



# Academy of Our Lady Parent-Student Handbook 2018-2019

V.1 Oct.

This handbook is designed to serve as a link between the home and school. It contains the ideals, values, standards, regulations and procedures of Academy of Our Lady. The Handbook exists to foster the efficient operation of the Academy of Our Lady. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, therefore, the Principal has the discretion to take action other than those specified in the Handbook.

Please read the Handbook carefully and retain it for future use. We hope that this Handbook will help the home and school speak with one voice as we go about the important task of educating our children.

The task of educating and forming children at their earliest stages of formal learning is awesome. How wonderful it is that you have chosen to educate your children in a God centered environment. We are grateful for your trust. It indeed will be God who is our support and guide.

### Non-discrimination Policy

The Academy of Our Lady admits students of any race, color, national and ethnic origin to all privileges, programs, and activities generally accorded or made available to students at the school. The Academy of Our Lady does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### Purpose and Use of the Handbook

This Handbook exists to foster the efficient operation of the Academy of Our Lady. It has been compiled according to Archdiocesan guidelines to inform you of school policy and procedures. To meet this objective, the school administration is given flexibility and the right to exercise discretion. In appropriate circumstances, the principal has the authority to take actions beyond those specified in the Handbook. Hopefully, this Handbook will serve as a ready reference to assist you in knowing more about the school. This Handbook does not create any additional rights for students or parents/guardians.

### Amendments to the Handbook

The Handbook is subject to change at any time when determined to be necessary by the school administration.

## **MISSION STATEMENT**

We the people of the Academy of Our Lady, are a faith-filled community dedicated to living Gospel values and serving as a reflection of Jesus' love.

We are committed to the mission of educating students to become life-long learners through a rigorous curriculum guiding their spiritual, intellectual, physical, emotional, and social growth. Each child is encouraged to develop to his or her fullest potential in family, church, school, country, and global communities.

## **Belief Statements**

We believe...

.....That Academy of Our Lady is a faith-filled Catholic school community dedicated to living Gospel values.

.....That through worship, service, and our everyday lives, we will be a reflection of Jesus' love.

.....That service learning will develop students into selfless and actively involved Catholic Christians.

.....That by reinforcing the Gospel message through interaction within the global community, we embrace cultural diversity to bring us closer together within our Church Family.

.....That we need to educate the whole child spiritually, intellectually, physically, emotionally, and socially.

.....That a challenging curriculum will develop students into critical thinkers, problem solvers, and lifelong learners.

.....That instilling in each student the desire to make the right choices based on self-discipline will enable them to develop a value system and moral consciousness consistent with Catholic teachings.

.....That a relationship based on cooperation and mutual respect is fostered among administration, teachers, parents, and students to encourage students to achieve their fullest potential and growth within a Catholic environment.

.....That technology and innovation are utilized to pave the way for students to be successful now and in the future.

.....That we need to continue to provide a safe environment for students, and to thereby better prepare them to be safe at all times and in all situations.

## ROLE OF PARENTS

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

*-To Teach As Jesus Did*

The community of the Academy of Our Lady will strive to assist parents in the education of their children. However, parents are the primary educators of their children and must weigh seriously their obligation to educate their children in an atmosphere which teaches community, doctrine, and service. To accept the role of parent-teacher team, parents can be of great assistance to the Academy of Our Lady in maintaining, quality Catholic education by:

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

## ROLE OF STUDENTS

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

*-Theodore Roosevelt*

No one can accomplish anything without effort. Trying is essential to all here in our community of the Academy of Our Lady.

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

Students of the Academy of Our Lady should:

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

## ADMISSION – REGISTRATION POLICIES

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

### A. ADMISSION CRITERIA

1. Registered Parishioners, with siblings already in school or graduates.
2. Siblings of currently enrolled students or graduates.
3. Registered Parishioners.
4. Catholic Students registered in other parishes other than St. Catharine’s or OLMC.

5. Non-parishioner.

B. TECHNICAL REQUIREMENTS

1. Children registering for Kindergarten are to be five years of age by October 1<sup>st</sup>.
2. Children registering for PreK Four are to be four years of age by October 1<sup>st</sup>.
3. Children registering for PreK Three are to be three years of age by October 1<sup>st</sup>.
4. Children registering for PreK Two are to be two years of age by October 1<sup>st</sup>.
5. All registrants are to present birth and baptismal certificate. All dates for all sacraments must be complete.
6. Students registering for an upper grade are to present a copy of the latest report card, submission of the standardized test scores, and a letter of recommendation from the principal or teacher from the former school are required. The principal reserves the right to interview all transfer students and families. Also, these students will be on both academic and behavioral probation for their first trimester.
7. All registrants must present the following Health Records as required by the State Law of New Jersey:

DPT A minimum of 4 doses of DPT vaccine is required. One dose must have been administered on or after the fourth birthday.

Tdap Any child born after 1/1/97, or enrolled in Grade 6 or above after 9/1/08, will be required to receive a booster dose.

POLIO A minimum of 4 doses of oral or inactivated polio vaccine is required.

MMR Measles, Mumps, and Rubella: A minimum of 2 doses is required, provided both doses are given on or after the child's first birthday.

MANTOUX For Tuberculosis given after the child's first birthday.

HEPATITIS B Every child born on or after 1/1/96 shall have three doses of Hepatitis B virus vaccine. Every child entering into kindergarten and first grades shall have received three doses of Hepatitis B virus vaccine appropriately spaced in accordance with 8:13-4.16. Every child born on or after 1/1/90 and entering sixth grade shall have received three doses of Hepatitis B vaccine.

VARICELLA One dose given on or after the first birthday or proof of disease immunity by a doctor is required.

HAEMOPHILUS B (Hib) 3 doses with booster.

MENINGOCOCCAL Any child born after 1/1/97, and enrolled in Grade 6 or above, will be required to receive 1 dose vaccine (as Menactra). This applies to students when they turn 11 years and attending Grade 6.

PNEUMOCOCCAL CONJUGATE VACCINE (PCV) Every child 12 months through 59 months of age enrolled in/attending preschool or childcare center on or after 9/1/08 shall have received at least one dose of PCV on or after their first birthday. (Prevnar)

INFLUENZA VACCINE Children six months through 59 months of age attending childcare or preschool on or after 9/1/08, shall receive at least one dose of influenza vaccine between September 1 and December 31 each year.

Proof Required by State Law:

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

8.A non-refundable registration fee is required upon registration.

9.Kindergartners and new students entering other grades are required to have a complete physical by August 15<sup>th</sup> and the forms provided for this at the time of registration must be completely filled out and returned to the School Office.

10.Parishioner rate applies to all churches in the Archdiocese of Newark.

11.Academy of Our Lady admits no discrimination with regard to race, color, national origin or ethnic background in determining eligibility for admission.

12.If a grade is filled to capacity, a parent may choose to be on a waiting list. This is for one academic year only. Re-registration is required for the succeeding academic year.

## HEALTH REGULATIONS AND SERVICES

ALL regulations in accordance with the State of New Jersey Health Department **MUST** be observed. Health Records will be kept up-to-date by the school nurse. Please cooperate with the school nurse when necessary information is requested. If pertinent information is not presented within a reasonable time, the child will be excluded from school until such data is procured.

Information pertaining to physical examinations and various health testing is submitted to the parents by the school nurse. Parental consent is required for the physical examinations and some testing. Referral slips will be sent to the parents containing any recommendations made by the school physician/nurse.

Physical or dental appointments are not to be made during school hours unless there is no other possibility.

If a child becomes ill or injured during school hours, every effort will be made to notify you or the person whose name and phone number are listed on the Emergency Procedure Form. This form is sent to you at the beginning of the school year for completion and will be kept on file in the Main Office. Please do not list the names of persons who are working and who cannot be easily reached.

No child will be sent home from school unless he/she is accompanied by parents or a person authorized by parents.

- If a child is ill, please keep him/her home until fully recovered. The school does not have the facilities or personnel to care for children who cannot go outdoors at lunchtime or for their normal school activities. Please remember our school policy - if your child is not well enough to go outside, they are not well enough to be in school.

In case of hospitalization or contagious illness, please notify the Principal at once. Also, if a child has any particular health problem or allergy, be sure to notify the Principal and the school nurse so that this may be recorded on the child's health record.

The following MUST BE FOLLOWED for your child to return to school:

Strep Throat: Fever free and on medication for 24 hours and a note from the physician stating that the child is not contagious and may return to school.

Conjunctivitis (Pink Eye): On medication for 24 hours and a note from the physician stating that the child is not contagious and may return to school. Discharge from the eyes must NOT be present.

Cold: Child must be fever free for 24 hours.

Lice: The child must have had a treatment with a special Lice shampoo and scalp and hair must be nit free.

Impetigo, Ringworm, Scabies: The child must be on medication for 24 hours and present a note from the physician stating that the child is not contagious and may return to school.

Accidents: If an injury occurs over the weekend, seek medical help at the time. DO NOT wait until Monday for the nurse or first aid persons to evaluate the injury. The office is not equipped to diagnose or prescribe treatment; that should be done by a medical doctor.

Children will be sent home from school if these regulations are not followed.

The following is the procedure followed for an ill student:

1. The child's temperature is taken.
2. The child's color and appearance are evaluated.
3. Notification to parents or guardian that the child is sick and should go home is made.
4. If unable to reach parent/guardian, persons listed on the emergency form will be notified.
5. The parent or person taking the student home must sign out in the office.
6. The child is not permitted to walk or take a taxi home alone.

### MEDICATION POLICY

No medication may be given to a student either by a nurse or any individual on staff without:

1. A written order from the physician.
2. A note from the parent giving permission for the medicine to be administered.
3. The medication must be in a clearly labeled and identified pharmacy container.
4. If medication is a non-prescription drug, we need a note from the doctor as well as the parent giving permission to give this medication.

APPROPRIATE PERMISSION FORMS FOR MEDICATION CAN BE  
FOUND ON THE WEB PAGE OR IN NURSE'S OFFICE.

YOUR COOPERATION IN THESE MATTERS IS GREATLY APPRECIATED.

## POLICY ON ADMINISTRATION OF EPINEPHRINE

As permitted by New Jersey law, the School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

### *Parents/Guardians Authorization and Agreements regarding Liability*

Written authorization for administration of the epi-pen must be received from the parent or guardian of the Student. The parents/guardians of the Student shall be notified that upon administration of the epi-pen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the Student. The parents/guardians of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury, as provided by law.

### *Administration of the Epi-Pen by the School*

The School nurse shall have primary responsibility for administration of the epi-pen. In the absence of the School nurse, another School employee designated and trained in administration of the epi-pen by the School nurse pursuant to New Jersey law – may administer the epi-pen.

## **PHYSICAL FOR PARTICIPATION IN SPORTS**

Students who will be participating in the Sports Program here at the Academy of Our Lady (as known as AoOL) will be expected to get a yearly physical. Forms will state when they are due. Failure to have these forms in by the date required will eliminate your son/daughter from participating in any sports.

## **INSURANCE**

Student Insurance is provided by the school through the Christian Brothers. Any accident must be reported to the school authorities. Parents must request accident report forms from the School Business Manager.

## **TRANSFER PROCEDURES**

Parents of students transferring to another school **MUST** notify the Principal in advance of the date of transfer. The following information should be given at that time:

1. Name and grade of the student.
2. Birth date of student.
3. Reason for transfer.
4. New address, if applicable.
5. Name, address (including zip code) of new school the child will attend.
6. Last date on which child will attend the Academy of Our Lady.

Note: Upon receipt of the above information, the records will be forwarded immediately to the new school provided **ALL TUITION AND FEES ARE UP-TO-DATE.**

## **SCHOOL HOURS**

Student Arrival	Grades K-8	8:00 am
Dismissal	Grades K-8	2:55 pm

See website for PreK, Morning Care and After School Program hours.

Faculty meetings are held once a month on the First Friday unless otherwise noted on the calendar. Therefore, there will be a 12:15 dismissal on these days.

In-service or teacher workshops are announced in advance and parents are notified by the calendar, memos and announcements.

## **ATTENDANCE**

Every parent has the responsibility of making certain that their child attend school every day. Regular attendance and punctuality are of great importance to the student if he/she desires to attain good scholarship.

Parents of absentees must call the school nurse before 8:00 am to report the reason for the child's absence and request homework. If no call has been received by 8:45 am, the school nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the student returns to school after an absence, he/she MUST present to the school nurse a note signed by parents or guardian, stating the reason and the Length of the absence. If the absence is due to illness, the nature of the illness (e.g. strep throat, respiratory infection, chicken pox, etc.) must be stated in the note. These notes must be kept on file. The writing of this note is the responsibility of the parent.

If a child is absent for five days or more, he/she MUST present a doctor's note before re-entering class. These notes are kept on file. If a student comes in without a note from the doctor, he/she will stay in the nurse's office until a parent comes to take him/her home or brings the note.

Excessive absenteeism, (16 days annually) unless for serious medical reasons, can possibly mean retention in a grade.

***Excessive Scattered Absence***—Excessive scattered absence which results in poor academic performance, or is a manifestation of a lack of commitment to the education process, or demonstrates other difficulties may be the basis of decisions regarding promotion, withdrawal, etc.

***Absence from School and Participation in School Activities***—If a student is absent from school because of illness or disciplinary action she/he will not be permitted to take part in extracurricular or athletic activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, the school reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

***Truancy***— A student who deliberately does not come to school, contrary to the wishes of his/her parent/guardian, is considered truant. The student will not be admitted back to school until a conference has taken place between the parent/guardian and the principal. Habitual truancy will be reported to the Attendance Officer of the child's district of residence.

### **VACATIONS WHEN SCHOOL IS IN SESSION ARE NOT RECOMMENDED.**

Scheduling family trips or vacations during school time is discouraged. Parents/guardian requesting permission to take a child out of school for such trips or vacations should realize that the child will be marked absent during the period she/he is not in school.

When vacations are taken during regular school days, schoolwork and or assignments may not be available in advance, per teacher's preference. ALL class work and tests are to be made up when the child returns. It is the responsibility of the parent/guardian and the child to complete all missed class work and assignments when the child returns to school. No child should be absent during standardized testing weeks. It is absolutely essential that each student be tested during the specified weeks.

**High School Visitation-** Any student in the eighth grade will be allowed to visit three high schools of their for "Freshman for a Day" Programs. Parents/guardians must request permission to take a child out of school for visitation. All class work and tests are to be made up when the child returns. It is the responsibility of the parent/guardian and the child to complete all missed class work and assignments when the child returns to school.

**Bring Your Child to Work Day-** Parents/ guardians requesting permission to take a child out of school for visitation to their place of work should realize that the child will be marked absent during the period she/he is not in school. ALL class work and tests are to be made up when the child returns. It is the responsibility of the parent/guardian and the child to complete all missed class work and assignments when the child returns to school.

### **TARDINESS**

Every student is expected to be punctual. The school day begins for children in grades K - 8 at 8:00 am. A student who is tardy MUST receive a late pass from the office. Absenteeism and tardiness are marked on the permanent record of the student.

Early Dismissal - The school calendar indicates the days on which students will be dismissed at 12:15 pm. On those days the supervisory responsibility of the school ends at dismissal except for those children who are enrolled in the after school program.

### **EMERGENCY CLOSING & NOTIFICATIONS**

School Messenger (a reverse 911 system) calls can provide texts and emails to notify parents of either a closing or a delay or any other school wide notification. PLEASE DO NOT HAVE YOUR PHONE TURNED OFF. WE ARE NOT RESPONSIBLE IF YOU ARE NOT NOTIFIED UNDER THESE CONDITIONS. It is the parent or guardian's responsibility to make sure the School Messenger contact information is up to date.

In the event of inclement weather, the Academy of Our Lady will typically follow the same procedures as the Glen Rock Public Schools. This also includes delayed openings. There is no Before Care Program on delayed opening days.

You may also check the school's website. Please do not phone the Rectory or the School. If an announcement is not given, school will be in regular session.

If parents deem the weather to be bad and decide to keep children home, the rules of absenteeism must be followed.

### **HOME SCHOOL COMMUNICATIONS**

Appointments with School Personnel - Parents/Guardians who wish to meet with the Principal, a teacher, or any member of the School staff must contact the office or the teacher to arrange a mutually convenient time. For the sake of good order in school, parents or guardians may not approach staff members during the school day without arranging an appointment beforehand. Staff members who wish to communicate

with the parents/guardians of a student may do so by telephone, letter, e-mail, or at a mutually convenient appointment.

Regular Communication with All Parents – Typically every Wednesday there will be notices and announcements made through the “Green Envelope” link on the homepage of the website.

Website – the school web site Located at [www.academyofourlady.org](http://www.academyofourlady.org) is the primary source of information about the school. We will make every effort to place weekly announcements, emergency announcements/closings, general information, faculty contact information and most forms and calendars on the school website.

Children Bringing Cash to School - Money that is sent to school for any purpose should be placed in a sealed envelope, and identified with the child's name and room, the amount enclosed and its purpose.

Home School Association - ALL parents/guardians with students in Pre-K – 8<sup>th</sup> grade must join and pay dues to the Home School Association.

**CONFERENCES AND APPOINTMENTS** - Mutual understanding and cooperation between the home and the school is of vital importance in the development of your children. To bring about the desired home-school relationship, formal parent-teacher conferences will be held during the first trimester.

Either the parent or teacher may request a conference at any other time.

**ALL VISITORS MUST REPORT TO THE MAIN OFFICE, SIGN IN AND RECEIVE A VISITOR'S PASS**

### **CLASS PARENTS/VOLUNTEERS**

The class parents serve as liaisons between the school and the parents of their particular classes. They may be called on to assist the teacher in planning holiday classroom parties and arranging for chaperones/drivers for class trips

All school volunteers are required to follow the Safe Environment Policy as determined by the Archdiocese of Newark. These requirements apply to all coaches, class parents, and any other volunteers who are in a position where they would have the opportunity to be alone with a child.

### **SAFETY**

For the protection of all students, the students are not permitted to leave schools grounds during school hours without written request from a parent or guardian and the direct approval of the Principal.

In the event of an emergency of a serious nature, illness or otherwise, the parent or guardian will be notified as soon as possible. If the parent or guardian cannot be contacted the designated emergency contact will be notified. It is essential that the

school have a record of emergency contact numbers for each child. These include the parent's or guardian's daytime number and a designated emergency contact if the parent/guardian cannot be reached.

If it is necessary to send the child home from school, the parent, guardian, or emergency contact person must be available to transport the student from school within a reasonable amount of time.

Emergency Drills – Fire Drills are scheduled once during each month. All persons who are in the school building except those assigned to monitor the drill must leave the building when the alarm sounds. Silence is mandatory throughout the drill. Lockdown, bomb threats, active shooter, evacuation drills and sheltering drills are scheduled once a month according to the state of New Jersey guidelines for the school's crisis management plan.

### **CHANGE IN RESIDENCE AND/OR PHONE**

Parents **MUST NOTIFY THE SCHOOL PROMPTLY IN WRITING** with any changes in residence, telephone numbers, employment, or emergency contacts. Unlisted numbers will be held in confidence.

#### **Custodial and Non-Custodial Parents**

1) *School Records* –The Academy of Our Lady abides by the provisions of applicable Law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student's essential academic records.

2) *Court Orders Affecting Parents* - If there is a court order specifying the rights and responsibilities of the individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which may be useful to the School in fulfilling its obligations.

3.) *Release of Students to Non-Custodial Parents* - The school will permit only the custodial parent, or her/his designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day unless the School has been authorized to do so by the custodial parent or if a court order designates specific days on which the child is to be released to the non-custodial parent. In case of dispute the Glen Rock Police Department will be contacted.

### **ACADEMIC POLICIES**

Religious Education and Religious Services- The heart of the educational program of AoOL is the religious education of the students. All students participate in the Religious Education program and the religious services and celebrations that enliven the spiritual life of the school.

Non-Catholic students are welcomed at AoOL. The students and their parents should understand and accept the philosophy and goals of the school. The school respects

the backgrounds, beliefs, and freedom of conscience of all members of the school community. The non-Catholic parent is expected to understand and agree that the School exists to educate in the framework of Catholic values. Since religion classes, liturgical celebrations and service programs are integral to the life of the school, all students, including non-Catholic students, must participate in them. However, in keeping with the tradition of the Catholic Church, non-Catholics may not come forward to receive Holy Communion.

### **Curriculum and Course Offerings**

In accordance with the guidelines of the Office of the Superintendent of Schools of the Archdiocese of Newark, the Academy of Our Lady offers the following areas of instruction: Religious Education/Family Life Education, Math, Language Arts/Reading, Science, Social Studies.

Band instruction or similar extra-curricular programs are not part of the curriculum. Participation in these programs is voluntary and requires the payment of a fee to the manager of the program.

## **HOMEWORK**

Homework assignments are essential for the full scholastic development of each student. The amount of homework assigned varies according to the grade level.

The purpose of homework assignments is to solidify and integrate what has been taught in the classroom and also to teach the student a sense of personal responsibility and accomplishment.

**At all times in grades 6 to 8, homework is the responsibility of the student.**

The help parents can offer is most beneficial to each child. Here are a few simple points to keep in mind:

- \*Provide favorable home conditions conducive to study. The TV, IPOD, tablets, cell phone, or other electronic devices are distractions and detriments to concentration.
- \*Try to establish a set time and place for homework.
- \*DO NOT DO THE HOMEWORK FOR THEM – Give assistance, illustrations, and suggestions.
- \*Encourage proper use of time, completion of assignments in one sitting, and checking of work to see if it is properly and neatly completed.
- \*See that homework assignments are brought home every day.
- \*Academic Guidelines **MUST** be followed.
- \*DO NOT MAKE EXCUSES for neglect of homework.

The following time allotments are **suggested** for homework, but are dependent upon the individual student's ability, etc. These time allotments include both written and studied assignments.

Kindergarten	As Assigned
Grades 1 and 2	30 – 45 minutes
Grades 3, 4 and 5	60 – 90 minutes
Grades 6	1 1/2 - 2 hours
7 and 8	2- 2 1/2 hours

Remember good study habits are developed early in a child's education.

### **EXTRA HELP**

Teachers want all students to succeed in school. Whenever students do not understand what has been taught or are having difficulty with work, arrangements should be made to receive extra help. Parents should also recognize that some students may need help outside of the school day. Classroom teachers will work with a child's tutor in order to assure a unity of purpose.

### **PROGRESS REPORTS**

Parents are asked to monitor the student's progress via the Power School system. Parents and/or teachers may request a conference to discuss the student's progress.

### **FAILURE WARNINGS**

If a student is in danger of failing for the year the teacher is to notify the principal by April 15th of the current academic year. A conference will be scheduled with the parents/guardians and the teacher(s) to discuss the most appropriate way of addressing the student's needs.

### **REPORT CARDS**

## Grading, Honors, and Award Policies

The Archdiocesan grading code for grades 4-8 is as follows:

A+ = 97-100	C+ = 78-82
A = 92-96	C = 73-77
B+ = 88-91	D = 70-72
B = 83-87	U = below 70

Subcategory Code	Rubric Code for Written Communication	
+ = strength	6 = Very Good	3 = Below Average
/ = satisfactory	5 = Good	2 = Poor
- = weakness	4 = Acceptable	1 = Unsatisfactory

The Archdiocesan grading code for students in grades K-3 is as follows:

- E = Exceeds (High Understanding)
- S = Secure (Understanding Demonstrated)
- D = Developing (Growth Demonstrated)
- B = Beginning (Beginning Stages)
- N = Not Yet Performing (Assistance Required)

## **HONOR ROLL**

At the end of each trimester, students in Grades 4 through 8 are eligible for the HONOR ROLL. Students qualify based on academic achievement and effort.

- Special Subject Areas include:  
Art, Technology, Health, Music, Physical Education, and Introduction to World Language.
- Personal Development must be S (Satisfactory) or higher regardless of Honor Roll category.

### FIRST HONORS

All Academic Grades: All A's / A+'s in Academic Subjects

Subcategories: Strength (+) and Satisfactory (/) AND Special Subject Areas: Satisfactory (S) or better

### SECOND HONORS

All Academic Grades: Only one B/B+.

The rest are A's / A+'s. or above in all Academic Subjects  
Subcategories: Subcategories: Strength (+) and Satisfactory (/) AND Special Subject Areas: Satisfactory (S) or better

Any student who receives more than two detentions in a trimester is not eligible for the honor roll.

## **KINDERGARTEN PROGRAM**

Academy of Our Lady has a full-day session (8:00 A.M. to 2:55 P.M.) or half-day session (8:00 A.M. to 12:30 P.M.) blending a well balanced faith based curriculum.

- Apparel - There is optional uniform for Kindergarten students. Comfortable play clothes should be worn. Children wear sneakers to school on gym day.
- Arrival/Dismissal - Students meet in Church every morning. The children will be dismissed to the parent or designee in the Primary parking lot.
- Snack/Lunch– Kindergarten students have a morning snack. We encourage healthy snack foods (no candy or soda). A drink should be included. Full-day students need to bring lunch.
- Celebrations– If you would like your child to celebrate her/his birthday in school, please plan with the teacher.
- Supplies–Please label these with the child’s name using a permanent marker.
- Curriculum –
  - Religion– All students participate in Religious Education. The Kindergarten program stresses God’s love for us and our love for Him and His people. This program is supplemented by a Family Life Program. The students participate in First Friday Mass along with their prayer partners.
  - Communication Arts– The Reading Program is a phonetic, literature and comprehension program which integrates language arts by developing oral language and concepts and motivating the children to learn to read and write.
  - Mathematics–Mathematics introduces children to the math readiness skills on which basic math learning is begun and developed.
  - Others– The curriculum also includes music, health, social studies, science, Spanish, physical education, library and computer.

### **PRE-SCHOOL PROGRAM**

Academy of Our Lady shares with the parents the responsibility for the education of the preschool child. In developing our program, we strive to center the program around the child. The teacher is a facilitator, providing a variety of experiences for the child; observing, guiding and encouraging the child to inquire and explore. It is important for young children to be active participants in the learning process – they learn by doing. We call this active learning “play”.

Pre-K children acquire many skills from the activities presented. Reading addresses oral language, reading readiness and perceptual motor training. Math consists of exploration and investigation. The children will be comparing, counting, seeing and touching quantities. In order to facilitate physical development, we have indoor gym equipment and an outdoor playground. Our religion program involves the teaching of a basic Christianity whose central theme is a God of love. It consists of Bible stories, living lessons (such as sharing and forgiving) and an appreciation of the wonder of God.

The children take part in block play, dramatic play, sand play as well as painting and other arts and crafts. They enjoy musical experiences and other activities to develop eye-hand coordination, sequence development, spatial relationships, visual discrimination, dexterity, perceptual matching and manipulative skills.

Academy of Our Lady Pre-K program aids in developing the whole child physically, socially, emotionally, intellectually and spiritually in ways consistent with his/her individual growth and development. We attempt to achieve our goals in a relaxed atmosphere in which each child can grow daily in self-confidence.

## **Biting/Aggressive Behavior Policy**

If a child bites or has aggressive behavior, both parties are contacted immediately by the school. The child that bit or had the aggressive behavior must be picked up at that time as they are not allowed to remain in the classroom. The child may return to school their next scheduled day.

If a child bites and/or has aggressive behavior a second time, both parties are contacted immediately by the school. The child must be picked up at that time and will not be permitted back to their next scheduled day. This is to reinforce to the child that this behavior is not acceptable.

If further biting and/or aggressive behavior occurs, we may ask you to withdraw your child for a period of time, as decided by the school and the circumstances.

## **TESTING**

IOWA Testing is given in grades 2-8 in March.

The school also has the services of the Bergen County Special Services for Comprehensive Education, Speech and Child Study Evaluations. If you feel your child needs any of these services, please contact the principal.

Final examinations are given in grades 6, 7, and 8 to help the students to synthesize what they have learned. Also, this will be good practice for the future in higher education.

Students in grade 5 also take ACRE I and students in grade 8 take ACRE II in February. These tests offer us an opportunity to study the religious development of the children and the effectiveness of our religious education program.

## **TEXTBOOKS – SCHOOL MATERIALS**

Children are required to have books covered at all times. Book bags (back packs) are required so that books and school materials will be kept in good order.

If AoOL Library Books, textbooks or workbooks are lost, torn or defaced, payment must be made for replacement. This applies particularly to the textbooks that we receive under the New Jersey State Textbook Loan.

Damage to other school materials, such as **calculators, computers and all audio visual equipment**, will also require payment for replacement.

## **RETENTION POLICY**

Any student who does not successfully complete the required curriculum for their grade, will be asked to continue on in that grade. In grades 6-8 unsuccessful completions is defined as failing two or more major subjects for the year.

In grades K-5 the child's level of maturation will be considered in conjunction with a parent conference. In grades 1-7, if one major subject is failed for the year, attendance at a certified summer school program, with proof of successful completion OR proof of private tutoring will be required for advancement.

## **RECORDS AND TRANSCRIPTS**

1) *Viewing Records* – Parents or guardians have the right to view the following records of their child:

- academic record
- academic standardized test results
- health records and emergency sheet

These records will be made available upon request.

Records attached to publicly funded programs provided through the local Board of Education or Bergen County Special Services are the property of the Board or Special Services. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the Board or Special Services. The School is not permitted to distribute this information to anyone, not even a parent or guardian.

2. *Transcript* – transcripts of academic and health records are sent directly to the (new) receiving school upon receipt of a written request from that school. As has been stated previously, this must be preceded by a written request for transfer from the parent/guardian and the signing of a "release of information" form by the same. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request transcripts from the sending school.

## **FIELD TRIPS**

On occasion, AoOL will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip without the recommendation of teacher(s). No student may participate in a field trip unless a signed parent/guardian permission slip is submitted to the School. The permission slip form is provided by the school. A telephone call will not be accepted in lieu of the signed request for participation.

## **DISCIPLINE**

*General Discipline Policy* – A spirit of Christ-Like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at Academy of Our Lady. Students are expected to act with courtesy and respect toward one another and toward ALL members of the staff.

Actions, including behavior outside of school (including electronic forms of communication) which violate the Law, threaten or cause harm to other students or staff members, disrupt

or impede the welfare and progress of the school community, or bring discredit on the school will not be tolerated. If cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. If a student's behavior is generally disruptive, and uncooperative, it may be necessary to ask parents to choose another school for their child. We cannot sacrifice the education of the whole class because of the disruptive behavior of one student. Parents should be aware that some harassment might have legal consequences.

### **DISCIPLINE POLICY**

The essence of Christian Discipline is self-discipline. Students need to realize that the observance of rules brings happiness to themselves and to others. Parents and students should be aware that authority is necessary to promote spiritual and mental growth and to develop a sense of responsibility.

**ALL school rules and regulations aim to safeguard the liberties of students rather than curb them.**

Standards of Behavior – in fostering the values of respect, responsibility, safety, and proper personal appearance, the school expects students to abide by the standards of behavior which promote such values. The following is a list of possible inappropriate behaviors. It is not exhaustive. Appropriate discipline is always within the judgment and discretion of the Principal.

The following and any other behaviors are deemed inappropriate by the Principal. This policy shall apply to student behavior while at school, at extra-curricular programs, on school grounds, during school hours when off school grounds, at school-related functions on or off campus, and in transit to or from school or any school related function.

Conduct Referrals or Detention Slips or an action at the principal's discretion will be issued for any infractions of school rules; Disruptive behavior shall include, but not be limited to:

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person in authority
- Lying, cheating, and plagiarizing
- Disregard of school rules and policies. (Missing assignments/projects)
- Trespassing or unauthorized presence in areas restricted from student use
- Bullying, fighting or physical assault upon another pupil, teacher or any school employee, or inciting others to engage in such physical assault
- Hazing or harassment of a student in a sexual, verbal or physical manner
- Use of profanity, abusive language or threatening and provocative language
- Unsolicited or unwanted touching, Intimate contact, Indecent exposure
- Throwing of food, paper, pens or other objects
- Chewing gum on school property
- Taking or attempting to take school or personal property from classrooms, school offices, or any other areas of school facilities and vehicles; or personal property from another student whether by force or fear
- Willfully causing, or attempting to cause, substantial damage to school property or endangering another student or school personnel
- Tampering with, damaging, defacing or destroying school or personal property
- Turning in a false fire alarm or emergency call

- Taking part in any unauthorized occupancy of the school and refusing to leave promptly when directed to do so by a person in authority
- Excessive tardiness will result in a direct notification of the parents
- Truancy and class cutting; leaving school property without permission
- Possession or use of unauthorized electronic devices including I-pods, cell phones, paging devices, tablets, Iwatches or computer games
- Possession or use of knives, razorblades or any other unsafe or illegal articles
- Participating in activities relating to the sale, purchase or distribution of gambling paraphernalia or lottery related materials
- Possession, use, sale or distribution of any tobacco product in school building
- Possession, use, sale or distribution of a controlled dangerous substance
- Possession, use, sale or distribution of alcohol, drugs, or drug paraphernalia
- Possession, use, sale or distribution of explosives, firecrackers, smoke bombs or similar materials
- Arson or attempted arson
- Sale of ANY item
- Forgery of signature and/or tampering with documents of parents, guardians, teachers or other students
- Failure to return papers with required parental signature
- Inappropriate usage of software, hardware or computer networks
- Disregard of the dress code - Wearing an incomplete, inappropriate or untidy uniform
- Wearing make-up, such as, but not limited to eye liner, shadow, blush, gloss, nail polish (see uniform section.
- Wearing decorative jewelry (girls may wear a single stud earring in each ear or, if medically necessary, a hoop that hugs each ear)
- Wearing inappropriate, exotic, shaved or decorative hair styles or styles that violate the school code
- Having tattoos or body piercing other than pierced ear lobes (girls)

*School Code for Hairstyles* - Hair grooming should be appropriate and conducive to the atmosphere of a Catholic school. Hair, for both boys and girls, is to be neatly groomed and conservative. Hair for boys must not extend beyond the shirt collar and MUST be above the eyebrows. Hairstyle should not impede vision. No extreme hairstyles or bleaching/dying are allowed. The color must be natural and remained unchanged for the duration of the school year. Ludicrous fads in hair styles (boys and girls) are not acceptable. Wearing inappropriate, exotic, shaved or decorative hair styles violate the school code.

## **BULLYING POLICY**

NOTHING IN THIS POLICY SHALL BE INTERPRETED TO PROHIBIT OR ABRIDGE IN ANY WAY ANY STATEMENTS OR EXPRESSIONS OF OUR CATHOLIC FAITH OR THE EXERCISE OF OUR BELIEFS AS CATHOLICS OR INTERFERE IN ANY WAY WITH THE TENETS OF OUR CATHOLIC RELIGION.

Flowing from the Christian vision expressed at the Academy of Our Lady, we are called to establish relationships which are grounded in love, compassion, reconciliation and justice. In witnessing Christian values, we reject ideas, beliefs, and behaviors which marginalize or victimize people. We stand up for the right as we declare a safe school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior,

treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, sexual orientation, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property or at any school-sponsored function, or disrupts the feeling of safety at school.

Harassment occurs then, when one person makes repeated verbal or written or physical contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact. By ignoring or excluding an individual from participation in some group activity, the bully demonstrates his or her force of power.

ALL students, staff, and volunteers are entitled to respect and personal safety. Verbal abuse, name calling, or cyber harassment is unacceptable. In addition, physical harassment will not be tolerated and will be dealt with in accordance with the Archdiocesan Policy. If any student experiences bullying, harassment, or feels threatened in any way, he/she is to report this to the Principal immediately.

At the Academy of Our Lady bullying is viewed as a breach of the school behavior code. Any reports of bullying will be investigated and appropriate action will be taken. The response to bullying will provide:

- Guidance and other support to the victim

- Interviews conducted with sensitivity and due regard to the rights of all students concerned.

- Notification to parents or guardians of both parties for consultation according to the severity of the offense.

*Factors that determine consequences:*

- Age, developmental and maturity levels of the involved students

- Surrounding circumstances

- Nature and severity of the behaviors

- Incidences of past or continuing patterns of behavior

*Implementation of consequences:*

- Admonishment

- Temporary removal from the classroom

- Deprivation of privileges

- Classroom or administrative detention

- In-school suspension

- Out of school suspension or Expulsion

**TELEPHONE**

Use of cellular phones during school hours is prohibited. If a parent deems it necessary that their child bring a cell phone to school, it must be handed in to the Homeroom teacher to be held until dismissal. The Homeroom teacher will distribute them back prior to dismissal. **If a student needs to contact a parent during the day, he/she must speak to the teacher privately during an appropriate time and not interrupt class time. At the teacher's discretion, the office staff will be asked to contact the parent. Students are *not* permitted to leave class and use the office telephones. Students must be responsible for bringing the correct items to school each day (uniform, books/homework/projects, band equipment, etc.). It is the family's responsibility prior to school each morning to tell their child(ren) what the child(ren) are doing at dismissal.** In addition personal handheld/electronic games are not permitted in school.

### **TECHNOLOGY POLICY**

Each student (Pre-K – Grade 8) is required to sign the Technology Use Agreement for students posted on the school website.

### **DETENTION**

Detention time designated by the teacher issuing the detention.

Parents will receive a detention notice, which MUST be signed and returned to the person monitoring the detention session. Signing the detention slip does not mean you agree with the detention, but that you have seen the detention slip.

Failure to attend the assigned detention will result in another being given.

NO ONE will be excused from detention except by the principal who has received a note from the parent(s), at which time an alternate date will be assigned.

AT NO TIME will anyone be excused for extra-curricular activities.

### **SUSPENSION AND EXPULSION**

Conduct which constitutes good cause for suspension of a student includes but is not limited to the following:

The following are cause for immediate expulsion:

Physical assault on another pupil or upon any employee/volunteer.

1. Taking, or attempting to take, personal property or money from another pupil or from his presence, by means of force or fear.
2. Willfully causing, or attempting to cause, substantial damage to school property.
3. Incitement which is intended to/results in unauthorized occupation by any groups of pupils or others of any part of the school facility.
4. Incitement, which is intended to and does result in truancy by other pupils.

### **CAFETERIA RULES**

Proper behavior and eating habits are expected of all children in the school cafeteria. Parents should not bring fast food to school. Lunch should be packed or ordered as indicated on the website. At all times, the children should be seated when eating, not walking around with food and not throwing food. Students should clean up their places and dispose of garbage properly. If a child needs to use the bathroom, he/she must ask the teacher. Students are NOT permitted to go back to the classroom during lunch/lunch recess.

## **OUTDOOR RECESS REGULATIONS**

The following rules have been developed to insure a safe environment for lunchtime recreation:

1. Tackle football or other types of games of a dangerous nature are not permitted.
2. Students must stay within the sight of the recess supervisor.
3. Children are not to re-enter the building once they are on the playground without permission of the recess supervisor.
  
4. When the bell signals the end of the lunch recess period, students will line up in grade order. The playground supervisor will direct them to the building in an orderly manner.

## **EXTRA-CURRICULAR ACTIVITIES**

Students participating in extra-curricular activities must maintain acceptable conduct and should be working to their individual academic potential. If a student receives a "U" in conduct, the student should be taken off of any extra-curricular activity. If a student receives an "I" in conduct, the student should be placed on probation. Notice of this will be given to the coaches and the parents from the principal.

A student athlete must achieve passing grades in all subjects or shall be prohibited from further participation in all sports. A student's athletic eligibility shall be restored effective immediately after a period of time when improvement academically has been noted.

## **DRESS CODE**

Uniforms are worn by all children (1-8) and are purchased through the school vendor. It is the responsibility of the students to see that they are in the appropriate uniform. Shoes for all boys and girls should be a closed tied oxford type shoe, boat shoe, dress loafer or Mary Jane. Shoe colors are navy blue, black or brown. Sneakers may be worn with Summer Optional Uniform. Girls may wear navy socks or tights. Socks for all boys should be solid navy, black or white.

Please refer to the website for the Uniform photo guide & price listing.

## **PHYSICAL EDUCATION DAYS**

## GRADES K-8:

The gym uniform is the AoOL logo T-shirt and Navy shorts with white socks and sneakers. During the period of Regular Uniform (cooler weather conditions) the school logo sweatshirts (or blue fleece) and sweatpants must be worn over the T-shirt and shorts. If the school has mass on your child's gym day, the child is allowed to wear the gym uniform.

## **COLOR DAYS AND RECOGNITION DAYS**

Please dress appropriately and use this as a reference: No gym shorts, sweat pants or leggings. Leggings must be covered by a shift, dress or top longer than fingertips when arms are straight down on sides. Spaghetti/bikini straps are not allowed. Sleeveless shirts must have straps that are a minimum of 2 inches. No tee shirts. Shorts, skirts and dresses must be longer than fingertips when arms are straight down on sides. No flip flops.

**SCHOOL ADVISORY BOARD** Members are approved by the Archdiocese. Please see the school website for list of member names and committees they serve on.

## **PARKING AND DROPPING OFF STUDENTS AT SCHOOL**

Dropping off and picking up a student before or after school is in the rear of the building. Cars should never be parked in the Fire Emergency lane in front of school, even if you are coming to the office.

A section of the parking lot is roped off daily so that the children have a safe area in which to play. You are asked to park **ONLY** outside of the area used by the children.

When leaving the parking lot **AT ANYTIME** please observe a speed limit of no more than 5 miles per hour. Also watch for the children going to the cars. Safety is the responsibility of all.

## **FEDERAL & STATE FUNDED PROGRAMS**

*Chapter 192/193 – Compensatory Education* – the state funded program provides preventative and remedial programs in basic communication, reading and computation skills. Non-public school students who do not exceed minimum levels of proficiency in certain commercial norm-referenced tests or otherwise qualify are eligible for compensatory education services which includes:

Corrective Speech, English as a Second Language, Reading,  
Computation Skills, Supplementary Instruction, Home Instruction

## **Legal Compliance**

**SUSPECTED CHILD ABUSE OR NEGLECT:** New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to

abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services. The Archdiocese takes very seriously any and all credible complaints of sexual misconduct by members of the clergy, religious, or lay staff of the Archdiocese. We encourage anyone with knowledge of an act of sexual misconduct to inform others and provide support to victims of sexual abuse. The Reporting Obligations of Archdiocesan Employees is located at [www.rcan.org](http://www.rcan.org). Individuals who wish to report an allegation of misconduct may do so by calling the Office of the Chancellor of the Archdiocese of Newark at 973-4974009. Based on the guidelines established in the Charter for the Protection of Children and Young People, the Archdiocese of Newark has implemented the following requirements for all parish staff, school staff, and all volunteers who are in a position where they would have the opportunity to be alone with a child.

1. Attendance at an Archdiocesan child abuse awareness seminar.
2. Permitting a criminal background check based on name, social security number and date of birth.
3. Signing an acknowledgement of Archdiocesan policy with respect to minors and certain reporting obligations.

## **ASBESTOS MANAGEMENT PLAN**

The School's Asbestos Management Plan is on file in the school office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request. An inspection for asbestos-containing material is conducted yearly.

## **MISCELLANEOUS INFORMATION**

### **BIRTHDAY CELEBRATIONS**

Birthdays, Pre-K-8 may be celebrated in the following way:

- Parents may coordinate birthday treats with the teacher.
- Invitations are not to be distributed in class or on school property.

### **LOCKERS**

Lockers are the property of the school and are provided as a convenience to the students. The school is not responsible for lost or stolen articles. A copy of the combination must be given to the homeroom teacher. Lockers can be opened for inspection if believed to house any material illegal and/or detrimental to the health and safety of a student or the student body.

### **LOST AND FOUND**

Articles found in and around the school should be placed in the bin inside the entrance of the gym stairs. Parents should inscribe some form of identification on their children's belongings.

### **VISITORS**

AoOL welcomes visitors who have legitimate business at the school. All visitors are required to enter through the front door, sign in upon entering and sign out upon leaving. The school office staff will issue you a temporary pass which needs to be visible at all times.

## **Diocesan Policy on Sexuality**

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops. (1)

Among other things, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity (S2393, Catechism of the Catholic Church).

"Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church) Christ is the model of chastity, which all are called upon to emulate. See e.g. Sections 2392-2397) Catechism of the Catholic Church."

If a student's expression of gender, sexuality identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

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(1) [www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/)

