



Our Lady of Lourdes School Parent/Student Handbook

Revised: September 2012



Our Lady of Lourdes School is associated with Our Lady of Lourdes Church. The school has one class of each grade from Kindergarten through Eighth, Pre-Kindergarten for three to four year olds and an after school program.

For more information, please contact:

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"We build the kingdom of God"

OUR LADY OF LOURDES SCHOOL

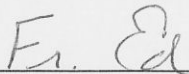
44 Cleveland Avenue
Milltown, NJ 08850
732-828-1951
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Dear Parents,

We are happy to provide you with a copy of OUR LADY OF LOURDES PARENT/STUDENT HANDBOOK which has been revised September 2012 and updated in compliance with the latest Diocesan guidelines. We believe that this handbook is rather comprehensive in its coverage of general procedures as well as academic policies. Please bear in mind that it is impossible to include every little detail that affects the daily operation of the school. Therefore, the school Administration reserves the right to introduce new policies or to abolish existing ones as circumstances warrant. In such cases you will be notified in writing. Please read the Handbook and return the form in the back of the Handbook, duly signed, to the School Office. Please be informed that the complete Parent/Student Handbook is also available on our website, www.ololschoolnj.org.

Thank you.

Sincerely,



Rev. Edward A. Czarcinski, Pastor



Sister M. Elizabeth Halaj, L.S.I.C., Principal

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Mission Statement

The faculty and staff of Our Lady of Lourdes School, Milltown, New Jersey, focus on Christian education to fulfill their commitment for providing an academic program based on the spiritual, moral, intellectual, and physical development of their students.

The Mission of the Office of the Schools is to minister to and collaborate with our Catholic Schools, assisting them to communicate Gospel values to the school community, while leading students to become spiritual, ethical and competent members of the world community.

I. Introduction

History

The school is a Pre-Kindergarten through 8th grade Catholic Elementary School under the auspices of the Diocese of Metuchen Office of the Schools.

Our Lady of Lourdes School was established in 1942 at what was fondly known as “The Little Red School House” where three Sisters of Mercy had the responsibility of teaching elementary subjects. Since the school’s modest beginning, it had gradually grown in size and needs by 1953. Rev. Francis J. Dwyer, Pastor, inaugurated a fund-raising campaign and on September 15, 1957 our new school was dedicated. In 1973 the Mercy Sisters were recalled and Our Lady of Lourdes School was staffed with the Little Servant Sisters of the Immaculate Conception who continue to serve as principals and members of the faculty.

Our Lady of Lourdes School is accredited through AdvancEd. We are certified through June 30, 2015.

School Philosophy

The Catholic Schools of the Diocese of Metuchen are committed to the holistic education of students from Pre-K through grade 12. To this end, teachers and administration blend daily academic instruction with spiritual, social, and emotional guidance as they guide students through the development stages of their growth and maturation.

The Catholic Schools of the Diocese of Metuchen provide age appropriate religious instruction and formation within the moral framework of the teachings of the Catholic Church. Codes of behavior are designed to inculcate and strengthen the conviction that we must regard self and all persons, creatures and elements of God’s creation with reverence and respect.

The ultimate goal of integrated Catholic School education is to prepare each student to become a contributing citizen of the universe in the 21st century by cultivating:

- a deep and personal belief in and love of God, Father, Son and Holy Spirit,
- a serene and confident acceptance of self-worth,
- a right and informed conscience,
- an empathetic and generous heart,
- a lively and effectual imagination,
- a disciplined and productive intellect, and
- a healthy expectation of performance excellence.

This Handbook exists to foster the efficient operation of Our Lady of Lourdes School. To meet this objective, the School Administration is given flexibility and the ability 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.

II Parents Role in Education

We, at Our Lady of Lourdes School, consider it a privilege to work with parents because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become role models for the development of your child's life – physically, mentally, spiritually, emotionally and psychologically. Your choice of Our Lady of Lourdes School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

As partners in the educational process at Our Lady of Lourdes School, we ask parents:

To set rules, times and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has pre-ordered lunch or has brought a nutritional bag lunch and snack each day.

Once you have chosen to enter into a partnership with us at Our Lady of Lourdes School, we trust you will be loyal to this commitment. Neither parents nor teachers should doubt the sincerity of the efforts of their educational partner in challenging, yet nourishing the student to reach his/her potential. It is important that both parents and teachers respect one another's authority so that the child is not "caught in the middle". If there is an incident at school, parents discuss the incident with their child and the teacher.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, we begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

Home School Association (HSA)

The Home School Association is an organization that works to support and enhance the educating community to which your child belongs. Each parent who enrolls a child in Our Lady of Lourdes School automatically becomes a member of the Home School Association and is expected to attend regularly scheduled meetings. As a member, parents are counted on to participate in fund-raising and community building activities. Tuition only pays 70% of your child's education; fund-raising activities are expected to contribute approximately 15% and OLOL parish subsidy contributes 15% toward the school's operating budget.

School Advisory Council (SAC)

In addition to the Home School Association, Our Lady of Lourdes School has, under the advisement of Bishop Bootkoski and the Diocese of Metuchen, formed Our Lady of Lourdes School Advisory Council (SAC). The SAC is an advisory board which works with the pastor and the principal in making recommendations to the Pastor for his approval in the areas of planning and development, finance, budgetary and personnel matters and the formulation of school policy. We are committed to ensuring that Our Lady of Lourdes School continues to be a vital and viable source of education for our children. All parents and interested members of the parish are invited to consider joining one of the committees. Parents will be informed throughout the year as to the activities and efforts of SAC.

Parent/Teacher Conferences

Parent/Teacher Conferences are held each year at the end of the first and second marking periods. The annual school calendar provides the specific dates and times of our parent/teacher conferences.

Conference schedules are prepared and issued by the school office well in advance of the scheduled date. Parents requiring additional conferences during the school year may make arrangements with the individual teachers. Progress reports are available on Powerschool quarterly.

Communication between Home and School

In order to insure that all communications from school reaches home in a timely manner, Our Lady of Lourdes School uses both - e-mail communication – primary source of communication, and a weekly folder system. Official envelopes containing all correspondence are sent home on the last day of the school week and should be returned the following school day. Official school-wide communications are sent to all families in a weekly email the last day of each week. Submission of an email address is required. OLOL also communicates to families through our school website, Powerschool, Honeywell and teacher websites.

Parents or Guardians who wish to meet with the Principal and/or teacher, must contact the person through a written note or a phone call to the school office to arrange a mutually convenient meeting time. For the sake of the good order of our school, and so that all personnel may continue to fulfill their responsibilities of the school day, parents/guardians are encouraged to make an appointment with school personnel.

III. General Information

School Hours

School hours are from 7:50 am - 2:00 pm

Half-Day: 7:50 am - 12:00 noon

After School Program: 2:00 (12:00 on half days) - 6:00 pm. The Afterschool Program is closed on half days before a holiday and half days at the beginning and end of the school year.

Please be consistent in the manner in which your child will arrive and leave school. It is the responsibility of the parents to inform the teacher, in writing, if there is a change in your usual procedure.

All children who are eligible for busing will be sent home on the bus unless the teacher has written notice from the parents that their child is to go home in another manner. Signing up for After Care and/or writing notes on the bus forms is not acceptable notification, as these forms do not go to the teacher who dismisses your child each day. A separate note is needed.

The safety of our children is of utmost importance to all members of the Our Lady of Lourdes School community. It is imperative that all families read and follow the guidelines listed below. Please be sure to advise any friends or family member who may visit the school of these guidelines as well. Your cooperation will ensure that our children remain safe and secure as they enter and leave school each day.

- **All** students must enter and leave the school building from the Booream Avenue entrance (by the playground), regardless of the time they arrive. If your child is late and the door is locked, you may ring the bell.
- There is a crossing guard stationed on Booream Avenue for the supervision and safety of the students.
- **The front doors on Cleveland Avenue are locked and cannot be used for drop-off or pick-up of children. The doors will not be opened for students who try to enter this way in the morning. Please adhere to this policy.**
- At no time are cars permitted in the playground area while school is in session.

A student is considered late if he/she has not entered the building by the 7:50 bell. Students who are late are to report to the office for a late slip before going to class. This will show up as "T" on Powerschool.

At Our Lady of Lourdes School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

The school grounds are opened for students at 7:30 am. Students arriving at that time will go to the playground or gym, depending upon the weather, until they are released to their classrooms.

Dismissal: Students will be dismissed at 2:00 pm on regular school days and 12:00 noon on early dismissal days.

Parents are expected to check the annual school calendar and monthly reminders for early dismissal dates.

Parents are expected to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Students who remain in the school after dismissal must be supervised. If students are in an after-school activity, they will report immediately to the supervisor of the activity. If a student has not been picked up by his/her parents or carpool, the student will be sent to After Care and the parent will be charged the daily/hourly per child rate for using this program.

Our Lady of Lourdes School offers an After Care Program. Students must be enrolled in the program, have filled out a registration form, and are expected to pay on a weekly basis in order to participate in the program.

Returning to School after Hours

Students are not permitted to return to the school building after dismissal.

School Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the badge and sign out at the time of departure.

Attendance and Absence

A student's absence from school interferes with his/her academic progress.

When a student is absent from school, a parent should call the school nurse at 732-828-1651 ex. 6 by 8:00 am each day of the absence. If no call has been received by 8:00 am, the school will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. This procedure represents a mutual effort on the part of the parents and the school to account for the presence of the student during regular school hours. It is for the protection of students.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Should absence for any reason other than illness be required, parents will consult with the Principal and present a written reason for the absence.

The school calendar provides for some extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations. It is strongly suggested that parents do not take their child out of school for vacations because of class instruction that will be missed and cannot be made up through work done at home. No assignments will be given in anticipation of the vacation. Vacations are not encouraged and are not considered excused absences.

Doctor and dentist appointments should be scheduled for after school hours whenever possible.

Students who are absent due to illness have 2 days to make up the missed assignments, quizzes or tests.

Homework assignments may be picked up at the school office after 1:00 pm. Homework is also posted on each teacher's website and/or Powerschool.

For short absences, students should make arrangements with classmates regarding assignments, as well as consult with the teacher. Students may also receive missed assignments from their teacher when they return to school.

Arrangement for regular classroom tests that missed because of an absence is to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence, or 5 days of tardiness per marking period, will be cause for being withheld from eligibility for Honor Roll recognition for the marking period. In addition, the student may not miss more than 16 school days per year. This may lead to possible retention in the current grade for another year. This will be at the discretion of the teacher and principal.

According to our Powerschool program, the term “Excused” absence is used to denote days that are not counted against “perfect attendance”, and only for the following circumstances:

- Court Appearance
- Death in the immediate family
- Freshman for a Day (grades 7 and 8 only); one day per year. A note from the parent/guardian needs to be sent to the school prior to the day of absence in order to be considered “excused”. If the note is received after the day of absence, the absence will remain “unexcused”.

All other absences will be recorded as “Unexcused” (they will count against perfect attendance). This terminology is dictated by Powerschool.

If a student is absent during the school day, he/she will not be able to participate in school sponsored extra-curricular activities on that same day. If a student is absent from school for a reason other than illness or disciplinary action, the administration reserves the right to make an individual judgment regarding same day extra-curricular activities.

Absence during Part of the School Day

Doctor and dentist appointments should be scheduled for after school hours whenever possible. Students needing medical appointments during school hours require a written note by their parent. Parents are required to sign with the office if they choose to remove their child during the school day. If the child returns to school during the same school day, he/she is to sign back into school in the office. Students who are in school for less than 4 hours will be counted as absent for ½ day. This will show up as an “A” on Powerschool. Students in school for between 4 and 6 hours will have an “E” recorded in Powerschool.

Students will only be released to the custodial parent(s) on record. If the parent(s) would like a child released to another adult, the parent(s) must notify the office prior to the release of the student.

Uniforms/Dress Code

Uniform components, (pants, shorts, jumpers, blouses, skirts, vests and sweaters) may be purchased at Flynn and O’Hara. All students must be in uniform everyday. There will be “Dress Down” days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. 5 uniform infractions will result in the child being withheld from the Honor Roll and may result in other consequences that are given at the Principal’s discretion.

Uniform:

Dress shoes (navy, black, or brown) are required at all times except for P.E. classes (oxford style, saddle shoes, loafers, top-siders are acceptable). No sandals, no open-back shoes or any type shoe which resembles a tennis shoe, no boots or hi-top shoes, no slipper-like shoes and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted.

All Students – hair should be neat with bangs above the eyebrows. Boy's hair should be above the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, etc. must be in the hair and not worn on wrists. Hair coloring and bleaching is not permitted.

No cosmetics, lip gloss, colored chapstick, nail polish, or artificial nails may be worn. No tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear one pair of earrings not larger than a dime and without hoops. Boys may not wear earrings of any type. Jewelry should be limited to one watch, one ring, simple crosses or holy medals.

During the winter months girls may wear plain navy blue sweatpants under their uniform during arrival, recess, and dismissal. However, pajama style pants may not be worn at any time.

The uniform should be cleaned and pressed with all buttons attached and hem intact. Shirt tails should be tucked in while a student is in school. Belts must be worn at times when a shirt is tucked into pants or shorts with belt loops. Belts may be navy, brown or black. Pants must be worn at hip level.

School sweatshirts and sweaters, which can be worn with both the P.E. uniform and the school uniform, are ordered through Flynn and O'Hara. Sweatpants and shorts for P.E. are available through Flynn and O'Hara.

Navy blue school socks may be crew length or ankle socks. Socks should include no logo or writing. Navy blue tights may be worn by girls during cold winter months.

Physical Education Uniform

Navy shorts and/or sweatpants with Our Lady of Lourdes Logo

Gold T-Shirt and/or sweatshirt with Our Lady of Lourdes Logo

Sneakers and socks (High top sneakers are not allowed)

Students who violate the uniform policy may be denied participation in the next out-of-uniform day (Dress Down Day) and will incur the same consequences as explained with the regular school uniform.

Dress for "Dress Down" Days

Students may wear modest clothes which include, but is not limited to:

- ❖ jeans
- ❖ tennis shoes
- ❖ short socks
- ❖ shorts; no shorter than three inches above the knee
- ❖ skirts; no shorter than three inches above the knee
- ❖ skorts; no shorter than three inches above the knee
- ❖ sweatshirts
- ❖ jogging suits
- ❖ dresses
- ❖ slacks
- ❖ tops that cover properly

Students may not wear:

- ❖ flip-flop sandals
- ❖ open back shoes
- ❖ tank tops
- ❖ T-shirts with inappropriate writing
- ❖ low-cut tops or tank tops
- ❖ tennis shoes that convert to roller skates (Heelies)
- ❖ biker shorts
- ❖ pajama pants
- ❖ make-up
- ❖ hats

Parents will be called and are expected to bring appropriate clothing if a student's dress is deemed inappropriate.

Good rule: If you don't think you should wear it, you shouldn't.

All uniform regulations and guidelines are subject to the discretion of the Principal.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found. Items placed in the Lost and Found can be found in the cafeteria. A few times a year, unclaimed items are donated to charity. Please make sure that all items that come to school are labeled with your child's name so that they may be returned to the students when found.

Telephone Use Policy

The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, lunches, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Permission to use the telephone must be obtained from the office staff.

Cell Phone Policy

- Phones must be kept in the "Off" position during the school day.
- Phones must be kept out of sight in the student's book bag during the school day.
- Pagers or other communications devices are not allowed.
- Students who violate this Policy or its Procedures will be subject to the School's Disciplinary Policy as stated in the Student Handbook.
- "School Day" refers to those hours in which the child is subject to the school rules and regulations. This shall include, but is not limited to, educational activities in the school building, After-School clubs, field trips, After Care and assemblies.

School Activities

Our Lady of Lourdes School has many sports activities for our students through the Falcons Association. Information is located on our website. Participation in any extra-curricular activity is contingent upon the student maintaining a passing grade in all subject areas and proper conduct.

IV. Admission Information

Nondiscrimination Policy

Our Lady of Lourdes School admits students of any race, color, and national ethnic origin to all the rights, privileges, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Admission Procedures

As openings become available the following priorities will be used to accept students to Our Lady of Lourdes School.

1. Members of Our Lady of Lourdes Parish
2. Members of other parishes
3. Non-Catholic students

Children entering Pre-K 3 year olds must be three (3) years of age by October 31st.

Children entering Pre-K 4 year olds must be four (4) years of age by October 31st.

Children entering Kindergarten must be five (5) by October 31st.

At the time of registration, new students seeking admission Grades K-8 at Our Lady of Lourdes School are evaluated on the basis of current standardized test scores and report cards on their readiness to enter the school.

Requirements for Admissions include:

- ❖ Verification of active parish affiliation/stewardship
- ❖ Birth Certificate (original)
- ❖ Baptismal Certificate (Catholic applicants only)
- ❖ Report Cards
- ❖ Standardized Test Results
- ❖ Record of IEP/ISP
- ❖ Health Records / Immunizations

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether our program will meet the educational needs of the students. An interview with the student is part of the admission process.

All new students will have a probationary period of one marking period in which to make him/her comfortable, both socially and academically. If during the trial period there are any problems that cannot be resolved, a student may be asked to withdraw his/her attendance at Our Lady of Lourdes School. Non-Catholic students whose parents accept the philosophy at Our Lady of Lourdes School will be accepted on a space available process. All students will participate in the program of religion, including liturgical services and instruction.

Title IX

Our Lady of Lourdes School adheres to the tenets of Title IX; “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Withdrawal from School

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the end of any month are responsible for the full month’s tuition amount.

V. Finance/Tuition

Our Lady of Lourdes School distributes its Tuition Schedule for the following school year during Catholic Schools Week which is held during the last week of January.

It is the obligation of the parents to meet their financial obligations by making their tuition payments in a timely fashion as agreed upon at the time of registration/re-registration. Parents/Guardians are obligated to pay tuition and fees in order to obtain educational services for their children. It is their responsibility to maintain their financial commitments to the school. OLOL may, but is not obligated to, send reminders or other notices regarding outstanding bills. Failure to make payments when due, or to make arrangements with the school for payment of delinquent obligations, may result in discontinuation of educational services to the student, possibly leading to disenrollment.

This is the Diocesan policy on tuition collection which is practiced at Our Lady of Lourdes School:

All tuition and fees (including Administration Fee, SCRIP fee, lunch IOU’s and late fees) must be current and up to date by December 31st of each school year in order for students to return to school in January after Christmas vacation. In addition, tuition must be current and up to date by the end of the third marking period (dates are listed on the school calendar) in order for students to return for the fourth marking period. Policy states that “if a family neglects to pay tuition, the student may be dismissed up until the end of the third quarter. If the student has been dismissed by the end of the 3rd quarter, a grade of “INComplete” will be placed on the student’s record.” Please note that it is also in the policy that “the school reserves the right to cancel the registration of any student whose family fails to meet tuition payments at the school”.

All families have received tuition statements with tuition due dates, either at registration for new students, or in June of the previous year for returning students. Reminders are sent each month for late payments and late fees that are due. Please be sure to have tuition payments to the school office by 2:00pm on the first of each month in order to avoid late fees. All late fees will be enforced for payments received after the first of the month.

We realize that a Catholic education is important to all of our families. We understand the sacrifices that are made by families, as we are experiencing them too. We respect and appreciate all your efforts to give your children an outstanding catholic education at Our Lady of Lourdes School. Working together, we can support both your family and our school and make your child’s education the best that it can be.

TUITION AND FEE SCHEDULES FOR 2012/2013 SCHOOL YEAR

TUITION PAYMENT SCHEDULE FOR PARTICIPATING CATHOLIC FAMILIES WITHIN THE DIOCESE OF METUCHEN:

	<u>MONTHLY*</u>	<u>ANNUALLY*</u>	<u>TWO PAYMENTS*</u>
	Paid August 2012 through May 2013	Due by August 1, 2012	2 equal payments due August 1, 2012 and January 15, 2013
One Child Grs. K - 8	\$446.00	\$4460.00	\$2230.00
Two Children Grs. K - 8	\$705.50	\$7055.00	\$3527.50
Three/More Grs. K - 8	\$843.50	\$8435.00	\$4217.50
	*Administrative Fee: \$200 (Non-Refundable and due at registration)		

TUITION PAYMENT SCHEDULE FOR NON-PARTICIPATING CATHOLIC FAMILIES AND ALL OTHERS.

	<u>MONTHLY*</u>	<u>ANNUALLY*</u>	<u>TWO PAYMENTS*</u>
	Paid August 2012 through May 2013	Due by August 1, 2012	2 equal payments due August 1, 2012 and January 15, 2013
One Child Grs. K - 8	\$552.00		\$2760.00
Two Children Grs. K - 8	\$811.50	\$5520.00	\$4057.50
Three/More Grs. K - 8	\$934.50	\$8115.00	\$4672.50
	*Administrative Fee: \$200 (Non-Refundable and due at registration)	\$9345.00	

PARTICIPATING CATHOLIC FAMILIES are families who actively participate in a parish within the Diocese of Metuchen by regularly attending Mass and contributing to the financial support of that parish. The minimum participation and contributions of families are determined by the respective pastors. Families who do not meet the above requirements will be switched to the non-participating category.

PLEASE CONTACT THE SCHOOL OFFICE ABOUT FINANCIAL AID OPPORTUNITIES.

**ALL PAYMENTS ARE TO BE SENT TO OUR LADY OF LOURDES SCHOOL,
44 CLEVELAND AVENUE, MILLTOWN, NEW JERSEY 08850.**

PRE-KINDERGARTEN TUITION FOR FOUR-YEAR OLDS

5 Full-Day Sessions	Monday through Friday	8:00 a.m. - 2:00 p.m.	\$590 monthly
5 Half-Day Sessions	Monday through Friday	8:00 a.m. - 11:00 a.m.	\$350 monthly
3 Full-Day Sessions	Mon. – Wed. – Fri.	8:00 a.m. – 2:00 p.m.	\$425 monthly
3 Half-Day Sessions	Mon. – Wed. – Fri.	8:00 a.m. - 11:00 a.m.	\$295 monthly
		Age Cut-Off Date: 10/31	Administrative Fee: \$200 * (Non-Refundable and due at registration)

PRE-KINDERGARTEN TUITION FOR THREE YEAR OLDS

5 Full-Day Sessions	Monday thru Friday	8:00 a.m. - 2:00 p.m.	\$590 monthly
5 Half-Day Sessions	Monday thru Friday	8:00 a.m. - 11:00 a.m.	\$350 monthly
3 Full-Day Sessions	Mon. – Wed. – Fri.	8:00 a.m. – 2:00 p.m.	\$425 monthly
3 Half-Day Sessions	Mon. – Wed. – Fri.	8:00 a.m. - 11:00 a.m.	\$295monthly
2 Half-Day Sessions	Tues. – Thurs.	11:30 a.m. - 2:00 p.m.	\$240 monthly
		Age Cut-Off Date: 10/31	Administrative Fee : \$200 *(Non-Refundable and due at registration)

ALL PAYMENTS ARE TO BE SENT TO:

**OUR LADY OF LOURDES SCHOOL
44 CLEVELAND AVENUE
MILLTOWN, NEW JERSEY 08850.**

Costs Involved:

Tuition Fee

Non-Refundable Registration Fee

The fees cover registration materials, consumable workbooks, weekly readers, printing supplies and computer programs; The fee does not cover: uniforms, class trips, extra class activities, notebooks, theme paper, pens, pencils, crayons and other stationery.

VI. Academic Information

Curriculum Offerings

The curriculum stresses academic achievement within a Christian community where the theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Our Lady of Lourdes School, we strive to “Teach as Jesus did.”

The Diocesan Curriculum Guidelines, consistent with the State of New Jersey Guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Our Lady of Lourdes School offers students opportunities for growth in the following major subjects:

1. Religion

Catholic doctrine and tradition, Bible Study, Social Justice, preparation for the reception of the Sacraments of Reconciliation and Eucharist. Liturgical services are held for the entire school community. Students in Grades 5 and 8 will take The ACRE (Assessment of Catechesis Religious Education) Test.

2. Arts
3. Mathematics
4. Physical Education
5. Spanish
6. Social Studies
7. Science
8. Fine Arts (Art and Music)
9. Computer Literacy

Grading Scale:

At Our Lady of Lourdes School teachers use a uniform grading scale when marking tests and when computing semester grades. Please refer to Powerschool for items that comprise the semester grades for each class. The conversion chart for grading in grades 1 through 8 is:

Major Subjects:				Ancillary Subjects		Personal and Social Growth	
K to 2		3 to 8		K to 8		K to 8	
O	Outstanding	A+	97-100	O	Outstanding	A	Acceptable
VG	Very Good	A	93-96	G	Good	IO	Improvement Observed
G	Good	B+	89-92	S	Satisfactory	IN	Improvement Needed
S	Satisfactory	B	85-88	I	Improvement Shown		
N	Needs Improvement	C+	80-84	N	Needs Improvement		
U	Unsatisfactory	C	75-79	U	Unsatisfactory		
		D	70-74				
		F	69 and below				

Report Cards/Progress Reports

Report Cards are an important tool for communication between home and school. Report Cards will be given four (4) times during the academic school year in grades 1 through 8. Kindergarten receives report cards during the 2nd, 3rd and 4th marking periods.

Interim reports are available through Powerschool. Check the school calendar for specific dates that the reports are available. Parents are responsible for checking their child's academic progress throughout the school year.

Testing

The Terra Nova Test is given in the spring for Grades 1 through 8. The Terra Nova Writing Test, which is taken on a special online program, is administered to Grades 4 and 7 in the spring.

HONOR ROLL

****RULES REGARDING HONOR ROLL****

In order to qualify for the **HIGH HONOR ROLL**, a student (Grades 3-8) **must** maintain an A or A+ average in all major subject areas and an **outstanding or good** in **COMPUTER LITERACY, MUSIC, HANDWRITING, SPANISH, ART and PHYSICAL EDUCATION**. He/she may not have any check marks in **PERSONAL AND SOCIAL GROWTH**, may not have more than 5 tardies for the marking period and may not exceed required absences for the marking period.

In order to qualify for the **HONOR ROLL**, a student (Grades 3-8) **must** maintain at least one A and B's in major subject areas with an **outstanding or good** in **COMPUTER LITERACY, MUSIC, HANDWRITING, SPANISH, ART and PHYSICAL EDUCATION**. He/she may not have more than **two checks** in **PERSONAL AND SOCIAL GROWTH**, may not have more than 5 tardies for the marking period, and may not exceed required absences for the marking period.

Promotion and Retention

Advancement to the next grade in Our Lady of Lourdes School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all major subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. During academic probation, a student may not participate in school extra curricular activities.

Homework Policies

Formal home-work study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

The value of homework to a child depends upon his/her interest in continuing his/her learning experiences. Children profit by homework when they understand these facts:

- It has a definite function in enriching and extending what is learned in class
- It has a definite purpose
- It is a preparation for sharing with others something that has been discovered, read or created.
- It is practice to improve basic skills

In order to insure independent mastery of subject matter taught during the school day, it is the policy of Our Lady of Lourdes School to assign work to be done at home. Time allotments should be approximately:

- Primary Grades: $\frac{1}{2}$ - 1 hour
- Intermediate Grades: $\frac{3}{4}$ - 1 $\frac{1}{2}$ hours
- Middle School Grades: 1 – 2 hours

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Parents are asked to supervise and check study as well as written homework. It is expected by administration and faculty that student homework will be completed as instructed and on time. Parents/Guardians will be informed of possible student homework difficulties through interim progress reports, notes home and/or phone calls. Parents are also encouraged to check Powerschool on a regular basis to keep apprised of their child's progress.

Late homework/assignment/project: 5 points will be deducted for each day late. Assignments more than 5 days late will receive a "0," but must still be handed in to the teacher for evaluation within 10 days.

Library

The school has a well-equipped library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Students who have not returned books on their library day may not borrow a second book.
3. Books damaged or lost must be paid for by the student before any other materials may be checked out.

VII. Spiritual Growth

The sacramental life of the children of the Catholic tradition is an important component of the religion program. Preparations for two sacraments, Reconciliation and the Eucharist, form the core of our efforts in Grade 2. Candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Confirmation takes place in grade 8 and is organized by the Director of Religious Education.

Parents are required to be active in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic traditions.

VIII. Student Services

Field Trips

1. Field trips are designed to correlate with teaching units to achieve curricular goals and must have an academic/educational purpose, or for social and recreational development.
2. Grades do not always have the same number of field trips.
3. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
4. A written official permission slip, signed by the parent, is required in the school office by the due date before a child will be permitted to attend a field trip activity.
5. A telephone call will not be accepted in lieu of the proper field trip permission slip.
6. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
7. Cell phones are allowed on field trips and must conform to the Cell Phone Use Policy in the Parent Handbook or as directed by the teacher/administrator.
8. Unfortunately, because transportation and admission costs must be paid in advance to make reservations, we cannot reimburse you if for some reason your child cannot attend the trip.
9. Parents may refuse to permit their child from participation in a field trip by stating so on the bottom of the class trip form.
10. Normally, parents are solicited as chaperones for field trips in grades Pre K-8. If a parent feels strongly that their child cannot go on a trip without his/her own parent, the parent may request that the child not go on the trip.
11. No overnight trips.

Medications

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- a) Child's name
- b) Name of the doctor prescribing the child's medication
- c) Frequency
- d) Dose
- e) Date
- f) Prescription/permission to administer from doctor
- g) Completed Diocesan medication form

All non-prescription/over-the-counter medication should be taken to the School Nurse with the following information:

- a) Child's name
- b) Frequency
- c) Dose
- d) Date
- e) Prescription/permission to administer from doctor
- f) Completed Diocesan medication form

Asthma and the School Environment

The school does all that it can do to ensure the school environment is favorable to children with asthma. The school does not keep furry and feathery pets and has a non-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go and sit at the office if particular fumes trigger their asthma.

Our Lady of Lourdes School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. Teachers and new staff are also made aware of the policy. All staff, who, come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated once a year.

Food Allergy Policy:

Our Lady of Lourdes School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Our Lady of Lourdes School will maintain a school wide procedure addressing life threatening reactions and maintain an Emergency Action Plan on any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Several students at Our Lady of Lourdes School have severe and potentially life-threatening allergies to peanuts and nut products. We have a legal and ethical obligation to follow their physician's recommendations to safeguard their health. Our Lady of Lourdes School is peanut safe.

Classrooms with food allergic students will follow the OLOL School policy of identifying the classroom as ALLERGEN FREE with a poster on the door. No peanut/nut products may be consumed in any classroom at any time. Students with peanut/nut ingredients in their lunch must keep them in their lunch bag while in the classroom. Desks in the ALLERGEN FREE CLASSROOMS must be sanitized with soap and water or sanitizing wipes after food is consumed in the room.

It is not enough that Faculty and Staff implement the policy. It is necessary that each parent also follow these guidelines. Parents of younger children, please talk to your children and take a moment to check their backpack and pockets. Sometimes it is a great temptation to hide something they are not allowed to bring to school. They are children and they do not mean to hurt others, but we cannot fully trust them unless we teach them to be responsible.

There are several guidelines that need to be followed at all times:

- Peanut/nut products are never consumed in the classroom.
- Snacks brought into the classroom must be peanut/nut-free snacks processed in a facility that is peanut/nut free. Snacks should come pre-packaged so that ingredients and allergens are clearly listed for the office staff or nurse to read.
- If you send your child in with a baggy of chips, cereal, or other items that have been taken from the original box, it may only be consumed in the cafeteria. It is impossible for the school to determine if the food item may contain nuts without a label; therefore, all snacks that are eaten in the classroom must be in their original packages.
- An extensive list of peanut/nut-free snacks is posted on our school website under the "Medical Alert - Peanut Allergy" link. Please take a moment to read it.
- No homemade baked goods are allowed for classroom or birthday parties.
If you have store-bought cupcakes or goodies, they must have a clearly marked food label so that the school nurse or administration will be able to make absolutely certain that there have been no peanut/nut products used in the preparation of the item. No product with a missing label will be accepted.
- No parent or student is allowed to bring goodies to the classroom. All products MUST be dropped at the school office. School personnel will be responsible for bringing those items to the classroom once they are deemed safe for our students.

What are the rules for peanut/nut consumption in the cafeteria?

THESE RULES APPLY FOR THE ENTIRE SCHOOL POPULATION

There is a peanut/nut-free table in the cafeteria. Students with nut allergies sit at this table and may always bring a friend with a peanut-free lunch to sit with them.

- Any child who purchases a school lunch may also sit at this table.
- The peanut-free tables and all other tables are washed down with a disinfectant solution after each lunch.

FOOD ALLERGY AND EPINEPHRINE POLICY

The Diocese of Metuchen and Our Lady of Lourdes School have adopted the following policy in regard to students identified as allergic to certain foods or substances.

A copy of the entire document is available from the Principal upon request.

Each August, at the Back to School Staff Meeting, all staff will be advised of allergic students enrolled in our school. Food Allergy education will take place at this time and an in-service on anaphylaxis will be held. Delegates for each student will be trained on emergency administration of epinephrine, if the need arises and the School Nurse is not available. All procedures outlined on the student's IEHP will be followed in the case of a possible/confirmed exposure to allergen. Documentation of this training will be held in the Principal's staff files.

Cafeteria food providers will follow the School Policy and strive to avoid all products with documentation of possible peanut/nut inclusion or exposure. Parents/guardians bear the ultimate decision as to the ordering and purchase of school provided lunches.

ALLERGEN FREE TABLES will be provided in the cafeteria. These tables will be used by allergic students and those classmates who have allergen-free lunches to eat that particular day. Students who have peanut/nut items in their lunch bag may not sit at tables identified as **ALLERGEN FREE**. Special attention will be taken to ensure that only students conforming to this school policy eat at these tables. Tables in the ALLERGEN FREE area, as well as all cafeteria tables, will be sanitized daily after use with soap and water or a cleaning agent.

All Classrooms will follow the OLOL School policy as **ALLERGEN FREE** with a poster on the door. **No peanut/nut products may be consumed in the classroom at any time.** Students with peanut/nut ingredients in their lunch must keep them in their lunch bag while in the classroom. Desks in the ALLERGEN FREE CLASSROOMS must be sanitized with soap and water or sanitizing wipes after food is consumed in the room.

All classes will be instructed annually about the dangers of food allergies and the responsibility of all at OLOL to protect our students with these issues.

All students attending OLOL School who are identified by their parent/guardian as having allergic medical issues will annually submit an Individual Emergency Health Plan (IEHP) each September by the first day of school. The IEHP will be completed by the parent/guardian and the student's physician and/or advance practice nurse. The IEHP will be reviewed at a meeting scheduled with the Principal, School Nurse, Secretary, Classroom teacher and any other OLOL personnel necessary to assist in the protection and well being of the student. Any required medication will be supplied by the parent/guardian and replaced as necessary to keep current expiration dates in effect. All medications will be kept in the Principal's office bathroom, in individual child-identified plastic containers. Each container will contain the medications and a valid IEHP which will include a current photo of the student. IEHP's will be posted in the Principal's office, the School Nurse's office, Teacher's room and included in the Substitute folder located in the students' classrooms. Copies of name, grade and photo will be posted at the lunch volunteer sign-in book and in the cafeteria to assist lunch duty volunteers in identifying allergic students. During the school year, parents/guardians must advise the School Nurse of any changes in their child's allergy status.

All OLOL School parents will receive an annual letter advising them of the enrollment of highly allergic students in the school and of the policy of **NO NUT PRODUCTS** allowed to be brought into school for celebrations. Classrooms that affected students are included in will have an additional letter advising the parents of the **CLASSROOM POLICY FOR ALLERGIC STUDENTS**. Periodic reminder notices will be sent to all families in an attempt to keep awareness high and to protect our students.

Lunch Program

Our Lady of Lourdes School offers a daily lunch program. Meals are prepared through the services of parent volunteers. The cost of each meal is sent home in the lunch packets each month. In order to ensure that your child will receive lunches for the month, lunch slips must be returned by the due date. Late orders will be returned and not processed. Students may choose to bring their lunch each day. We encourage healthy snacks. Students should not bring glass bottles, soft drinks, or excessive amounts of candy. Students who do not have or forget their lunch may get an IOU from the office. All lunches served for IOU's will be \$3.00. Students are asked to bring in the \$3.00 owed for the IOU the following day. The school will contact parents should a student's IOU debt accumulate to more than \$10.00, or remain unpaid for a period of two weeks.

Students are expected to use the same manners required in the classroom during lunch. Courtesy towards other students and cooperation with lunch monitors are in order at all times. During the lunch period students should remain seated at all times in their assigned areas and raise their hands when assistance is needed. When tables are cleaned and directed to do so, students may begin leaving the cafeteria for the schoolyard. Children are expected to go outside unless they have a doctor's note to the contrary. Please make sure that your children are dressed appropriately for the weather.

Staff Training: Allergic Reactions

In order to minimize incidence of life threatening allergic reactions, Our Lady of Lourdes School will provide training and education for all Our Lady of Lourdes School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees (including office staff, food service staff, etc.) and will include (but not limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging allergies
- The signs and symptoms of anaphylaxis;
- Specific steps to follow in the event of an emergency;
- Completion of an "Evaluation Form" by each employee after training;
- Activating Emergency Medical Response – Dial 911;
- Location of emergency Epi Pen;
- Policy and procedure will be reviewed at the beginning of every school year.

Procedures for Life Threatening Food Allergic Episodes:

1. The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.
2. Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

3. In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called and the school's Emergency Response Plan activated. Emergency medical services (911) will be called immediately.
4. The classroom will have easy communication with the school office by such means as functioning intercom system or cell phone.
5. Information about student's food allergies will be kept in the classroom in the Substitute Folder, accessible by teachers, substitutes or other responsible adults.
6. Tables will be washed with soap and water following any food related events held in the classroom.
7. For health and safety reasons sharing or trading food in the class is prohibited.
8. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.
9. In the cafeteria, a "peanut free" table will be established and maintained as an option for students with peanut allergies.

Class Parties

Students are permitted to have class parties for Halloween, Christmas and Valentine's Day. Room parents only may assist the classroom teacher with these parties. Birthdays are important events in each child's life and are recognized as such in school. If you would like to have a birthday celebration for your child, please make arrangements with the teacher **in advance**. Birthday treats should be already prepared into individual servings. No peanut products may be contained in any birthday treats. **No homemade food is allowed.** All treats must be purchased with an attached ingredient and allergen list and follow our "Food Allergy Policy". All treats must be dropped off at the school office for approval before the office will send them to the classroom.

IX. School Discipline

In accordance with the stated philosophy of Our Lady of Lourdes School, which emphasizes deep respect for the dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

At Our Lady of Lourdes School, opportunities are presented for students to act responsibly, to practice good decision making, to use self-control and to develop personal talents. Students are expected to act with courtesy and respect toward one another and toward all members of the faculty and staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and School will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the School or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal.

Actions which violate the law, threaten to cause harm to other students or faculty and staff members, disrupt or impede the welfare and progress of the School community, or bring discredit to the School will not be tolerated. Such actions or other severe violations of School rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation of safety, a Principal/Parent/Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive Home/School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the School. This applies to any time that a student is on school property or in a school uniform.

The Principal is the final recourse in all disciplinary situations and may waive any and all regulation for just cause at his/her discretion.

Level 1	Level 2	Level 3
Third and fourth unexcused lateness to school in one quarter	Two level one offenses	Two level-two offenses
Third and fourth failure of following uniform policy	Fifth and sixth unexcused lateness to school	Seventh unexcused Lateness to School
Incomplete or missing homework	Disrespect:	Physical aggression
Unprepared for class	<ul style="list-style-type: none"> to classroom authority to another student to another student's property to school property 	Physical damage to school Property
Disrupting class by talking or acting inappropriately, being off-task, or calling out	Throwing food, lunch bags, jackets, etc.	Physical damage to another's Property
Talking loudly in classroom, hallway, or bathroom	Use of cell phone without permission	Vulgar language, drawings, or gestures
Annoying behaviors that disturb others		Harassment of another Student
Inappropriate language or gestures		Bullying behavior
Failure to respond to the bell (after lunch, recess)		Stealing

Consequences for described (or similar) behavior:

- Grades Kindergarten – 2 - Primary students will receive age-appropriate consequences.
- Grades 3 - 8

Level 1	Level 2	Level 3
Discipline Notice sent home to parents Conference with student & teacher	Disciplinary Note Sent Home Conference with student & teacher Lunch Detention	Disciplinary Notice sent home Conference with student, parent, teacher, principal After school detention <i>Note: in case of lack of improvement and cooperation, the following will be implemented.</i> Suspension Expulsion

Major discipline problems are identified as, but not limited to, the following:

- Fighting
- Vandalism
- Insubordination
- Truancy
- Alcohol and/or Drug Abuse/Possession/Trafficking
- Use/Possession of a Weapon
- Bringing to school toys or other objects that can be dangerous or used as a weapon
- Use of Profanity/Inappropriate Language
- On-going bullying and/or even one instance of bullying that presents an imminent danger to others.

Students engaging in such behavior, and other behaviors which may be deemed inappropriate by Our Lady of Lourdes School administration, are liable to suspension and/or expulsion. Consequences for such major incidents will be decided on an individual basis, after conferencing amongst administration, students and parents.

Students are not permitted to carry money on their persons during school hours, except for school supplies, purchase of lunches or snacks or school-related activities. Any money which is brought to school should be placed in an envelope and clearly marked with the child's name, grade and purpose.

Off Campus Conduct

The administration of Our Lady of Lourdes School reserves the right to discipline students for off-campus behavior that is illegal or not consistent with behavior expectations of its students during the course of the school day. Our Lady of Lourdes School complies with the Memorandum of Agreement in accordance with Diocesan Policy.

Failure to meet these standards of conduct shall result in the application of the following disciplinary actions:

- School authorities shall follow procedures outlined in the *Memorandum of Agreement* which has been entered into by the Diocese of Metuchen, the school, and local law enforcement agencies. The behaviors cited above are a mere summary of the behaviors cited in the *Memorandum of Agreement* and are not intended in any way to supplement, revise, or supersede the specific language of that document.
- If a student engaged in any one of the aforementioned acts, the *Memorandum of Agreement* requires that the principal or his/her designee: (a) call the local police department immediately upon being informed of the student's violation of this policy, (b) call the parents to inform them of what has transpired, (c) call the appropriate administrator in the Catholic Schools office, and (d) suspend the student during the course of the police investigation. During the course of the suspension, the principal is required to collaborate with the Office of the Schools.
- Policy of the Office of the Schools requires that the school inform the parents/guardians that the parents/guardians must: (a) arrange to have the child interviewed by a Certified Psychologist and (b) present a letter signed by the Psychologist to the school principal to consider for reinstatement to school.

Due to the provisions of the *Memorandum of Agreement*, Our Lady of Lourdes School must implement the disciplinary actions outlined above when behavioral infractions occur. Parents will assist their children by helping them to realize the consequence of misbehavior in our ever changing society.

Cheating and Plagiarism

Because each student's work is considered privileged, cheating of any type will not be tolerated. Students who choose to cheat, giving or taking of material that is not defined will face a failing grade, detention, suspension and/or expulsion.

Transfer on Grounds of Parental Behavior

Normally, a child is not to be deprived of a Catholic education or otherwise penalized for action of parents/guardians. However, the administration of Our Lady of Lourdes School may recommend the transfer of a student when parents have been persistently and overly uncooperative regarding school policies, regulations and/or programs.

A transfer may also be recommended when parents have interfered in matters of Our Lady of Lourdes School administration or discipline to the detriment of the school's ability to serve their own or other children.

Suspension

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Our Lady of Lourdes School. Students who have been expelled may appeal this decision to the Diocesan Superintendent of Schools.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or any school function face suspension and/or expulsion.

Harassment/Bullying

Our Lady of Lourdes School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously and will be reported to the local authorities in compliance with the *Memorandum of Agreement*.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Bullying is a form of harassment.

Restitution

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost text before any final reports, transcripts, or diplomas are presented.

Student Search

Each student is assigned a cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their cubbies only at specified times. The school reserves the right to inspect cubbies/closets and anything brought onto school property at any time.

Change of Information

The Diocese of Metuchen requires completion of an emergency notification form for each student in the school. This form must be completed each year. It will contain information about the student's physician/dentist, home cell and work numbers of parents and any other persons to contact should an emergency arise during school hours. The persons to contact must be someone in the local area.

Parents/Guardians are required to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete and up-to-date. Parents are also responsible for keeping their Honeywell Instant Alert System data updated if information changes.

Parental Rights to School Records and Student Pick-Up from School

Our Lady of Lourdes School abides by the provisions of applicable law with respect to the rights on non-custodial parents. In the absence of a court order to the contrary, and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

Our Lady of Lourdes School will permit only the custodial parent or his/her designee (assigned in writing) to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day unless there is written authorization from the custodial parent.

Court Orders Affecting Parents

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

Transfer of Records

Notice of withdrawal of a student should be made by the parent in writing to the school office in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until the Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in writing by a parent/guardian. Transcripts will be sent directly from school to school when Our Lady of Lourdes receives an official written request from the receiving school.

XI. Emergency Situations

Fire Drills

State Law requires that there be 10 fire drills a year. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors and turn off lights;
3. Walk to the assigned place briskly, in single file at all times, and in **silence**;
4. Stand in a column of two's facing away from the building;
5. Return to the building when the signal is given.

Crisis Response Drills

Crisis response drills are held once per month. These procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to assigned place in a single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given if out of building/classroom.

Crisis Plan

Our Lady of Lourdes School has implemented a Crisis Plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Off-Campus
2. On-Campus
3. In the event of a location change, parents will be advised via Honeywell System.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made through Honeywell Instant Alert System, on the school website, www.ololschoolnj.org, on the radio and television. Please do not call the school to find out about delayed openings or closings, as we need to keep the phone lines open for emergencies.

XII. Right to Amend

Our Lady of Lourdes School reserves the right to amend this Handbook. Notice of amendments will be sent to parents.

ACKNOWLEDGMENT AND RECEIPT

I acknowledge receipt of the Handbook containing the policies, rules and regulations for OUR LADY OF LOURDES SCHOOL. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of Our Lady of Lourdes School will have the authority set forth in the Handbook.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I accept my responsibility to support the School in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

Name of Oldest Student/Family Name Grade

Name of Parent/Guardian

Signature of Parent/Guardian

Date

_____ Name of Student:	_____ Signature of Student	_____ Grade
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_____ Name of Student:	_____ Signature of Student	_____ Grade
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_____ Name of Student:	_____ Signature of Student	_____ Grade
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_____ Name of Student:	_____ Signature of Student	_____ Grade
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