

# **OUR LADY OF SORROWS**

**CATHOLIC SCHOOL**

**PreK - 8**

## **HANDBOOK 2017-2018**

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

**...John Henry Newman**

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

<b>Msgr. Thomas N. Gervasio</b>	Pastor
<b>Mrs. Maureen Tuohy</b>	Principal
<b>Mrs. Pat Foley</b>	Nurse
<b>Mrs. Linda Campisi</b>	Bookkeeper
<b>Mrs. Fatma Engelhard</b>	School Secretary
<b>Ms. Francesca Gioe</b>	Office Assistant
<b>Mr. Roscoe Kelley</b>	School Custodian

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

<b><u>OLS Web Site</u></b>	<b><a href="http://www.olsschool.us">www.olsschool.us</a></b>
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**SCHOOL OFFICE HOURS**

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

**HANDBOOK PURPOSE**

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.

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

**DAILY SCHEDULE**

<b><u>Full Day</u></b>		<b><u>Half Day</u></b>	
7:45 AM	Arrival	7:45 AM	Arrival
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

## **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.

<b><u>LUNCH SCHEDULES</u></b>		
	<b><u>Cafeteria</u></b>	<b><u>Recess</u></b>
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

## **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.

## **MISSION STATEMENT**

***Our Lady of Sorrows provides an atmosphere rooted in the Catholic faith, dedicated to individual academic excellence, while preparing life-long learners and responsible Christian adults***

## REPORT CARDS and ATTENDANCE

Diocesan report cards are issued three times a year. Interim Progress Reports are sent mid-trimester to inform parents of those areas in which their child is being successful or needs improvement. Formal parent/teacher conferences take place once a year. Other conferences may be scheduled as needed.

Perfect Attendance means no full day absences. **Take Your Child To Work Day is the only “excused” day.** The day is indicated on the records, but does not affect Perfect Attendance. 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 except Health can be sent to their next school.

## 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 6-8-85 and above in all subjects & 3’s and 4’s in all specials.

Students with **N or U in conduct are not eligible for Honors.**

## MIDDLE SCHOOL GRADING PROCEDURES

Grades Six through Eight, the following criteria are used to determine grades in all subject areas and specials.

- 50% Tests
- 25% Quizzes and projects
- 10% Class participation
- 15% Homework completion

Students identified with Service Plans (formerly IEP’S) who are eligible for extra testing time will be allowed to take tests with the educational support teachers, or in smaller groups as needed.

**Art, Computer, World Cultures and Language, Music, and Physical Education contribute to the total development of each child. The grade reflects the child’s preparation for, participation in, and knowledge of the subject. (See Accountability Card for explanation)**

## 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. A teacher may accept late work only 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.

### 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, Integrated Language Arts, Math, Social Studies, Science) 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 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.

### 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.**

## Uniform Dress Code

<b>BOYS</b>		
	<b>Grades K-4</b>	<b>Grades 5-8</b>
<i><b>Pants</b></i>	Navy blue dress pants <b>must</b> be worn with a navy, black or brown belt at all times.	Same at all grade levels
<i><b>Shirts</b></i>	White polo shirt (logo preferred) tucked in at waist or white banded bottom polo shirt. Undershirt should be plain white.	White Button Down Oxford shirt. Ties with the winter uniform. (Red, Blue or School Plaid)
<i><b>Sweaters</b></i>	<b>School logo</b> navy blue sweater (vest, cardigan, or v-neck)	Same at all grade levels
<i><b>Socks</b></i>	White, black, or navy blue solid socks must be visible and the <b>ankle should be covered.</b>	Same at all grade levels
<i><b>Shoes</b></i>	<b>Solid</b> color navy, black, or brown oxford, tie shoe or loafer is required. Black sneakers may not be worn. <small>(Boots are changed to shoes in school )</small>	Same at all grade levels
<i><b>Jewelry</b></i>	<b>No</b> jewelry may be worn.	No earrings may be worn. A necklace or bracelet of a religious nature may be worn. Please no colored cords. A watch is permissible.

*Boys Continued*

<i>Grooming</i>	N/A	No facial hair; must be clean-shaven.
<i>Hair</i>	Hair cannot be in your eyes. <b>Length can not be beyond the collar.</b> <i>Extreme or faddish styles are not acceptable.</i> Spiked, shaved designs, or unnatural hair colors are not permitted.	Same at all grade levels
<i>Sweat-shirts</i>	Sweatshirts are worn only on PE days.	Same at all grade levels

<b>GIRLS</b>		
	<b>Grades K – 4</b>	<b>Grades 5-8</b>
<i>Dress Options</i>	<b>Tunic jumper</b> – navy and red plaid; Navy Pants ( <b>No skorts allowed.</b> )	Navy blue pants, plaid skirt, or skort. No shorter than 2” above the knee and with an unrolled waistband and a hem for growth allowance.
<i>Shirt</i>	White banded bottom polo shirt or white polo shirt tucked in at the waist (logo preferred). <b>Undergarments must be a light color.</b>	White Button Down Oxford Shirt
<i>Sweater</i>	<b>School logo</b> navy blue sweater (vest, cardigan, or v-neck)	Same at all grade levels
		Navy tights <b>must</b> be worn under the skirt



<i>Socks</i>	<b>Navy blue</b> knee socks or <b>Navy</b> tights.	(from 11/1 through 3/31) Navy knee socks are worn with the skort or with the summer shorts
<i>Shoes</i>	<b>Solid navy, black, or brown shoes</b> are required. Boat shoes can not have prints, metallic, or sequins. Dress shoes, sneakers, sandals, slides, clogs, platform, or heels over 1” are not permitted. (Boots are changed to shoes in school)	Same at all grade levels
<i>Jewelry</i>	One pair of small gold or silver post or small hoop earrings (not dangling) may be worn. Please no colored earrings.	One pair of gold or silver post or small hoop earrings (not dangling) may be worn. One necklace or bracelet of a religious nature may be worn. Watches are permissible.
<i>Grooming</i>	No makeup of any kind. Nail polish is not permissible.	No makeup of any kind. <b>Only clear or pale pink nail polish is permissible.</b> Students will be asked to remove any other colors.

## *Girls Continued*

<i>Hair Accessories</i>	Hair bands and hair ties must match the school plaid or be plain: <b>solid red, white, or navy blue</b> without polka dots, flowers, beads, or sequins. Decorative extensions and wraps are not permitted.	Same at all grade levels
<i>Sweatshirt</i>	Sweatshirts are worn only on PE days.	Same at all grade levels

### **Summer Uniform K-8 :**

Summer uniform (navy shorts with the appropriate socks) may be worn from the opening of school until October 31<sup>st</sup> and from April 1<sup>st</sup> until the end of the school year. Middle School girls using the skirt for summer must also wear shorts. Ties are not worn with the summer uniform for boys at Grades 6-8.

### **Gym Uniform Grades K-8 :**

- School T-Shirt (white or navy) with OLS logo
- **Solid** navy gym shorts
- Athletic shoes
- **Plain** White or Black athletic/ankle socks
- Navy OLS sweatpants and OLS sweatshirts
- **No jewelry on gym days**

### **Dress Up and Dress Down Days:**

- Appropriate dress is always a requirement.
- **Sleeveless or tank tops are not permitted.**
- **Imprinted items should be appropriate for school.**
- Shorts must be mid thigh and shorts/pants must not be too tight.
- No skim or cropped tops.

- Leggings may be worn under a shorter dress, but not alone. Yoga and exercise pants are not used for school.

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.

### 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 must be fostered by both school and home. Students should recognize responsibility and accept the consequences of their behavior. *The school administration reserves the right to waive and/or deviate from, any and all disciplinary regulations at their discretion.*

#### **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 both in and out of the classroom.
2. All students in Grades 3-8 will be issued an Accountability Card each trimester. This addresses minor infractions. Five signatures result in an after school detention.
3. Please note: (**Grades 4-8**) three or more signatures for disrespect/disruptive behavior will result in a “N” or “U” for conduct on the Report Card. With an N or U a student can not be on the Honor Roll.
4. This process encourages respect for each other, responsibility and organization. The ongoing record supports personal responsibility.

### 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. Any **serious** difficulties may warrant a detention to be issued and/or a parent conference may be requested or the intervention of the principal.

## **DETENTION**

We view the detention program as a positive aspect of taking responsibility and reflecting upon improving behavior. This after school intervention is scheduled with a note sent home in advance. The student reflects upon their behavior and determines avenues for improvement.

## **ALL GRADES**

**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.

## **DISMISSAL/WITHDRAWAL**

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. *The Catholic Church and this Catholic school recognize the parents as the primary educators of their children. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his/her child. This is a very serious decision that is not made lightly.*

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

## **HOMEWORK POLICY**

The faculty of OLS 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.

## **TYPES OF HOMEWORK**

- |                    |  |
|--------------------|--|
| <b>Preparation</b> | - Assigned before the formal lesson.             |
| <b>Practice</b>    | - Assigned after the skill or concept is taught. |

- |                   |   |
|-------------------|---|
| <b>Extension</b>  | - Assigned to extend and transfer ideas or skills beyond the classroom    |
| <b>Creativity</b> | - Assigned to put together concepts and skills in new and different ways. |

### **ARRIVAL AND DISMISSAL**

Students should arrive at school **no earlier than 7:30 A.M.** Supervision is not available prior to 7:30 **A.M.** All children arriving by car are to be dropped off at **Door 2.**

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

Students are dismissed at 2:20 PM. **Please check your monthly calendar for 12:20 dismissal days.** It is expected that parents of car riders arrive on time. Bus students are dismissed first, then walkers and riders. Students leave the grounds once they have been met by their parents. Parents electing to stay to use the equipment will be supervising their own children. We have no after school supervision other than the ASP program. ASP may be using the school grounds, please give this program priority and use the grounds outside of the program hours.

**At dismissal, car riders are to be picked up in the back lot nearest the field. Please, no parking in the area near the pre-school. 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.**

**Cars may not be parked in front of the school.** This area is to be kept clear at all times for emergency use and school buses. **Please help us to keep our school grounds safe for everyone.**

### **AFTER SCHOOL PROGRAM (ASP) and SCHOOL GROUNDS**

Our After School Program (ASP) provides enrolled children with supervision until **5:30 P.M.** (There is a charge for late pick up. Please see the ASP information) 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.

### **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. Only Middle School (Grades 6 to 8) remain in the cafeteria after 7:30 AM.

### **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 of **your residential district**; and children will receive a Student Identification Card with times and bus stop. 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. The bus company may contact the school asking us to address bus behavior. **Children causing disruption on the bus may be deprived of riding the bus for a period of time.** If a bus rider is being taken by car, please let the Office know. This will allow us to inform the bus driver of their absence.

### **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. This helps us to account for each of our students everyday.

### **TEL-SAFE (Student Absence)**

- Tel-Safe is designed to verify the safe arrival of the child to school each day.
- Parents call the school to report an absence or delayed start.
- An answering machine is available to receive calls 24 hours a day. All calls are to be made **before 8:30 AM**. After 8:30 we will be contacting your home to locate the child.
- 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 use of TEL-SAFE will make our job easier to confirm your child's safety.
- Parents are asked to use the following procedure when your child is **absent or late**:
  1. **Call the school 587-4140 by 8:30 AM and listen for the Tel-Safe prompt.**
  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, and forward a note to school. **TEACHERS MAY NOT BE EXPECTED TO PROVIDE PRE-PLANNED MATERIAL.**

**A note should 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. Continued regular attendance helps your child to do their best work. **We encourage doctor, dental, and orthodontic appointments after school hours.**

If a child must leave school for any reason during the day, a note explaining the early pick up should be sent to school. The child will be sent to the Main Office where the PARENT (or authorized adult) will 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 AM should report to the Main Office for a **LATE SLIP**. The Drop Off Door (Door 2) will be locked at 7:50 a.m. daily. Late students must enter via the front door near the Main Office. Tardy *beyond 4* can not receive Perfect Attendance Awards.

### **EMERGENCY AND EARLY CLOSING**

Emergency closing or delayed opening of school due to inclement weather will be announced over local stations. This is usually determined by the Hamilton Township Superintendent. The announcement states, "Hamilton Township Public will be closed or delayed." We also activate the Parent Messaging system to provide exact information about Our Lady of Sorrows.

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**. **PARENTS PLEASE 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 we will do our best to keep staff available in an emergency situation. We do need your support to ensure that each child can be safely picked up as soon as possible. It is essential that you discuss with your child the procedures you want followed. Emergency closings will be announced through the instant alert system. Ensure that your contact numbers are up current. **We have your most valuable asset.**

**PLEASE 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. We will make every attempt to contact you, please provide the best number.

### **BIRTHDAY TREATS AND INVITATIONS (K-5)**

When party invitations are 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 be returned to the home. Birthday treats sent in with the "birthday child" are for the children in the classroom. Students do not share the treats to each classroom. Please provide simple treats that do not require refrigeration prior to distribution.

### **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.

### **LOST AND FOUND**

Lost and Found items are kept on a table inside the cafeteria. Please label all items sent to school. We do our best to get lost items to the owner. Labeling helps to get items returned to the owner quickly.

### **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, should come to the Main Office and sign-in and obtain a visitor's pass.

**Parents are not to go directly to a classroom.** Please come to the Main Office first.

We wish to develop a sense of responsibility in our students, but forgotten items should be delivered to the Main Office, and the student will be called to the office.

### **FIELD TRIPS**

Field trips are privileges afforded to students to continue expanding their knowledge through fieldwork. 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.

### **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. We need your latest contact information. The following information is to be provided:

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

### **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 must be off and left in bookbags. They are not to be used during the school day without permission. Parents who need to reach their children should contact the Main Office. Use of a cell phone may result in disciplinary action, including confiscating the phone and/or detention.



### **BUILDING SAFETY (Fire Drills, Building Evacuation, Lock Downs)**

Fire Drills, Building Evacuations, and Lockdowns will be practiced on a regular basis. We make every effort to ensure that safety is a regular part of the school day with students taking an active role in the procedures. Also see our Visitors' Policy on page 17.

### **COMMUNICATION**

Communication is the key to strengthening a sense of community between the home and school. Ongoing communications is sent home from the teachers, Main Office and PTA. Parents receive progress reports three times a year in addition to report cards and conferences with teachers. In keeping with the Church's principles of justice and courtesy, it is advisable that parents, who have a concern with a teacher, communicate directly with the teacher first. Open communication between faculty and parents ultimately benefits our children.

### **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. A conference will be scheduled at a mutually convenient time. Formal conferences take place in the Fall for all students. Winter conferences are teacher requested, and may not be in place for every student.

**Parents should not visit a classroom without first checking in at the Main Office and receiving a Visitor's Pass.**

### **PARENT-TEACHER ASSOCIATION (PTA)**

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. Every parent is invited to attend both Executive Board as well as General Meetings. 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.

### **RESOURCE SERVICES**

We try to develop our schedules to offer smaller group instruction to students classified by the Child Study Team. Support is provided in the areas of Math and Integrated Language Arts (ILA). When appropriate, help in strengthening visual and auditory processing skills is also included. All instruction is planned to specifically meet each student's individual educational needs. Grading in that subject area is the responsibility of the specialty teacher.

## **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. Parents receive copies of all evaluation reports.

## **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, and if found to be in need, are placed in the program based upon availability. Classes may be offered several times a week by a specially assigned teacher within the school building; with scheduling consideration for the classroom assignments. 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.

## **CORRECTIVE SPEECH**

PL 192-193 offers services in Speech to eligible students in grades K-8. Students referred by their classroom teachers are screened by the Speech Therapist. If a problem is identified and intervention is needed, the child is placed in the program based upon availability. Corrective speech classes are held within the school building by a Speech Therapist. 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. A good health practice is to keep your child at home for 24 hours after a fever is present.

#### **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. Again, current contact numbers are important.

## **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 four persons be designated for emergency referral and availability. Notify the school immediately of any changes in your contact information. Your most precious possession is with us. 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

## **STATE MANDATED SCREENINGS**

During the course of the school year, procedures will be performed to comply with the State of New Jersey's mandates. Examples of these screenings are: Vision, Hearing, Scoliosis Screening (Students 10 years of age and older) Height and Weight.

## **MEDICATIONS**

The administration of medication in the school is to be avoided when possible. The School Nurse can only administer medication to pupils in school 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 can be administered, the "**REQUEST FOR ADMINISTRATION OF MEDICATION**" form must be completed. Forms are available in the Main Office, from the School Nurse, or from the school website. 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. The parent/guardian is invited to come to the school to medicate the student.

## **NONCUSTODIAL PARENTS' RIGHT TO INFORMATION**

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their child unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

## **OLS SCHOOL BOARD**

Our OLS School Board works for **your** family. They meet monthly to review expenditures, address marketing, and to develop realistic school tuition. 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 does not cover the per pupil cost (\$6,887)**.* This is well above the cost of your child's tuition. The parish is dedicated to the mission of Catholic schools and works to support the school costs. The work of the parish and PTA working together make your tuition costs attainable. Please support your child's education with school fundraisers and parish contributions. These two funding sources are allowing you to spend far less to give your child a superior education at Our Lady of Sorrows Catholic School.