



OLC LOWER SCHOOL (TINY TIKES-GRADE 2) PARENT / STUDENT HANDBOOK

A MESSAGE TO PARENTS

Dear OLC School Parents,

Welcome! We are happy to present you with the OLC PARENT/STUDENT HANDBOOK for the 2018-2019 school year. This handbook is an important resource and has been created to give you a general overview of our school's policies and procedures. Please use it as a reference, along with any correspondence you may receive from our school office and your child's teacher during the year. Refer to your child's teacher webpage via www.olcschool.org to stay informed of daily routines and information. The policies and procedures contained in this handbook are consistent with those found in the Upper School handbook, with information specific to the preschool and elementary levels.

This information exists to foster the efficient operation of The OLC School. The school administration is given flexibility to exercise discretion to meet this objective. In appropriate circumstances, the administration has the discretion to take actions other than those specified in the handbook and is subject to change at any time. If changes are made to this handbook, parents will be notified within a reasonable amount of time. It is not intended and should not be considered to create any additional rights for students/or parents.

If you have any questions/concerns regarding the information contained in this book, please feel free to contact us. Your feedback is appreciated and welcomed.

Sincerely,
Mrs. Anna Mae Stefanelli
Principal



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NON-DISCRIMINATORY POLICY

The OLC Lower School which includes Little Harbor Academy (LHA)* admits, and does not discriminate against, students of any race, color, religion, national or ethnic origin in the administration of educational policies, scholarship programs and athletic/other school administered programs.

*Hereinafter Little Harbor Academy (LHA) will now be referred to as The OLC Lower School.

AFFILIATION

The OLC Lower School is a part of the Archdiocese of Newark, and has been devoted to its mission of excellence for over eighty years. The OLC School is accredited by the Middle States Association of College and Schools and has received the distinction of National Blue Ribbon.

PURPOSE AND USE OF THIS INFORMATION

This information exists to foster the efficient operation of The OLC Lower School. To meet this objective, the school administration is given flexibility to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents.

AMENDMENTS TO THIS INFORMATION

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to this handbook, parents/guardians will be notified within a reasonable amount of time.

OUR MISSION

The mission of The OLC Lower School is to encourage children to learn and grow in a safe, nurturing environment where developmentally appropriate experiences are provided for all. The philosophy of The OLC Lower School recognizes that each child is unique and can learn. Our setting is such that it integrates the physical, cognitive, social and emotional learning for the total development of the child. Our goal is to cultivate students to become successful citizens in the global society of the 21st century.

We believe that children learn best when home and school work together, therefore effective communication is essential. We look forward to developing a partnership with you as your child embarks on the adventure of learning.



DAILY SCHEDULE

Tiny Tikes Program – Please use the Courtyard Door

- Full Day Program: 8:10 a.m. - 2:45 p.m.
- Half Day Program: 8:10 a.m. - 11:30 a.m.
- Early Dismissal Days: 8:10 a.m. - 11:30 a.m.

Pre-K 3 Program – Please use the Grand St. Door

- Full Day Program: 8:10 a.m. - 3:00 p.m.
- Early Dismissal Days: 8:10 a.m. - 12:15 p.m.

Pre-K 4 Program – Please use the York St. Door

- Full Day Program: 8:10 a.m. - 3:00 p.m.
- Early Dismissal Days: 8:10 a.m. - 12:15 p.m.

Kindergarten – Grade 2 – Please use the Marin Blvd. Door

- Full Day Program: 8:10 a.m. - 3:00 p.m.
- Early Dismissal Days: 8:10 a.m. - 12:15 p.m.

For Pre-K 3 students: If you have prearranged for a half -session day, on a regular basis, dismissal is at 12:15 p.m. at the Grand Street entrance door. All other early dismissals must pick up at the reception area at the Marin Boulevard entrance.

Organized arrival and dismissal times are very important to the structure of the school day. Discussions with your child's teacher should not take place during arrival or dismissal when teachers are supervising their students.

ATTENDANCE

Prompt, regular attendance is essential to academic success. Parents are encouraged to foster positive habits for the benefit of their child, by enforcing the attendance and tardiness policies set forth by The OLC School.

A parent must call the school's main office number and select **PROMPT 2** to report their child's absence, along with their name, grade, teacher and the reason for the absence, by no later than 8:00 a.m. If a call is not received by 8:30 a.m., a school representative will contact a parent/guardian by phone to verify the absence. Contacting the teacher **does not** validate the reported absence. Please note that **students arriving after 9:00 am will not be permitted to enter school, unless the late arrival was previously arranged and approved by the administration.**

When a student returns after an illness that exceeds three days, a doctor's note for the absence must be brought to school and given to the nurse. If the illness is extensive, or of a contagious/infectious nature, a doctor's permission to return to school is required.

If a student is absent from school because of illness or disciplinary action, she/he will not be permitted to take part in extracurricular activities/Aftercare that day or evening.



Parents are strongly discouraged from making appointments of any nature during school hours. On the rare occasion that an appointment is necessary, a note must accompany the child upon arrival back to school. Parents/guardians who will be picking up student(s) early should inform Ms. Cathy Worthington prior to pick-up and sign the student(s) out in the Main Office.

TARDINESS

Every minute counts. Being on time is a good habit to begin early in life. It is the responsibility of the parents to see that their child arrives to school on time in order to be in the classroom when instruction begins. The preschool is a part of The Lower School, not a daycare center with flexible hours. Children arriving late miss valuable instructional time, as well as disrupt the learning of other children. Your child will be considered tardy (Tiny Tikes through Grade 2), if he/she arrives after 8:20 am.

Any student arriving after 9:00 am will not be permitted to enter school, unless previously arranged and approved by the administration. Approval requests should be sent via email to Anna Mae Stefanelli and Kelly Lillis **at least 24 hours in advance**. Late arrivals after 9:00 am are for appointments that cannot be made outside of the school day (ex: medical specialists, passport/visa) and will not be approved for travel purposes including airport travel. Documentation must be provided. Please avoid scheduling appointments during school hours whenever possible. Late arrivals approved by the Administration will result in the student being marked tardy for the day.

After three late arrivals within a trimester, a conference will be held with the classroom teacher. Any tardiness, thereafter, will result in an Intervention Meeting with the classroom teacher and/or the Administration, as tardiness disrupts learning and daily routines. Special classes in other locations throughout the school begin at 8:30 am. **If your child arrives after his/her classmates have left the classroom, your child will not be taken to the special class for that period.** Your child will remain with another grade level teacher until his/her class returns.

EXTENDED VACATION

Attendance is vital for each student to receive the greatest benefit from instruction. Families are strongly discouraged from taking vacations while school is in session. If you plan to take an extended vacation, it is your responsibility to notify Ms. Cathy Worthington in the main office and teacher the week prior to your departure. Tuition will not be reduced or refunded for extended vacations. If you choose to withdraw or transfer your child from the school, it is not guaranteed a place will be available upon your return.



SCOOTER/STROLLER PARKING

Due to space limitations, it has become difficult to store strollers/scooters in the school. If you find it necessary to leave a stroller/scooter, you must store it in the Dining Hall. Please note we are not responsible for items that are lost or stolen. No strollers/ scooters will be stored at the York Street entrance.

For the safety and security of our students, when retrieving your strollers/scooters please refrain from joining older siblings at the lunch tables or sitting the Dining Hall. Younger siblings may not use the play equipment in the Dining Hall.

BEFORE AND AFTERCARE

Pre-K 3- Grade 2

Beforecare is available from 7:00 – 8:00 a.m., in the Dining Hall. After 8:00 a.m., students in Pre-K 4 will enter at the York Street door where teacher aides will escort the children to their designated classrooms. Pre-K 3 students will enter at the Grand Street door where the teacher aide will direct the children to their designated area.

The Before/Aftercare program is available for a separate fee. Any child not picked up when students have been dismissed, will be sent to the designated area for late pick-up and will be charged an Aftercare fee.

EARLY DISMISSAL/PROFESSIONAL DEVELOPMENT

The dates of these dismissals are indicated on the school calendar. Early dismissal times apply. Before and Aftercare are in session unless otherwise indicated on the calendar.

SCHOOL CLOSINGS

Every attempt is made to keep school open. However, in the event that the safety of the students or personnel would be compromised, school will be closed. Parents will be notified via a text from School Messenger, and the information will be also posted on our website, and on local news stations.

Along with the Jersey City Board of Education, as well as local districts, the school may need to call for a delayed opening or early dismissal during inclement weather. School will open at 10:00 a.m. for the Lower School. Please do not send the children to school before that time, as there will be no supervision.



CHANGE IN AUTHORIZED PICK-UP

Teachers must be informed in writing if a child is to be picked up by someone other than the parent(s). A Child Release Form must be filled out at the beginning of the school year listing all individuals authorized to pick up your child. Please remember to update your authorized name(s) if you change your caregiver, otherwise, your child will not be released to an unauthorized person.

CAREGIVERS

If your child is brought to and/or from school by a caregiver, please review school policies with him/her, as they are expected to follow them. Due to security concerns, no caregiver is permitted to enter and stay in the building before arrival and/or departure, unless previously arranged with the school office.

EMERGENCY INFORMATION

Emergency forms are posted on the website. It is imperative that **all parents download, sign and return the forms before the start of the school year**. This information is critical in the event of an emergency. The information and people whose numbers are provided, must be local and available during school hours. In addition, they must be able to communicate effectively. If there are any changes in this information, immediate notification to the school office is necessary.

TEACHER/PARENT COMMUNICATION

Formal conferences are held twice a year (October and February). Parents are also encouraged to schedule appointments to confer with their child's teacher, as the need arises. Conferences should be scheduled at a time mutually convenient for both parent and teacher.

CALENDAR

A calendar will be posted on the website at the beginning of each school year indicating the events for that school year. Please note that while it is unlikely, the calendar could be subject to change. In addition, a monthly calendar will be posted on the school website and feature additional activities and any other pertinent information.

RELIGIOUS EDUCATION AND SERVICES PATRIOTIC ROUTINES

Non-Catholic students are welcomed at The OLC School. They are expected to understand and agree that the school exists to educate in the framework of Catholic values. They must participate in the religion classes and prayer services scheduled during the school year (K-2). They must also satisfactorily pass all of the requirements of religious education taught at The OLC School (K-2).

In accordance with Archdiocesan guidelines, students must also stand to salute the flags of the country and school.



CURRICULUM

The OLC School is a part of the Archdiocese of Newark, which provides curriculum guides for each grade level and curricular area with maps for most subject areas. The link to the Archdiocese of Newark for these maps can be found on our website.

At The OLC School, we use these guides and maps, as well as the standards, to provide excellent programming, which is rigorous in all curricular and related arts areas. We strive to go above and beyond, by differentiating instruction to meet the needs of the students.

RELIGION

The religious education of students receives priority. Formal religion classes (K-2) are scheduled regularly and are enriched by meaningful liturgical celebrations. The course of study for each grade includes not only doctrine liturgy prayers and scripture, but also Christian values and principles. The students are taught to live out the basic Christian values in their daily lives.

At the Preschool level (Tiny Tikes-Pre-K 4) the teaching of religion is informally infused throughout the day. The teaching of religion will follow developmentally appropriate practices.

However, no religious program can substitute for the parental guidance needed so much in today's world. It is through the family-faith program that the children are prepared for the Sacraments of Reconciliation, Eucharist and Confirmation. This is a two-year program.

Our policy is as follows:

1. Children are prepared after school for the Sacraments at the Lower School on Tuesdays from 3:30-5:00 pm.
2. If your family is not a registered, active member of The OLC Church, you must have permission from the pastor of the church where you are a participating Catholic in order to receive the prepare for the Sacraments at The OLC School. Approval rests in the hands of Father Bryan Page, pastor of The OLC Church.

ART

Creating, enjoying and appreciating art is a vital form of communication and is an important element in our school. Art expands the boundaries of learning for the students and encourages creative thinking. Although taught as a special, both art and classroom teachers collaborate to integrate and give a deeper understanding in the core classes: math, language arts, social studies and science. Art is offered from Pre-K 3 through grade 8. Art appreciation is also integrated throughout the year. For students in grades 6-8, they have the option of taking an art elective.



COMPUTERS/TECHNOLOGY

Computers are an integral part of our daily lives. Students are “digital natives,” however, in order to be a productive member of society, we need to ensure that they are prepared to utilize all technologies available to them in a responsible manner. Students learn to navigate through the Internet, including social medias, and are taught the importance of being responsible cyber-citizens. The school also has iPads for use by students, whenever the teachers feel it is necessary.

MUSIC

Vocal music is a performing art offered to the Tiny Tikes through grade 8 to help support the students’ total development – physical, social, and cognitive. An introduction to various genres of music, theory, history and music appreciation is taught through singing, moving, listening and playing instruments. Other subject areas such as language arts and math are also integrated to make their learning more meaningful. Two musical concerts have been presented each year at Christmas time and in the spring. Participation for grades K-2 is **not optional**, as it is a part of the OLC experience. Preschool classes participate in sing-a-longs and end of the year musical celebrations. For students in grades 6-8, they have the option of taking a music elective.

PHYSICAL EDUCATION/HEALTH

Physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. Good attitudes, development of leadership, sportsmanship and congeniality are achieved through the physical education program. Parents are to note that gym uniforms are required during physical education. If a student needs to be excused from gym, a note stating the reason is required on or before the gym day. Students will not be excused from physical education for an extended period of time without a doctor’s request. Jewelry is not permitted to be worn during gym. Small post earrings (girls only) are permitted.

WORLD LANGUAGE

World language is offered to students in Kindergarten through grade 8. An introduction to the language, customs and traditions of the cultures will be an enriching experience for our children living in a multicultural society. Children in grades K-8 will have the opportunity to utilize the Rosetta Stone program, in school and/or at home. From grades 3-8, the number of languages offered increases.



REPORT CARDS (K-2)

Report cards are issued 3 times a year. If a child is not making the expected progress, either academically or socially, parents will be notified in advance before the close of each trimester. The teachers, as well as outside tutoring, is made available to assist children with additional help, when feasible. Peer tutoring/mentoring in conjunction with local high schools may also be available.

TRIMESTER	DATES
1	September 10 - November 21
2	November 26 – March 8
3	March 11 – June 7

E= Exceeds	High Understanding Exceeds Grade Level Expectations
S= Secure	Understanding Demonstrated Achieves Strong Grade Level Expectations
D= Developing	Growth Demonstrated Achieves Grade Level Expectations
B= Beginning	Beginning Stages Is Approaching Grade Level Expectations
N=Not Yet Performing	Assistance Required Below Grade Level Expectations

***The marking code above is for students in Grades K-2. It is based on developmental levels. Grade level expectations have been included to help you understand where your child falls in the grade level range.**

PROGRESS REPORTS (Tiny Tikes – Grade 2)

Progress reports are prepared mid-trimester and distributed either at Parent-Teacher Conferences or sent home in the backpacks. These reports highlight student strengths and anticipated goals, as well as suggestions/recommendations to support students’ development. These reports will also indicate improvement needed in personal development.

When necessary, an Intervention Meeting with the administration, teachers involved, parents and student, if applicable. The purpose of the meeting will be to develop a written plan to support the student’s needs. A follow-up meeting will be scheduled, if necessary.



HOMEWORK (K-2)

Homework is an important part of The OLC School's educational program. Students are expected to complete assignments promptly and thoroughly as assigned. Students who attend Aftercare are allotted time to work on homework assignments under the supervision of teachers and staff.

PROMOTION POLICY

All promotions and retentions will be decided upon by the classroom teacher in consultation with the principal and parents. Such decisions are based on the total evaluation of a student's growth and progress.

RETENTION

A child may require retention in his/her grade for the following reasons:

1. Excessive absences that create the inability to keep up with the overall requirements of the grade.
2. Failure in two or more major subject areas, which include major subjects, are defined as religion, reading, language arts, mathematics, sciences and social studies.
3. Lack of ability to function with a maturity level required for successful accomplishment of academic and/or social goals.

Notification of potential retention will be made known to parents at the beginning of the third trimester. Cooperation among parents, teachers and child will often help prevent retention. There are times, however, when retention is indicated for the long-range benefit of the child.

TRANSFERS

Parents are asked to notify the school by phone or email prior to the date of transfer. The Principal's Project Manager, Kelly Lillis, will then prepare the transfer form and health records, which will be given to the parents of the child on the last day of attendance. A transcript of the scholastic records will be sent directly to the new school after the receipt of written request from the new principal, along with parent's signature.

Please adhere to the following when a child transfers:

1. All text and library books must be returned.
2. All tuition payments must be completed.
3. Any outstanding paper work due to teachers/office must be in good standing.

CLASS TRIPS

Class trips are an extension of the overall educational experience of the students. No student may take part in these trips without a signed permission slip. **Students not attending a trip for any reason will be considered absent.** Attire for class trips is either gym/school uniform, unless otherwise noted. **Student absent due to illness, earlier in the day, cannot attend a trip later in the day.**



DAILY ESSENTIALS FOR SCHOOL

Your child is required to bring the following items to school on a daily basis:

- **Standard-sized backpack**
 - Large enough to fit an unfolded 9 x 12 inch folder
 - It is important that the backpack zips and has no wheels
- **The OLC School Communications Folder**
 - To be used for communication between home and school
 - The folder will be distributed first week of school
- **Lunch Box**
 - Tiny Tikes-Pre-K 4: The lunch box must be able to fit inside the backpack
- **Nap Mats (Tiny Tikes – Pre-K 4 only)**
 - Full day students are required to have a nap mat and sack purchased through the school office. Nap mats will be stored in school and sent home weekly for washing.

Please send in a complete change of clothing (pants/shorts, shirt, underwear, and socks) to be kept in the classroom (**Tiny Tikes – Pre-K 4 only**). All items must be clearly labeled and placed in a large Ziploc bag. If your child's clothing was changed during the school day, please replace the clothing the following day.

It is extremely important to label all of your child's belongings in permanent marker from Tiny Tikes – Grade 2. This includes backpacks, lunchboxes, water bottles, lunch containers, clothing, and uniform.

PERSONAL BELONGINGS

Please keep the following items at home:

- Toys
- Jewelry
- Umbrellas
- Make-up
- Money



DRESS CODE

The OLC School's dress code and uniform policies are designed to establish a sense of community, to reinforce our commonality and equality as human beings, to promote school safety, to support academic focus for its students, and to minimize distractions from the educational mission of the school. All decisions with regard to the dress code will be made with reference to these goals. Students dress choices that interfere with school work, create classroom disorder, present a danger to health and safety or foster division among the student body are in violation of the dress code, regardless of whether they violate any specific prohibition. In keeping with the goals articulated above, OLC's specific dress code and uniform police are as follows:

ACTIVE WEAR (TINY TIKES – PRE-K4)

- Ash gym tee shirt
- Navy gym short/sweat pant
- Navy sweatshirt
- ALL white socks
- ALL white Velcro/no tie sneakers

BOYS (GRADES K-2)

Spring/Summer

- Gray shorts
 - White short sleeve polo
 - Black socks
 - Black rubber sole shoes/sneakers
- (shoes must be all black)**

Fall/Winter

- Gray pants
- White long/short sleeve oxford or polo shirt
- Navy cardigan OR Navy fleece sweater with school logo
- Plaid tie (5-8 only)
- Black socks/black rubber sole shoes

GIRLS (GRADES K-2)

Spring/Summer

- Navy skort/shorts
 - White short sleeve banded shirt
 - White socks
 - Black shoes/sneakers
- (shoes must be all black)**

Fall/Winter

- Plaid skirt (black lycra shorts for underneath)
- Gray pants
- White short/long sleeve oxford or polo shirt
- Navy socks/opaque tights (**black or blue only**)
- Black rubber sole shoes
- Navy cardigan OR Navy fleece sweater with school logo

GYM FOR ALL STUDENTS, (GRADES K-2)

- Gray shorts/sweatpants
- Navy t-shirt
- Gray sweatshirt
- White socks and **white or black** sneakers



SPECIFIC PROHIBITIONS

General

All students are required to wear the official school uniform at all times with no substitutions being made. It must be purchased through Flynn and O'Hara. [Visit www.flynnohara.com](http://www.flynnohara.com) for further details/instructions. Please avoid wearing accessories that are distracting, such as large headbands/bows, necklaces bracelets and rings. We reserve the right to hold these items until the end of the school day.

Shoes

The following shoes are not permitted: light-up sneakers/shoes, character sneakers/shoes, wheelie sneakers, jeweled sneakers, work boots, crocs, heeled shoes, and sandals/flip flops. If boots are worn for inclement weather, the student must bring uniform shoes to change into.

Jewelry/Cosmetics/Accessories

Excessive jewelry (rings, bracelets, or necklaces), handbags/pocketbooks, make-up, tattoos, and piercings (other than piercing of the ear lobe) are prohibited. Girls may wear small post earrings; dangling earrings are not permitted. Boys may not wear earrings of any style.

Hair

Extreme hairstyles are prohibited. Extreme hairstyles include, but are not limited to: dyed bleached or streaked hair; styles incorporating shaved words, letters or symbols; and hair of any extreme length. Above all, hair must be neat in appearance and well maintained at all times. Lines cannot be shaved into eyebrows.

OUTDOOR PLAY

Physical activity promotes healthy bodies and healthy minds, and is an important part of our school day. Weather permitting, we will take the children outside to play. Please provide appropriate clothing for the weather, such as hats, gloves, and jackets. **All exceptions from outdoor play must be approved by the administration, and school nurse not the classroom teacher.** As the preschool children become familiar with routines and their teachers, we will take short trips in the neighborhood.



PHYSICAL AND/OR NON-COMPLIANT BEHAVIOR

As language develops for preschool and early elementary children, they are learning to find the appropriate words to express their feelings, there are times when their actions compromise the safety, well-being, of themselves and others, as well as order of the classroom. This may include, but not be limited to, hitting, biting and pushing, as a way to solve conflicts or express how they feel. In addition, it includes any behaviors that are characteristic of bullying. It also includes resistance to redirection and/or refusal to comply. In such cases, please see the course of actions below that will be taken:

First offense	Second offense	Third offense	Fourth offense	5 + offenses
Parent will be notified by the teacher	Parent will meet with teacher and develop an action plan	Parent/teacher/administrator will meet to review and modify the action plan. Exclusion from school may begin.	Child will be excluded from school for a time to be determined by the teacher/administration. Reentry conference will be held.	Dismissal from school and/or re-registration withheld

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will accept the consequences of those actions. Extreme behaviors that pose a danger or harm to himself/herself or others will result in the immediate removal from school until a plan of action is put in place.



HARASSMENT, INTIMIDATION, AND BULLYING SECTION OF THE HANDBOOK

The OLC School, as part of its mission as a Catholic school, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer, are prohibited. These behaviors disrupt a student's ability to learn and the school's ability to educate. They are counter to the philosophy of school as a caring Christian community formed to proclaim and live out the gospel of Jesus Christ. Such acts will be dealt with immediately, and consequences given will reflect the child's developmental age/grade level.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communications, as defined in N.J.S.A 18A:37-14, whether it be a single incident or a series of incidents that:

A. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, actionable origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability; or by any other distinguished characteristic; and that

B. Takes place on school property, at any school sponsored function, in a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

1. a reasonable person should know under the circumstances, that the acts will have the effect of physically or emotionally harming a student or damaging his or her property, or placing a person in reasonable fear of physical or emotional harm to his or her person or damage to his or her property; or
2. has the effect of insulting or demeaning any person or group of persons; or
3. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Consequences and remedial measures for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion.

In conjunction with the best traditions of Catholic morals and ethics, the school expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment. Parents are expected to cooperate and support their child and school when notified that their child is not conducting themselves appropriately.

The school believes that standards for students' behavior must be set cooperatively through interaction among the students, parents/guardians, and administration/faculty/staff, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff and community leaders.

The school believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violation of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of such. Teachers and staff members who interact with students shall apply best practices designed to prevent student conduct problems and encourage students' abilities to grow in self-discipline.



BATHROOM POLICY (TINY TIKES – PRE-K 4)

Children in the **Tiny Tikes Program** do not need to be toilet-trained. Please bring enough diapers, pull-ups, and wipes for your child on a weekly basis.

Please inform the teacher/ instructional aide when you begin toilet-training at home so there is consistency with your child's bathroom routines at school.

Children in the **Pre-K 3 and Pre-K 4 Programs** must be toilet-trained and wearing underwear, **not pull-ups unless included in an Intervention Plan**. Children are expected to use the bathroom independently. In the event of an accident, teachers will assist the children, if necessary.

SNACK

Tiny Tikes – Pre-K 4

A morning snack will be offered every day. Each week, a parent will be responsible for a small snack for the entire class, which should be easy to serve and eat. The schedule assignments will be provided by the classroom teacher. Guidelines will be discussed within each grade level.

There is a time for afternoon snacks during aftercare. Your child should bring a snack and drink from home.

Kindergarten – Grade 2

Students in grades K-2 may have a small mid-morning working snack each day, depending on their assigned lunch period. Students must bring their own snack. It is strongly recommended that snacks be kept to one item only that is healthy and easy to eat. Children will not be permitted to eat candy during working snack.

LUNCH

Children enrolled in the full day program will eat lunch in school. They have the option to bring their lunch to school, or purchase it through the school lunch program. Please see our website for the lunch provider's enrollment process. A lunchtime milk program is offered for the months of October through June for an additional fee.

We encourage parents to send food that the children can eat on their own, as well as in child-friendly food containers. Please keep in mind that we will assist the children with opening and closing their containers, however we promote independence at lunchtime.

All food allergies must be recorded on the Medical History Form. This form must be returned to the school nurse, as well as a copy for the classroom teacher.



PARENTAL INVOLVEMENT

One of the strongest reasons for the success of a school is active parental involvement. The following are some of the ways:

- Become an active member of the PSA (Parent-School Association)
- Help with fundraising, social events and special programs
- Become a volunteer by completing the Protecting God's Children Course
- Bring new ideas to the PSA

PROTECTING GOD'S CHILDREN:

Please note that **no parent** will be permitted to participate in school sponsored events without going through Protecting God's Children training and a background check. **Please contact Ms. Christine Zarsky** at zarskyc@olcschool.org for more information.

SPECIAL EVENTS

Birthdays: Your child's birthday is special and we look forward to celebrating it. He/she will be allowed to dress up/down for the day. You may visit the classroom and host a special reading of your child's favorite book (for students in grades Tiny Tikes - Grade 2). Please contact your child's teacher to schedule a time that is mutually agreeable. **No Goodie bags** or other items will be distributed. Due to allergies and dietary needs, **snacks and drinks are not permitted.**

We will be happy to distribute birthday party invitations that take place outside of school, if every child is included.

Special Visits/Holiday Celebrations:

The OLC Lower School embraces cultural celebrations of our student population and encourages parents to share their heritage with their child's class. You are welcome to share special talents, present cultural holidays and/or join as a guest reader, however, plans for such celebrations must be approved by the classroom teacher/administration, at least one week prior to the celebration and is ultimately the decision of the classroom teacher and/or administrators. In the end, these celebrations cannot compromise the educational programming at The OLC Lower School. **Goodie bags are not** included in these celebrations.



IMMUNIZATION REQUIREMENTS

Parents are required to provide the school with documented records of immunizations for entry into school. Official school records, health department records, and/or physician signature shall be accepted as immunization documentation. The records must include the month, day, and year the immunizations were given. Medical and established religious exemptions may be granted with appropriate documentation.

For further information, see:

http://www.state.nj.us/health/cd/documents/childhood_imm_facts.pdf

<http://www.cdc.gov/vaccines/>

SCHOOL WELLNESS POLICY

You may find that your child, especially in the preschool, will get more colds if he/she is attending school for the first time. This is typical because your child is being exposed to many new germs. Every effort is made to rid the room of germs. Hands are frequently washed, and tables, chairs and furniture are disinfected daily.

Students who become ill during the day, will be sent to the school nurse's office to determine whether or not the child must be sent home. **Students that are sent home sick cannot return to school later in the day for extra-curricular/after school activities/clubs.**

If a child experiences a fever of 100 degrees or higher, vomiting, or diarrhea before school, the child should not be in school for a 24 hour period until the symptoms pass or until the child has visited his/her physician. No child will be admitted to school on the same day or allowed to return for an after school activity, club or Aftercare. An absence of 3 or more days, due to illness/injury, a physician's note is required to return to school.

Any injuries received during school time are reported to the school office. No child will be sent home when hurt, unless the parents have been notified through the school or nurse's office. Parents must arrange to have the child picked up.



When You Should Keep Your Child Home

Although your child may ask to come to school, if he/she exhibits one of the following symptoms, please keep your child at home:

- Thick, discolored nasal discharge
- Excessive coughing
- Diarrhea/Vomiting – Student may return after being free of diarrhea/vomiting for 24 hours
- Conjunctivitis/contagious rashes
- Fever of 100°F or higher

Fever: Your child must be **fever free** for 24 hours without a fever reducing medicine before returning to school. If your child displays any of the above symptoms while in school, you will receive a call to arrange pick-up within a reasonable amount of time. They will not be permitted to return to school the same day for any extra-curricular activities during/after school hours.

CONTAGIOUS ILLNESS

If a child has a contagious illness such as measles, mumps, rubella, or hepatitis, etc., the school must report it to the New Jersey Board of Health Office. The child cannot return to school until cleared by a licensed doctor with appropriate documentation of recovery.

CONJUNCTIVITIS

Any student diagnosed with conjunctivitis will be sent to the school nurse immediately. A parent will be called to pick the child up. Student must visit a doctor and remain home until all symptoms are clear after 24 hours of treatment. Documentation from doctor is required upon a student's return to school.

ALLERGY AND EPINEPHRINE ADMINISTRATION

Any and all allergies must be reported to the school with appropriate documentation. As permitted by New Jersey Law, the school will follow the written orders of a licensed physician or advanced practice nurse for emergency administration of epinephrine via EpiPen for anaphylaxis. A school medication form will also be provided for physician to complete.



MEDICATION

The administering of medication in school will only be permitted when the students' health and continuing attendance in school is in jeopardy and only when prescribed by a physician with the necessary form (s) being completed by the physician. Under no circumstance will medication be administered to students in school except by the school nurse, the students' parents, the school principal/or designated administrator. All medication must be delivered to the school office in its original labeled container.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions that have been written and provided by the student's physician. Parents must schedule a conference with the school nurse, administration, and classroom teacher to discuss in detail the need for medication. The parents and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form, also available through the nurse's office, as well as the school website.

LICE

Parents will be notified if a student is found to have head lice. He/she will be sent home from school for immediate treatment. Appropriate treatment of head lice and proper care of the child's environment and personal items must be attended to immediately. It is required that the student be examined by the school nurse or designee upon return to school and/or Beforecare.

All classrooms will be checked and letters will be sent home in classrooms where the head lice were found.



PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I acknowledge receipt of the Parent/Student Handbook containing the policies and procedures for Little Harbor Academy/The OLC School. I have read the handbook and agree that it is binding on the students and the parents during this academic year. I understand that the administration of the school will have the discretion to make changes to the handbook if deemed necessary.

I understand that the policies and procedures contained in the handbook are established for the benefit of all students. I am aware of my responsibility to support the school in the policies it has established, and to see that my child adheres to them.

Student Name

Teacher

Grade

Relationship to Student

Print Name (parent)

Signature (parent)

Date

THIS ACKNOWLEDEMENT FORM MUST BE RETURNED BY SEPTEMBER 7, 2018

STUDENT HANDBOOK POLICY - 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." (§2393, 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, sexual 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.

¹www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/

AGREEMENT FOR STUDENT ENROLLMENT

All parents and guardians (herein “parents”) who believe that a Catholic School is a proper educational and religious environment for their child, and would like their child to attend a Catholic School, must adhere to the following agreement with their Catholic School:

Parents agree that the learning environment and religious nature of the school are guided by the Catechism of the Catholic Church.¹ Among other things, the Catholic Catechism 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. (2393 Catechism of the Catholic Church.)*

Further, they acknowledge that a Catholic School looks to the recent encyclical, *Laudato Si*, wherein Pope Francis stated *“Our body itself establishes us in a direct relationship with the environment and with other living beings,”* and that *“learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology.”* *“Valuing one’s own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment.”*

If serious concerns arise as to a student’s and/or parent’s position or action(s) with respect to the tenets of the Catholic faith, then parents 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.

Parents understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic School nor constitute a guarantee of placement for subsequent years.

Parents agree to share with principal and classroom teacher(s), in writing if requested, professional recommendations and/or treatment reports regarding their child’s medical, psychological and/or social situation.

¹ The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops: www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/

Parents understand and acknowledge that the policy and doctrine of Catholic Schools are firmly rooted in the Catholic Faith. Accordingly, parents acknowledge and agree that in the case of disagreement as to parents' or students' obligations hereunder, or regarding the tenets of the Catholic Church, the matter will be presented to the Archbishop or his designee for interpretation and/or decision. Any decision of the Archbishop or his designee shall be final, conclusive and binding.

Date:

Signature of Parents or Guardians: _____

If Guardian, state relationship to student(s): _____

Signature of Principal _____