

# OUR LADY OF SORROWS

CATHOLIC SCHOOL

Pre-K3 - 8



OUR LADY OF SORROWS  
PRE K-8 CATHOLIC SCHOOL

## HANDBOOK

2021 - 2022

**“Catholic Schools prepare every student to meet the challenges of their future by developing their mind, yes, but also their body, their soul and spirit.”**

...David Vitter

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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>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 3:30 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 a partnership between the parents, students, teachers and administration. 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"

**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. Catholic 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.***

**ACCREDITATION**

Our Lady of Sorrows School is accredited through COGNIA.

**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 PM	Classes End	12:10 PM	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>LUNCH SCHEDULES</b>		
	<b><u>Cafeteria</u></b>	<b><u>Recess</u></b>
Grades K - 4	11:00 -11:25	11:25-11:45
Grades 5 - 8	11:45-12:05	12:05-12:25

## REPORT CARDS

Diocesan report cards are issued three times a year and are viewed through the online portal, Genesis. Interim Progress Reports are sent mid-trimester to inform parents of those areas in which their child is successful or needs improvement. Formal parent/teacher conferences take place once a year in the Fall. Other conferences may be scheduled on an as needed basis at the request of the parents or the teacher.

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.

**A= 93-100**

**B= 85-92**

**C= 76-84**

**D= 70-75**

**F= 69 & Below**

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

## MIDDLE SCHOOL GRADING PROCEDURES

For 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 ASSIGNMENTS 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>
<b><i>Pants</i></b>	Navy blue dress pants <b>must</b> be worn with a navy, black or brown belt at all times.	Same at all grade levels
<b><i>Shirts</i></b>	White polo shirt (logo preferred) tucked in at waist. Undershirt should be plain white.	White Button Down Oxford shirt. Ties with the winter uniform. (Red, Blue or School Plaid)
<b><i>Sweaters</i></b>	<b>School logo</b> navy blue sweater (vest, cardigan, or v-neck)	Same at all grade levels
<b><i>Socks</i></b>	White, black, or navy blue solid socks must be visible and the <b>ankle should be covered.</b>	Same at all grade levels
<b><i>Shoes</i></b>	<b>Solid</b> color navy, black, or brown oxford, tie shoe or loafer is required. Black sneakers may not be worn. (Boots are changed to shoes in school )	Same at all grade levels
<b><i>Jewelry</i></b>	A necklace of a religious nature (cross, medal) 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.
<b><i>Grooming</i></b>	N/A	No facial hair; must be clean-shaven.
<b><i>Hair</i></b>	Hair cannot be in the 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>	Uniform sweatshirts are worn only on PE days.	Same at all grade levels
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<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. No jeggings or skinny pants may be worn in place of the blue uniform pant.
<i>Shirt</i>	White polo shirt (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
<i>Socks</i>	<b>Navy blue</b> knee socks or <b>Navy</b> tights.	Navy tights <b>must</b> be worn under the skirt (from 11/1 through 3/31) Navy knee socks are worn with the skort or with the summer uniform/shorts.
<i>Shoes</i>	<b>Solid navy, black, or brown shoes</b> are required. Boat shoes cannot be metallic or have prints, 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>	<b>One pair</b> of small gold or silver post or small hoop earrings (not dangling) may be worn. Please no colored earrings.	<b>One pair</b> 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. <b>Only clear or pale pink nail polish is permissible.</b> Students will be asked to remove any other colors.	Same at all grade levels.
<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>	Uniform 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 except for Mass.

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

- School T-Shirt (white or navy) with OLS logo. (**Not** Spiritwear shirts)
- **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, dresses and skirts must be mid-thigh and shorts/pants must not be too tight.
- No skim or cropped tops, no rompers.
- Sneakers must be worn on PE days.

- Leggings may be worn under a shorter dress, but not alone. Yoga and exercise pants are not permitted 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.**

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 choices 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. Three (3) signatures result in an after school detention.
3. Please note: (**Grades 4-8**) three or more signatures for disrespect/disruptive behavior will result in an “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.

## **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.

## **DETENTION**

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

## **SUSPENSION**

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. Formal suspension is a major step toward possible dismissal. In school suspension is preferred if the conduct of the individual student does not pose a threat to others, and may last up to three (3) days. Out of school suspension will not exceed ten (10) days. Credit will be given for student work performed during suspension when work is required for grading purposes.

The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. Fairness requires that the principal or his/her designee promptly take the following steps:

- Provide written notice to the student and his/her parents of the charges.
- Provide an opportunity for the student and his/her parents to present the student’s account of events and provide mitigating information.
- Confer with any school personnel or appropriate witnesses who may have information about the event or course of events.
- Provide written notice of the decision to the student and his/her parents.

The principal or her designee should resolve the matter as quickly as possible, in most cases within one school day. The principal should balance the need to gather relevant information with minimal disruption to the learning program of the student involved.

## EXPULSION / WITHDRAWAL

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Expulsion, if warranted, is addressed by the Office of the Superintendent. 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.*

While it is not possible to enumerate all cases that could result in expulsion, the categories of cases listed below should provide guidance as to behaviors that may rise to the level of severity warranting expulsion:

- arson
- assault of any kind
- continued and willful disobedience or /defiance of authority
- alleged criminal activity, including pending criminal charges or indictment
- cyber-bullying
- extortion or attempted extortion
- fighting
- gambling for financial gain
- gross disorder including mob action
- defacing or destruction of school property or another student or employee
- harassment, of any kind, of students or personnel
- hazing of a student or group of students
- inappropriate use of cell phone
- violation of the Acceptable Use Policy (use of the internet and digital devices)
- improper use of social networking sites

- noncompliance with behavioral contract
- possession of a weapon or look-alike weapon
- possession and/or trafficking of pornographic materials
- possession, use and/or sale of an illegal substance
- vaping and/or use of electronic cigarettes
- verbal and/or physical threats

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

### **HARASSMENT, INTIMIDATION AND /BULLYING**

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

#### **Definition of Harassment, Intimidation and Bullying**

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal, or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements or disputes typical of a particular age group.

#### **Retaliation**

Retaliation for reports of harassment, intimidation and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

#### **Reporting Incidents of Harassment, Intimidation and Bullying**

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day.

## **Resolving Complaints of Harassment, Intimidation and Bullying**

The school official designated to handle complaints under this policy may address the complaint of harassment, intimidation, and/or bullying through an informal procedure. The informal procedure must maintain the hallmarks of fairness, which include: (1) prompt notice to the student(s) and their parent(s) of the charges; (2) an opportunity for students involved to present their accounts of the event; (3) conferences with the reporting person and any appropriate witnesses or school personnel; and (4) consideration of privacy interests of the students involved, particularly during the investigation process. If the incident is one which suggests suspension or expulsion, the aforementioned suspension or expulsion actions should be followed.

Confidentiality and privacy concerns are almost always implicated in situations involving complaints of harassment, intimidation, and/or bullying. The school must balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process may only be shared on a “need-to-know” basis with those directly involved in the incident and investigation. Additionally, information may be shared with senior administration officials, including the superintendent and his/her designee.

A range of responses may address the complaint of harassment, intimidation and/or bullying. The response will depend on the context and circumstances of each case. Counseling may also be recommended. Factors to consider in determining the appropriate disciplinary response include:

- age, developmental and maturity levels of the students involved
- degree of harm
- nature and severity of the conduct
- history or pattern of behavior
- relationship between students involved

Remedial measures may also be appropriate. Examples of remedial measures include changing class assignments or schedules where possible, counseling, parent conferences, ongoing monitoring of behavior, a behavior contract, and programming on relevant issues for the student body and parents. Support for faculty members is recommended with professional development on harassment, intimidation, and bullying. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when resolving a complaint of harassment, intimidation, and/or bullying.

## **Cyber-Bullying**

Cyber-bullying is a form of harassment, intimidation, and/or bullying. In some cases, violations of the school’s policy on the acceptable use of technology may also violate this policy.

Examples of cyber-bullying include, but are not limited to:

- posting inappropriate pictures or personal information of a student or individual on the internet,
- using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual,
- sending harassing, intimidating, or inappropriate text messages, or email about or to another student or individual.

When an instance of cyber-bullying is initiated outside of school and then enters into the school environment, the parents of the students involved will be informed of the situation by the school principal or designee.

### **TRANSFERS AND WITHDRAWALS**

Accepting transfer students will be on a trial basis. The parent/guardian will sign a probationary contract before the student is allowed to attend school. At the end of the first month of school the principal, homeroom teacher and the parents along with the student will meet to assess the student's progress at the school. If the administrators, teachers, or the parents do not see the student making progress during the first month, then the administrator and/or the parents may choose to transfer the student to a different educational environment.

All fees except the non-refundable registration fee will be returned to the parent/guardian. If the student remains past the first month then the tuition and fee policy of the school remains intact. This policy only applies to transfer students accepted on probation for the first month of his/her acceptance.

The administrator may accept a student transferring from a public school or Roman Catholic school based on the following criteria:

- adequate space is available
- parents/guardians must sign the transfer forms permitting student's records to be sent to the new school
- reasons for transfers that do not involve a change of residence is reason for the administrator to make an inquiry
- student is conscientiously seeking Roman Catholic school education
- when there is a change of residence, every effort will be made to accept a student transferring from one Roman Catholic school to another

In all cases of transfers, arrangements will be made for the reception and transfer of all transcripts and records between schools directly. If a parent wants to transfer a student from one Roman Catholic school in the Diocese of Trenton to another school in the Diocese of

Trenton the principal of the receiving school should, as a courtesy, call or email the principal of the previous school and inform the principal of the impending transfer request.

Parental/guardian permission must be obtained to forward an IEP/ISP Service Plan to another school. Schools in the Diocese of Trenton do not write 504 Plans but can accept students with a 504 plan from a public school. The principal must review the contents of the 504 plan and inform the parent what accommodations written in the 504 plan can reasonably be implemented at the local school. The parent/guardian must agree to the accommodations in writing before the student is accepted to the school.

Any outstanding monies payable to the original school that the child attended are to be satisfied prior to being accepted at another Roman Catholic school.

### **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 **by 7:45 A.M.** Students may be dropped off at Door #2 beginning at 7:15 A.M. Supervision is not available prior to **7:15 A.M.** **All children arriving by car** are to be dropped off at **Door #2.**

At **7:50 AM**, the school day begins with announcements and school prayer. Students should 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 the online monthly calendar for 12:20 PM 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, so 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 **6:00 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.

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 AM**, 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 ARE NOT 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 and their parents must come in to sign their child. 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.

### **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 School Messenger 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, so please provide the best number.

## **BIRTHDAY TREATS AND INVITATIONS (Pre 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 **nut-free** treats that do not require refrigeration prior to distribution.

## **BOOKS AND BOOKBAGS/BACKPACKS**

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 or backpack 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.

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

Fire Drills, Building Evacuations, Shelter in Place, 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.

## **VISITORS**

To enhance school safety, all doors are locked to outsiders. **ONLY** the front door will 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, so 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 required to ride on the bus with the students, and 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 backpacks. 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.

### **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 via email, the School Messenger System, phone calls and handwritten notices. Parents receive progress reports three times a year in addition to online 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. Then if necessary, the Principal can be included in the conversation in conjunction with the teacher and parent.

## **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 first 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 English Language Arts (ELA). 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. These recommendations are based upon classroom performance, standardized test scores, and social interactions. 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. Supplemental classes and/or In-class support 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.

### **NURSE'S 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 NJ 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. The following guidelines should help parents/guardians determine when to keep a child home:

- Vomiting and/or diarrhea – children should not have had diarrhea and/or vomiting for 24 hours before returning to school.
- Fever greater than 99.6 degrees – Children should be fever-free for 24 hours without the use of fever-reducing medications, before returning to school.

- Persistent dry or productive cough
- Unexplained rash on any part of the body
- Crusty drainage and/or unexplained redness of one or both eyes
- Cold symptoms associated with fever and/or lethargy
- Sore throat accompanied by white “dots” on throat and/or fever
- Children being treated with antibiotics should be on medication for 24 hours before returning to school. Prescription and non-prescription medications may be administered during school hours. Any medication that is to be administered during school hours:
  - a. Must be accompanied by a note from the parent/guardian
  - b. Must be accompanied by an order from a physician, dentist, or orthodontist containing the child’s name, date, medication, dosage, time of administration, diagnosis, length of time order is in effect and physician’s signature
  - c. The prescription must be in original container (many pharmacists will provide a separate container for school). Over-the-counter items must be in the original packaging

### **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
- Suffers a concussion
- Receives an updated Physical Examination (required every 3 years).

### **STUDENT ALLERGY POLICY**

Reasonable policies for handling of student allergies have been established to both protect the well-being of our students and be realistically manageable in a large, multi-use building. The following policies are in place with regard to student allergies:

1. Since Our Lady of Sorrows School building is used by various parish groups and outside organizations, we cannot guarantee that allergens will not be brought into the building. Therefore Our Lady of Sorrows School is not able to guarantee an allergen-free environment that will meet the needs of students with severe inhalation/touch allergies.
2. However, we are able to take reasonable steps to protect students from allergens during the school day. These steps include:
  - a. Preferential seating during lunch and the After School Program
  - b. Allergen free classroom materials (Play doh, blocks, manipulatives, books)
  - c. Prior notification of food to be served at classroom parties
  - d. Classroom identifier "Nut Free Classroom" outside classroom door
3. Our Lady of Sorrows is able to provide ready access to Epi-Pens and anti-allergen medication (such as Benadryl) to students during the school day. This is accomplished by the parents sending the school nurse an Epi-Pen with Doctor's orders, which will be kept in the Nurse's office. Any anti-allergen medication must also have Doctor's orders, and will also be kept in the Nurse's office. Any student attending the After School Program (ASP) with these types of allergies must also send in an Epi-Pen to the ASP program.

### **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. The mission of the Our Lady of Sorrows School Board is to advise our Pastor and Principal on operational and innovative initiatives in support of the school's educational, spiritual and financial goals, and to communicate effectively with the school community at large. 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.*** 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. 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 allow you to spend far less to give your child a superior education at Our Lady of Sorrows Catholic School.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

"Technology must be at the service of the human person...in conformity with the plan and the will of God... This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all." (Catechism of the Catholic Church, #2293, #2294)

**We believe that technology including the World Wide Web is a tool that needs to be respected and used for the enrichment of learning.** It is important that we understand that schools are founded for faith development and that all tools are used in the education process. The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the Acceptable Use Agreement, the individual agrees to appreciate **the resource** advantage of all technology and not use it in any manner that violates these values and ideals.

*Definition: In this policy the term technology refers to all electronic devices including but not limited to digital media, software and apps, network systems (between users and internet), electronic communications such as cell phones, texting, and e-mail.*

## **PURPOSE**

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Parent permission is required for posting students' pictures and information on the school website.

## **ADMINISTRATORS'/TEACHERS' RESPONSIBILITY**

Administrators, teachers, support personnel and students access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

If the school develops a policy that allows the teachers and students to bring in their own electronic devices (BYOD) it is the administrators' and teachers' responsibility to ensure that this Acceptable Use Policy contents are adhered to and by all administrators, teachers, support staff and students in the school. If the school has a local policy then that policy must be aligned with the diocesan school policy.

## **STUDENT SUPERVISION**

In order for a student to gain access to school-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign the Technology Acceptable Use Policy. Students utilizing technology resources are responsible for their behavior in accordance with the school's disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked in school.

- Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly. The privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school Internet through the school or personal device they have brought to into school. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.
- Administrators, teachers, support personnel and students will not use any school technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.
- Administrators, teachers, support personnel and students will not post any photographs of the students without written permission of the parents. Students' photos that are posted on the internet should not have any identifying information connected to the photos without parent/guardian permission; such as but not limited to name, address, phone number, school, grade, hobbies and e-mail addresses.
- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology,

- including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.
- Teachers, support personnel and students will not remove technology hardware or software from the school without permission of the administrator(s).
  - Administrators, teachers, students and support personnel will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.
  - Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.
  - Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.
  - Students will not use the school technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
  - Teachers, support personnel and students will not subscribe or use fee based on-line services in school without the prior written approval of the school administrator(s).
  - Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.
  - Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his / her parents or guardians.
  - Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
  - Administrators may request that certain Internet sites are blocked or unblocked if they are deemed necessary for educational purposes.
  - All students will be informed on Student Participation on Social Networking sites.

### **STAFF RESPONSIBILITY**

All school staff members are responsible for supervising students using technology and are obligated to read, understand and adhere to the procedures and enforce the rules concerning acceptable use of school technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the school's disciplinary code.

### **PARENTAL RESPONSIBILITY**

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As

such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

## **GUIDELINES**

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel and students will not make unusable or inaccessible any individual's computer data files and/or programs.
- Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another user's credentials.
- Teachers, support personnel and students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Teachers, students and support personnel will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.
- Students who sign Borrowed Laptop/Chromebook Agreement Forms are responsible for the handling and care of all borrowed laptops/Chromebooks and cords, including payment for

damages or lost computers and or cords, and for returning said computer and cord back to Our Lady of Sorrows.

**Any actions or comments that are viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.**

### **REMOTE LEARNING**

As witnessed during the 2020 – 2021 school year, there are times when learning cannot take place in the school building and Remote Learning must be utilized. In the event a switch to a Remote Learning environment must happen, the following protocols will be followed:

- Parents will be notified as soon as a decision has been made to move to Remote Learning via letter, phone call or School Messaging system.
- Information regarding reason, time frames, and classes affected will be provided as information becomes available, while observing privacy protocols.
- Students will be sent home with the materials necessary to complete school work. If a laptop is needed, the school will provide equipment that may be borrowed while remote.
- Remote Learners are required to attend all scheduled classes, and complete and submit all assigned work as directed by the teachers.
- Students who are on Zoom or any other video based class must be visible, dressed appropriately, seated at a desk or table, and have all materials readily available.

**All Policies and Procedures are at the discretion of the Principal and the Pastor. Based on individual circumstances, additions, corrections and deletions may be warranted during the course of the school year, and will be made directly to the Handbook.**