



THE OLC UPPER SCHOOL PARENT / STUDENT HANDBOOK

A MESSAGE TO PARENTS:

Dear OLC School Parents,

Welcome! We are happy to present you with the **OLC UPPER SCHOOL 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 practices 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.

This information exists to foster the efficient operation of The OLC Upper 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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OUR MISSION

The Mission of Our Lady of Czestochowa (The OLC School) is to create a learning environment that encourages each child to grow as a spiritual, moral and intellectual individual, who will be able to embrace a global multicultural society of the 21st century.

As a Catholic school in a diverse community, we strive to develop virtues and values that foster the expression of a child's potential. We encourage life-long learning and creative problem solving by providing a challenging and stimulating academic curriculum, while also allowing consideration for individual interests, abilities and needs.

NON-DISCRIMINATORY POLICY

The OLC School admits and does not discriminate against students of any race, color, religion, national or ethnic origin in the administration of educational policies, scholarships programs and athletic/other school administered programs.

The OLC School does not discriminate on the basis of sex in educational programs or activities in compliance with the regulations of Title IX.

AFFILIATION

The OLC School is a part of the Archdiocese of Newark. Our school has been devoted to its mission of excellence for over eighty years. The OLC School is accredited by the Middle States Association of Colleges 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 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 the handbook, parents will be notified within a reasonable amount of time.

SCHOOL PHILOSOPHY

The philosophy of Catholic education is to provide for the academic growth and development of the whole child while meeting the needs of the individual with an atmosphere centered on Christ. A child's beliefs, attitudes, values and behavioral patterns are developed primarily by his/her parents, who are the child's first educators. The purpose of a Catholic school is to reaffirm and enhance the values taught at home. The OLC School aims to provide the child with a climate where faith, trust, and love for God and others is encouraged, lived, and witnessed in his/her life.



PARENTAL RESPONSIBILITY

Working in partnership, for the best interest of the child, parents should develop the child's behavior, habits and attitude towards school, which begins in the home. Among other considerations, a parent should:

- A. Arrange for prompt and regular school attendance and comply with attendance and tardiness policies and procedures.
- B. Carry out recommendations made by teachers/administration.
- C. Check regularly the school's website, electronic communication messages and teachers' page for information.
- D. Return (sign if requested) any communications from school in a prompt manner.
- E. Provide a quiet place for homework at a regularly scheduled time.

Your interest and support at home is important to your child and is most appreciated by the administration and teachers.



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.

In the event a child has frequent absences, promotion may be in jeopardy. Notification will be given to the parents and a conference will be scheduled with parent, teacher, and/or administration to review the child's academic growth and development and to create a plan of action.

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.

Assignments must be made up if a student is absent. At a parent's request, homework assignments and books may be picked up at the end of a school day in the main office. Cases of frequent absenteeism could result in being referred to the Truancy Office of the local public school district.

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. Students are not permitted to leave school grounds, unless accompanied by a parent/guardian. Parents/guardians who will be picking up student(s) early should inform Sheila Muhammad prior to pick-up and sign the student(s) out in the Main Office.

VACATION/EXTENDED ABSENCE

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 Sheila Muhammad in the main office and the teacher a week prior to departure.

Teachers **will only provide work for a time of no more than 5 school days**. The website must be checked for any additional assignments. The school cannot guarantee hard copies of any assignments prior to the departure. Any homework assigned does not replace the value of classroom instruction. Sufficient time will be given upon a student's return to school to make up any work missed. Missed and/or incomplete work can result in a grade reduction for the trimester.



EVERY MINUTE COUNTS

We value each student and the time they spend learning. Students arriving late disrupt routines and instructional time. Therefore, students are expected to arrive on time.

TARDINESS

School begins at 7:45 am. Students are expected to arrive promptly. Students will go to their lockers to prepare for the day at 7:45 am. Prayers will begin at 8:00. Students arriving after 8:00 am and/or at the conclusion of prayers will be considered tardy and must get a tardy pass near the office.

Any students arriving after 9:00 am will not be permitted to enter school and will be considered absent, unless previously arranged and approved by the administration. Approval requests should be sent via email to Anna Mae Stefanelli and Christine Zarsky **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 is required upon arrival.

Late arrivals approved by the Administration will result in the student being marked tardy for the day.

Please note the following regarding tardiness:

1-2 times: Phone call from classroom teacher

3-4 times: Written warning and/or referral to the administration

5 times: Referral to the administration and/or an "I" under Obeys School Rules on the Report Card

5+ times: Referral to the administration and/or an "I" or "U" under Obeys School Rules

Please avoid making appointments of any kind during the school day, as this too, interrupts your child's instructional time. If it is necessary, students must return with a note from the physician in order to be admitted beyond 9:00 am.

TRUANCY

A student, who deliberately avoids coming to school, is considered truant. This is considered a serious offense. A student who is truant will be subject to school intervention, disciplinary action as well as notification to the Jersey City Truancy Office.

SUPERVISION

The responsibility of the schools' supervision of students begins at 7:45 am and ends at 2:45 pm. For children enrolled in the Before/Aftercare program, it will begin at 7:00 am and end at 6:00 pm. Any child picked up after students have been dismissed, or after 6:00 pm from Aftercare, will be charged an Aftercare late pick up fee and/or released from the program.



LUNCH

The Dining Hall is available for the students at lunch time during their designated lunch period. Children are not permitted to go home or off the school premises for lunch. They have the option to order lunch from the school's lunch vendor or bring their own. Lunches brought from home should not contain glass bottles or require refrigeration or preparation (i.e. microwave reheating). Parents are strongly discouraged from bringing outside food to the school for their child to eat or having food delivered to the school. Parents dropping off forgotten lunches should label them with the child's name and grade, bring them to the Upper School entrance and leave them in the office before 11:00 am. Office personnel will ensure that the child receives his/her lunch.

MILK PROGRAM

A milk program is offered beginning the month of October through June, for an additional fee.

EARLY DISMISSAL/ PROFESSIONAL DEVELOPMENT

The dates of these meetings are indicated on the school calendar. Dismissal will be at 12:00 pm for students in the Upper School (grades 3-8). Before and Aftercare are in session, unless otherwise indicated on the calendar.

SCHOOL CLOSINGS

Every attempt is made to keep school open by taking the time necessary to consider the circumstances by which the decision is being made. In the event that the safety of the students, faculty/staff is compromised, school will be closed. Parents will be notified via a text from School Messenger, a posting on our website, and announcements made by 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. For delayed openings, school will open at 10:00 am. Our teachers go on duty 15 minutes prior to opening time, please do not send your child to school before that, as there will be no supervision or Beforecare.

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.

TEACHER/PARENT COMMUNICATION

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



POWERSCHOOL FOR PARENTS

PowerSchool is available for parents to view their child's grades throughout the course of the year. This is specific for parents with children in the Upper School (grades 4-8), where numeric calculations determine letter grades. Students' grades will be posted by their teacher(s) within a reasonable time. **It is a parent's responsibility to check PowerSchool regularly.**

STUDENTS BRINGING MONEY TO SCHOOL

Any money that is sent to school for school purposes should be placed in a sealed envelope and identified with the child's name, grade and its purpose. We discourage children from bringing loose money, as the school will not be held responsible for any money that is lost or stolen.

CALENDARS

A yearly calendar is posted on the school website at www.olcschool.org. A monthly calendar will be posted on the school website and feature additional activities and any other pertinent information. Please note that it is the parent's responsibility to check the website calendar for changes.

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, the people receiving the call must communicate effectively. If there are any changes in this information, please notify the school office immediately.

RELIGIOUS EDUCATION AND RELIGIOUS 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. They must also satisfactorily pass all of the requirements of religious education taught at The OLC School.

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 all students.

RELIGION

The religious education of students receives priority. Formal religion classes 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. 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 for Sacramental Preparation is:

1. Children are prepared after school for the Sacraments at the Lower School on Tuesdays from 3:30-5:00
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, science and STEM. 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. For students in grades 4-8, there will be a Chromebook issued to each student and a computer elective.



MUSIC

Vocal music is a performing art offered to 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 in them is **not optional**, as it is a part of the OLC experience and music curriculum. 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 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

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 Grade 3. 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.**

ACADEMIC CODE	SUBCATEGORY CODE	RUBRIC FOR WRITTEN COMMUNICATION
A+ = 97-100 C+ = 78-82	+ = Strength	6 = Very Good 3 = Below Average
A = 92-96 C = 73-77	/ = Satisfactory	5 = Good 2 = Poor
B+ = 88-91 D = 70-72	- = Weakness	4 = Acceptable 1 = Unacceptable
B = 83-87 U = Failure		

*** The marking code above is for students in grades 4-8.**

In addition, marks for Personal Development are given. These grades can affect a child's opportunity to receive Honors status. At OLC, we take very seriously the development of character, along with the academics. On the next page is information regarding the criteria to receive an award for academic achievement, as well as how receiving an "I or U" in Personal Development can impact a child's academic standing.



HONORS CRITERIA FOR UPPER SCHOOL: GRADES 4-8

Our criteria is based on the Archdiocesan guidelines for grading. **The awards are not based on a total year-end GPA**, instead they are determined by the year-end grades students receive in each subject area. Honors are influenced by a student's **LOWEST** year-end grade in any subject. Any student receiving a year end grade of an **I** or **U** in any special subject area is not eligible for a year-end award.

- **First Honors:** Year-end grade of an A or A+ (92-100) in *each* of their subject areas.
- **Second Honors:** If a student's lowest year-end grade is a B or B+ (83-91) in any subject area.
- **Honorable Mention:** If a student's lowest year-end grade in any of their subjects is a C+ (78-82).
- If any subject area has a year-end grade below a 78, they do not receive an academic award.
- If a student receives two consecutive *I*'s in the same personal development category throughout the trimesters, they will not receive an academic award.
- **Perfect Attendance:** A student must not only be present every day, but also have no more than five tardies in the year.

PROGRESS REPORTS

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, will be held. 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.

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, science 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 student will often help prevent retention. There are times, however, when retention is recommended for the long-range benefit of the child.

Note: Any student failing a major subject for the school year must attend summer school or an approved academic program, and maintain a passing grade before being promoted to the next grade level.



HOMEWORK

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

All students will be given assignments and notified of them in the following ways:

- Class homework boards
- Assignment pads
- Teacher Pages on the school website

Students should maintain a daily homework assignment pad, provided by the school in which daily homework is recorded. Parents are to review assignment pads daily for notices of missed homework, indicated by the teacher. In some classes, assignment pads are to be signed every Friday by parents. Consult your child's teacher for his/her expectations regarding assignment pads. Missing assignments should be completed by the date given. Any outstanding assignments not made up will receive a grade of zero.

FRESHMAN FOR A DAY

In preparation for high school, 7th and 8th graders are allowed to visit prospective high schools. 7th graders are allowed to attend one Freshman for a Day with an excused absence, 8th graders are allowed 2. Your child will be marked absent for all visitations beyond these guidelines.

REQUIREMENTS FOR GRADUATION

The requirements for graduation are: a passing grade point average in every subject area, all fees paid in full, completion of the required service hours and satisfaction of all subject area requirements.

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.



TRANSFERS

Parents are asked to notify the school by phone or email prior to the date of transfer. The Principal's Project Manager 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 transferring a child:

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.**



GENERAL DISCIPLINE POLICY

In accordance with the *Responsive Classroom* approach, respect for authority and mutual cooperation are essential elements of the learning environment at The OLC School. Students are expected to model C.A.R.E.S. (cooperation, assertion, respect, empathy, self-control) towards one another and towards all members of the faculty and staff.

Home and school will work together to help students learn and live the qualities of responsible behavior and the elements of good citizenship. Students are expected to:

1. Know and obey the rules and regulations of the school and individual classrooms.
2. Display responsible conduct to and from the school, on the school grounds, and at school functions and activities.
3. Use class time as effectively as possible, by taking pride in doing his/her best work.
4. Be aware that good sportsmanship must prevail in academic or athletic competitions.
5. Respect school property, self, others and environment.
6. Work towards eradicating bullying in all of its forms.
7. Assert positive power by reporting bullying to an adult at school or home.

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.



CODE OF CONDUCT

The tiers below refer to *possible* consequences that may be imposed by the teachers and/or administration.

Discretion will be used to determine the most appropriate response(s), based on the severity of the infraction, the age of the student and the student's history of inappropriate behaviors. In instances where an infraction falls within multiple tiers, it is within the discretion of the administration to determine the tier response for that infraction. Similarly, in instances where the behavior may not be clearly listed above as an infraction, it is within the discretion of the administration to determine the appropriate tier response.

Tier 1: Minor Infractions

Teacher selected consequence: verbal warning, loss of privilege

Infraction slip to be signed by parent/guardian

Teacher contacts parent/guardian via telephone

Problem solving conference with teachers/administration

****Frequent minor infractions may result in Tier 2 interventions/consequences***

Tier 2: Serious Infractions

Teacher/staff member refers incident to administration

Teacher or administration contacts parent/guardian

Problem-solving conference with teachers/administration

Parent/guardian conference with administration

Additional loss of privileges

Referral to Intervention Team

Possible short-term suspension (in school or out of school)

Monetary restitution and/or physical restoration

****Frequent serious infractions may result in Tier 3 interventions/consequences***

Tier 3: Major Infractions

Immediate referral to administration

Parent/guardian contact

Parent/guardian conference with administration

Possible long-term suspension or expulsion

Contact police/fire department according to Archdiocesan/local guidelines or agreements

Monetary restitution and/or physical restoration

Only the principal has the authority to expel a student after consulting with the Superintendent of the Archdiocese of Newark.



Infractions	Tier 1	Tier 2	Tier 3
School uniform dress code	X		
Chewing gum/eating or drinking in hallways	X		
Unprepared for class/homework- missing assignments, materials and signed forms	X		
Use of profanity	X	X	
Frequent lateness	X		
Disruptive behaviors (verbal and/or physical)	X	X	X
Disrespect to school personnel	X	X	X
Academic dishonesty- forgery, cheating, plagiarism, copying without permission/allowing others to copy	X	X	X
Inappropriate/threatening language	X	X	X
Misuse of technology/cell phones	X	X	X
Chronic absenteeism	X		
Hitting/Harming self or others		X	X
Fighting		X	X
Bullying/Cyber-bullying		X	X
Possession and/or use of weapons, drugs, cigarettes, alcohol, printed material considered pornographic or anti religious			X
Vandalism/damage of property		X	X
Theft		X	X
Threats (verbal, electronic, or written)		X	X



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 determined 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.



STUDENT CELLULAR PHONE POLICY

The OLC School policy on cellular phones is designed to ensure that the use of the cell phone does not interfere with teaching and learning during the school day.

1. Students may possess cell phones and other electronic devices during normal operating school hours. However, they must remain in the off position and given to their teacher upon arrival.
2. The use of camera phones, texting, email, or social media, is strictly prohibited.

Violations of the cellular phone policy will result in the following:

First Violation: Student will be warned and the cell phone/electronic device will be confiscated by an administrator for the remainder of that school day. The phone/device will be returned to the student at the end of that school day.

Second Violation: Cell phone/electronic device will be confiscated by an administrator until the parent comes to the school for retrieval of the phone/electronic device. Parents will be notified that the phone has been confiscated.

Third Violation: Cell phone/electronic device will be confiscated by an administrator until the parent comes to the school for a conference to retrieve and meet with administration and/or teacher.

FUNDED PROGRAMS

Chapter 192/193 (state funded programs)

Chapter 192 - Compensatory Education

“Compensatory Education” means preventative and remedial programs in basic communication (reading and math skills). Non-public school students who do not exceed minimum levels of proficiency in certain commercial norm-referenced tests are eligible for compensatory education services.

Chapter 193: Corrective Speech, English as a Second Language, Child Study Team Services, (Evaluation, Supplementary Instruction, Home Instruction).

GOVERNMENT RECORDS

Records attached to publicly funded services provided through the local Board of Education, such as Child Study Team Reviews, Compensatory Education, Speech and Language and English as a Second Language are property of the Board. Parents wishing to examine these records or to procure additional copies for his/her own use must apply to the Board. The school is not permitted to distribute this information to anyone.

VIEWING RECORDS

Parents have the right to view his/her child’s academic record, academic standardized test results and health records. These records can be made available upon request, with 24-hour notice.



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.

TELEPHONE USE

The use of the school phone by the children is discouraged and they are asked to come prepared and not expect to call home for forgotten items. Please see The General Discipline Policy of the Handbook as to the use of students and cell phones.

TUITION POLICY

The OLC School is a parish school. In order to meet expenses, some ways the yearly budget is balanced are through: tuition, fees and fundraising. Tuition contracts are signed yearly after the projected budget/tuition costs are established. Tuition must be current for students to participate in any academic program or recreational activity. If the tuition contract is cancelled, all fees and deposits are non-refundable and/or not transferable.



HEALTH AND SAFETY

FIRE AND EMERGENCY DRILLS

Each school in the Archdiocese of Newark is required to conduct one (1) Fire/Emergency Drill and one (1) Emergency Drill a month. Exit routes are clearly indicated. Children are expected to comply with all regulations regarding safety during our drills.

HEALTH SERVICES

The State of New Jersey provides the funds for a nurse. The nurse conducts hearing and eye tests, weight/measurements and scoliosis screenings on a yearly basis. Annual physical examinations by the family doctor or clinic are mandatory. The parent should notify the nurse, as well as the teacher, of any physical limitation or ailments a child has or any medication the child may be taking. In the event of an accident or sudden illness, the parent will be called.

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

ILLNESS AND INJURY

Students that become ill during the day will be sent to the school nurse's office to be evaluated. If they have a fever of over 100 degrees, they are removed from the classroom and the parent will be called to take the child home. Otherwise, students may rest until the nurse believes they can return to class.

Students that are sent home sick cannot return to school later in the day for any reason, such as extra curricular/after school activities/clubs as well as Aftercare.

Any injuries received during school time are reported to the school nurse and/or main 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, as well as aftercare.

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.

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 in writing with a five working day time frame for request.

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 Department of Children and Families Services. (DCF).



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. **Goodie bags, snacks and drinks are not permitted** and will not be distributed in class, due to allergies. We will be happy to distribute birthday party invitations that take place outside of school, if every child is included.

DRESS CODE/UNIFORM – GENERAL GOALS

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:

All students in Grades 3-8 are required to wear the official school uniform at all times with **no substitutions being made**. All items must be purchased through Flynn and O'Hara. Visit www.flynnohara.com for further details/instructions.

All students must wear black shoes/sneakers throughout the year. White shoes are not permitted.

BOYS (GRADES 3-8)

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
- Plaid tie (5-8 only)
- Black socks/black rubber sole shoes
- Navy fleece sweater with school logo

GIRLS (GRADES 3-8)

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

GYM FOR ALL STUDENTS, (GRADES 3-8)

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



SPECIFIC PROHIBITIONS

General

No substitutions are to be made for any component of the uniform requirements described above.

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.



PARENT / STUDENT HANDBOOK

ACKNOWLEDGEMENT FORM

I acknowledge receipt of the Parent/Student Handbook containing the policies and procedures for 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

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 _____