENT PLAN

Please be informed that the School Asbestos Management Plan is located in the school office and may be reviewed during normal school hours. We have conducted the periodic re-inspection of all the areas containing asbestos in the facility, and found no changes in the status of the asbestos. All asbestos has been abated or removed and the facility conforms to all EPA regulations in managing the facility in regards to asbestos. You will be informed of the findings of our periodic re-inspections and any asbestos-related work to be done on the premises.

VISITORS

To enhance school safety, all doors are locked to outsiders. **ONLY** the front door must be used when entering the school. All volunteers and visitors, including parents, must report to the Main Office and sign-in and obtain a visitor's pass, which must be visibly worn while on the school grounds.

At no time may a parent go directly to a classroom to speak to a student or teacher. Any important messages are to be given to the school secretary who will then communicate it to the student or teacher.

To develop a sense of responsibility in our students, parents are not to bring forgotten articles such as gym clothes, supplies, homework and projects to school. If necessary items such as lunch or glasses are delivered to the Main Office, the student will be called to the office to pick it up.

RECORDS

In 1975 the Buckley Amendment, also known as the Family Education Rights and Privacy Act, gave parents the right of access to records. Opportunity for review of records will be provided in the school office upon written request and 24 hours notice.

NON-CUSTODIAL PARENT

Our Lady of Sorrows School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

FIELD TRIPS

Field trips are privileges afforded to students to continue expanding their knowledge through fieldwork. No child has an absolute right to attend a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. Only the diocesan parent permission slip may be used as a permission slip. No other parental permission slip will be accepted and no telephone permissions will be accepted.

Parents who are asked to chaperone field trips are not permitted to bring other children with them. Parents may not take children home from the site of the field trip. The child must return to the school on the bus unless prior authorization was approved by the principal. If there are extra seats on the bus, room parents will be given preference. All other seats will be chosen by lottery.

The teachers in charge of the trip will determine guidelines for dress. Parents will receive written notification of these guidelines. Any child dressed inappropriately may not participate in the field trip. Parents chaperoning field trips must follow the student dress down guidelines and dress appropriately.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school Main Office in writing (in advance, if possible) of a change of address or phone number. The following information is to be provided:

1. Name and grade of student
2. New address or phone number

VACATIONS

Family vacations should be planned during school vacations. Written assignments cannot replace class attendance. **PLEASE DO NOT REQUEST WORK THAT WILL BE MISSED, AS TEACHERS WILL NOT PROVIDE PRE-PLANNED MATERIAL FOR VACATIONS.**

Vacations taken during the school year that result in an extended absence are discouraged. Students who miss school for vacations are required to complete all make-up work within one week after returning to school. Parents should notify the teacher, principal, and Tel-Safe in writing **at least two weeks** prior to the absence. Any tests missed during the vacation period can be made up within a one-week period of the student's return to school.

TELEPHONE USE

Children may be permitted to use the telephone in the offices to make a phone call to parents during school hours but not to request forgotten items. All use of the telephone (including cell phones) must be approved by office personnel. Cell phones may be carried in purses or bookbags but are not to be used during the school day without permission. They must be turned off. Parents who need to reach their children should contact the main office. Use of a cell phone (call or text) may result in disciplinary action, including confiscating the phone and/or detention..

RECESS

During lunch recess, each grade is assigned a certain area of the playground. Children are expected to obey the teachers and assigned staff at all times. No child may leave the playground unless they have permission of the teacher or adult on duty.

FIRE DRILLS

Fire drills will be conducted twice a month. All children, volunteers, parents, and staff must exit the building when fire bell rings. Silence and proper behavior is expected for the safety of all.

LOCKDOWNS and RED ALERT DRILLS

Lockdowns and Red Alert Drills will be practiced by the students in case of a crisis situation. They will be told that it is a Lockdown and the reason why. If the National Terrorism Alert moves to red, the students will be moved to the hallways of the schools outside their classrooms. In both of these situations students are to follow the instructions of their teachers.

COMMUNICATION

Communication is the key to strengthening a sense of community between the home and school. Once a month a calendar, grade level activities, P.T.A. news, and any other necessary communication are sent home. Parents receive progress reports three times a year in addition to report cards and conferences with teachers. In keeping with the Church's principle of justice, it is advisable that parents, who have a concern with a teacher, communicate directly with that teacher before going to the principal. Likewise, teachers will communicate their concerns to parents as they become apparent. This kind of open communication will ultimately benefit our children.

AFTER SCHOOL PROGRAM

An after school program is available for children of working parents. Please visit the school website or call the Main Office for information about this program.

MESSAGES FOR TEACHERS

Parents can leave messages for teachers in the teachers' voice mail boxes or at their e-mail addresses. **All messages for teachers should be left on these or through the Main Office.** Teachers will return calls as soon as they are able. **Please allow a 48 hour turnaround.**

CONFERENCES

Any parent is free to make an appointment in advance to meet with a teacher or teachers by writing or calling the school. Conferences should last approximately 15-30 minutes. Formal 10 minute conferences take place in the Fall.

Parents are not permitted to see teachers during school hours – including lunchtime. Parents may not visit a classroom without first checking in at the Main Office and receiving a visitor's pass.

PARENT-TEACHER ASSOCIATION (P.T.A.)

The P.T.A. of OLS School is a very active support group that provides enrichment opportunities for all students, as well as many treats throughout the year. P.T.A. Executive Board meetings are held on the second Tuesday of the month. There are four general meetings held during the year and all parents are encouraged to take an active role in the P.T.A. The membership fee of \$25.00 is collected at the time of registration.

DIOCESAN POLICY 2420

INSTRUCTIONAL PROGRAM

Students will be primarily responsible to classroom teachers. The instructional and non-instructional services provided in each school will be brought into the life of each child in a manner determined by the classroom teachers and principals of each school.

Catholic education requires the active interest and involvement of parents in their child's school progress. However, involvement will not be permitted to become interference. Where parents repeatedly and insistently attempt to impose their views as to the educational process upon the school administration, the educational progress both of that child and of other students will be adversely affected. In such instances the parents will be requested to remove the child from the school.

RESOURCE SERVICES

RESOURCE ROOM

The purpose of the Resource Room is to provide small group instruction to students classified by the Child Study Team. The amount of instruction time provided is equivalent to the time spent on that subject area in the regular classroom. Help in strengthening visual and auditory processing skills is also included in the Resource Room program, if needed. All instruction is planned to specifically meet each student's individual educational needs. Grading in that subject area is the responsibility of the Resource Room teachers.

CHILD STUDY TEAM EVALUATION

Evaluations by a Child Study Team are provided (with parental consent) upon the recommendations of the school or parent. Children are recommended for evaluation only when other interventions have not been successful. The Child Study Team evaluation is a means of further studying a child's strengths and weaknesses in the educational, social and emotional areas. Results of the evaluation and recommendations are discussed with the parents and school (with parental consent). Parents receive reports of all evaluations.

REMEDIAL SERVICES

PL192-193 offers remedial services in communications and/or computation, English as a second language, and supplemental instruction to eligible non-public school students in grades K-8. Students referred by their classroom teacher are screened by the remedial teacher, and if found to be in need of help are placed in the program provided the space is available. Classes may be offered as many as three times a week and are conducted in groups of one to five children for 30-45 minutes.

PL192-193 teachers provide parents and school with written progress reports at least twice a year. These reports list the skills on which the student has been working, as well as a brief written report of the student's progress. These services are provided to our own students in the trailer located outside our gymnasium.

CORRECTIVE SPEECH

PL 192-193 offers services in speech therapy to eligible non-public school students in grades K-8. Students referred by their classroom teachers are screened by the speech therapist. If a speech problem is identified and intervention is needed, the child is placed in the program provided the space is available.

Therapy sessions are usually offered twice a week and are conducted in groups of one to three children for 30-45 minutes during the school day. Corrective speech classes are held in the trailer located outside the gymnasium. The speech therapist provides the parents and the school with written progress reports at least twice a year. These reports list the areas in which the student has been working, as well as a brief written report of the student's progress.

HEALTH OFFICE

HEALTH GUIDELINES

The school health program is provided to encourage the normal growth and development of your child's physical, mental and emotional needs.

First Aid

According to State regulations, treatment by the School Nurse is limited to first aid care for injuries occurring at school. Injuries occurring other than at school must be cared for at home.

Illness

Children should not be sent to school when there are symptoms of illness. We suggest a good health practice is to keep your child at home until an elevated temperature has returned to normal for sufficient time to indicate wellness. This is usually 24 hours.

Emergencies In cases of medical emergencies, the school will call an ambulance service and will make every effort to immediately contact the parent/guardian in order to facilitate necessary care.

Student Emergency Information

Every pupil is given a set of emergency information forms to be completed by the parent/guardian and returned immediately to the main office, a copy of which will be forwarded to the school nurse. It is extremely important for your child's welfare that at least four persons be designated for emergency referral and available, if needed. Notify the school immediately of any changes. A plan for your child in case of a school emergency closing should be completed on this form.

Student Health Records

It is very important for parents/guardians to continuously update the health office regarding their students' health status. Please write a note to the school nurse with the child's name, grade, homeroom, physician's name and diagnosis if the child:

- Receives further immunizations;
- Contracts a communicable disease;
- Suffers a broken bone;
- Develops Lyme disease, heart disease, a convulsive disorder, asthma or any other significant problem.

State Mandated Screenings

During the course of the school year, the following procedures will be performed to comply with the State of New Jersey's mandates:

- Vision Screening
- Hearing Screening
- Scoliosis Screening (Students 10 years of age and older)
- Height
- Weight

Immunizations

All registrants **MUST** present the following Health Records as required by the State Law of New Jersey:

DTaP/DTP – Age 1-6 years: 4 doses, with one dose given on or after the 4th birthday, OR Any 5 doses. Age 7-9 years: 3 doses of Td or any previously administered combination of DTP, DtaP, and DT to equal 3 doses.

Tdap – Grade 6 (or comparable age level for special education programs): 1 dose

Polio – Age 1-6 years: 3 doses, with one dose given on or after the 4th birthday, OR 4 doses
Age 7 or older: Any 3 doses

Measles – If born on or after 1-1-90, 2 doses of a live measles-containing vaccine on or after the 1st birthday.

Rubella and Mumps – 1 dose of live mumps containing vaccine on or after 1st birthday.
1 dose of live rubella containing vaccine on or after 1st birthday.

Varicella – 1 dose on or after the 1st birthday.

Hepatitis B – Kindergarten – Grade 8: 3 doses, OR age 11-16 years: 2 doses.

Meningococcal - Entering Grade 6 (or comparable age level for special education programs): 1 dose.

Medication

The administration of medication in the school is to be avoided whenever possible. The School Nurse shall administer no medication to pupils in school except and **ONLY** after all necessary approvals have been secured. "Medications" shall include all medicines prescribed by a physician for a particular pupil, including prescription and non-prescription drugs. It should be remembered that non-prescription, over-the-counter remedies (aspirin, creams, etc.) are medicines. Any use in school must be prescribed by a physician and requested via the correct procedure. Cough drops, lozenges, and the like may be used in elementary schools only upon a doctor's written request.

Before any medication is administered during school hours, the school shall require the written request of the parent/guardian, which shall give permission for such administration. This request shall be accompanied by a written order of the prescribing physician. The written statement of a prescribing physician shall include: (a) the purpose of the medications, (b) the dosage, (c) the time at which or the

special circumstances under which medication shall be administered, (d) the length of time for which the medication is prescribed, (e) possible side effects of the medication.

The “**REQUEST FOR ADMINISTRATION OF MEDICATION**” form can be obtained from the School Health Office. The School Nurse and Principal will review written requests for the administration of medication. Medication must be delivered to the School Nurse in its original container by the parent/guardian. A limited supply of medication can be kept in the school. Medication no longer required must be removed by the parent/guardian.

All medication will be appropriately maintained and secured by the School Nurse. The nurse may provide the principal and other teaching staff members who are concerned with the pupil’s educational progress with such information about the medication and its administration as may be in the pupil’s best interest.

The School Nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration.

The sole responsibility of the school shall be limited to the provision of adequate and proper supervision in administration of said medication. The parent/guardian is invited to come to the school to medicate the student if the above procedure is not convenient.

Please consult with the Principal or School Nurse concerning a student in need of medication while on a field trip.

Any further medication regulations in the Diocesan Handbook will be adhered to and any new state regulations as they occur.

Reporting on Abused and Neglected Children

Abused child means a child under the age of 18 years whose parent(s) or guardian(s), or other person having custody or control:

- Inflicts or allows to be inflicted upon such child physical injury, by other than accidental means which causes or creates substantial risk of death, disfigurement, emotional or physical health, loss or impairment of the function of bodily organs.
- Commits or allows to be committed an act of sexual abuse
- Allows a child to be impaired due to the failure of the parent(s), guardian, or such person(s) having custody or control to exercise a minimum of care (food, shelter, clothing, medicine, and education).
- Abandons a child so he/she is left unattended and without care and supervision

All school employees are required by law to report suspected abuse/neglect. As soon as an employee has reason to believe that a child has been abused, neglected, or otherwise needs protection, he/she must make a report through the principal to the Division of Youth and Family Services (DYFS). The obligation of the principal to report is not discretionary.

Anyone who reports suspected child abuse in good faith is immune from prosecution, liability, or criminal penalty. Failure to report under New Jersey law carries a penalty of up to \$500 fine and/or six months in jail.

**OUR LADY OF SORROWS SCHOOL
2011-2012 TUITION SCHEDULE**

RATE A – Families currently registered at OLS-SA parish (and Catholic families from another parish with a letter of good standing from their parish) who have met the 2010-2011 Tuition Rate Requirements listed below.

# OF STUDENTS	TUITION	Registration Fee
1	\$ 3,800.00	\$ 450.00 per family
2	\$ 6,880.00	
3	\$ 8,545.00	
4	\$ 10,700.00	
Each Add'l	\$ 2,675.00	

RATE B – Catholic families without a letter of good standing from their parish annually.

# OF STUDENTS	TUITION	Registration Fee
1	\$ 4,695.00	\$ 450.00 per family
2	\$ 8,265.00	
3	\$ 10,160.00	
4	\$ 12,635.00	
Each Add'l	\$ 3,405.00	

RATE C – Non-Catholic/Non-Diocese Tuition Rate

# OF STUDENTS	TUITION	Registration Fee
1	\$ 5,515.00	\$ 450.00 per family
2	\$ 9,860.00	
3	\$ 12,120.00	
4	\$ 15,096.00	
Each Add'l	\$ 4,020.00	

TUITION RATE REQUIREMENTS

All currently registered families (2009/2011) receive the same tuition rate (A, B, or C) for the next school year **only if they have fulfilled all of the following obligations:**

- Parents are expected to volunteer one bingo a year per child.
- Contribution of \$450.00 to Our Lady of Sorrows – St. Anthony Church to be contributed in the previous calendar year (January 1, 2010 – December 31, 2010); **OR**
- A letter from your parish advising that contributions have been made in the previous calendar year and that you are a parishioner in good standing.

* A non-refundable \$450 registration fee is required upon registration for all families. The use of scrip fundraising (gift cards) can still assist toward your tuition! Diocesan financial aid packets are available and are due to the diocese by June 30, 2011.

Please note: The required contribution to Our Lady of Sorrows-St. Anthony Church for the calendar year January 2011 to December 2011 will be \$15/week

Every family is expected to support the school through fundraising in order to keep tuition reasonable. We continue to be subsidized by our parish and it is important to realize that tuition and parish subsidy does not cover the per pupil cost **(\$6,562.00)** of educating our children. You can see this in the annual Parish Financial Report. Last year's subsidy amounted to **\$488,297.00** which consisted of **26%** of the total school expense. Your support of our parish and our school fundraisers is all the more significant.

-OLS School Board

Tuition Refund Policy

Tuition and fees will not be refunded if a student is dismissed.

If your child/children is/are registered and you terminate your contract before the school year begins in September, the tuition for July and August is not refundable.

Families that have selected Payment Plan #1—Payment in Full on their Tuition Agreement and Payment Plan #2 on their Tuition Agreement and terminate their contract between September and June will receive a refund for the months their child/children did not attend school. If your child/children attended ten school days that will be considered a full month and no reimbursement will be given for that month.

Families that have selected Payment Plan #3 monthly payments through Facts and terminate their contract between September and June, must notify the accounting office ten days before their payment schedule (the 5th or 20th of the month) is due so that contract with Facts Management Company will be terminated and tuition will not be drawn from your banking account. Facts will not refund tuition payments.

BINGO

When a tuition contract is signed, parents agree to volunteer to serve one Bingo per child during this school year. It is imperative that parents fulfill that obligation when assigned. Please consider volunteering for additional Bingo service. Realize that all the revenue from Bingo goes to the school and this revenue is a substantial factor in keeping tuition rates down. Given the revenue Bingo has generated in the past, working the Bingo is worth approximately \$200 in tuition per child per year. That is a substantial return for less than three hours work! Unfortunately, too many parents are not working Bingo when asked. The cost of not working Bingo should be obvious. Every Bingo a parent fails to work, costs the school \$200 and effectively contributes to raising the tuition for all.

APPENDIX A HEADING FOR PAPERS

The following are required headings for all assigned work:

Kindergarten:

Full Name _____

Grade One:

Full Name _____

Date _____

Grade Two:

Full Name _____ Date _____

Subject

Grades 3 to 8:

Full Name _____

Date _____

Subject, page # _____

In Grades 2-8 if there is no name on the paper, teachers may deduct five (5) points from the grade.

REQUIREMENTS FOR WRITTEN ASSIGNMENTS

In all Grades, the following will be standard practice:

- Teachers may deduct for spelling errors on papers
 - with word banks
 - when a textbook or dictionary is available for reference
 - that are final copies – essays, book reports, subject reports, etc
- Teachers may deduct for incorrect punctuation once taught
- Answers to questions must be written in complete sentences from first grade on.
- Cursive writing must be used from Grades 4 through 8
- Correct headings must be written on all papers
- The appearance of a student's work should be neat. This includes no ripped edges on papers, crumpled papers, crossed-out writing, etc. Teachers will deduct points from the grade for unacceptable appearance.

DISCLAIMER

THIS HANDBOOK OFFERS A GENERAL GUIDE FOR THE GOOD ORDER OF THE SCHOOL ITS FACULTY, STUDENTS AND PARENTS. THOUGH THE INTENT IS TO FOLLOW THE MANUAL, IT MAY BE NECESSARY TO DEVIATE FROM THE POLICY TO BETTER ADDRESS SPECIFIC CIRCUMSTANCES OR CONCERNS TO ATTEND TO MATTERS NOT SPECIFICALLY COVERED BY THE HANDBOOK. THE SCHOOL RESERVES ITS RIGHT, AT ITS SOLE DISCRETION, AND FROM TIME TO TIME, TO RESCIND, MODIFY, AMEND AND/OR SUPPLEMENT THIS HANDBOOK, IN WHOLE OR IN PART, AT ANY TIME.

The principal will give parents prompt notification of changes that are made to school policy.

July 2011

A CHILD LEARNS BY WHAT THEY LIVE
Author Unknown

If children live with criticism, they learn to condemn.
If children live with hostility, they learn to fight.
If children live with fear, they learn to be apprehensive.
If children live with pity, they learn to feel sorry for themselves.
If children live with jealousy, they learn to hate.
If children live with encouragement, they learn to be confident.
If children live with praise, they learn to be appreciative.
If children live with approval, they learn to like themselves.
If children live with recognition, they learn to have a goal.
If children live with fairness, they learn justice.
If children live with friendliness,
They learn the world is a nice place to live.