

# **Our Lady of Peace School**

99 South Street

New Providence, NJ 07974

Phone (908) 464-8657 Fax (908) 464-3377



## **Parent/Student Handbook**

Revised September, 2007

**Diane L. Pollak**  
Principal

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# Handbook

## Purpose and Use of Handbook

The Handbook exists to foster the efficient operation of Our Lady of Peace 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. **The Handbook is not intended or should not be considered to create any additional rights for students or parents/ guardians.** This Handbook is intended to be a guide to Our Lady of Peace School's philosophy, policies and procedures. It represents standards and guidelines relating to school life. This Handbook clarifies rules as they apply to our students.

## Mission Statement

As ministers of the teachings of the Catholic Church, we see ourselves as instructors and motivators of knowledge and skills. As such we:

- Strive to instill in our daily lives, the value of prayer service and the respect for all human life.
- Serve all that come to join our OLP family, the child, the parent and the community, regardless of faith, race or national origin.
- Provide an environment that nurtures our students in their developing faith and in their academic pursuits.
- Strive to develop all personal academic areas to prepare the student to meet their moral obligations to God, neighbor and country.

## Philosophy

The faculty and staff of Our Lady of Peace School look to instruct, stimulate, and challenge our children in this the 21<sup>st</sup> century. As a Catholic community, we are committed to fostering Catholic values and spreading the Good News. Our primary responsibility is to nurture the spiritual and academic nature of the child.

Mindful of the ever-expanding curriculum, Our Lady of Peace provides the environment for creative, critical, and logical thinking needed to succeed in today's society. The goal of giving one's own best effort is emphasized to develop self-esteem and confidence. We believe that this goal is best achieved by encouraging self-discipline, organizational skills, and personal responsibility.

An environment exists that fosters mutual respect among all of the members of the Our Lady of Peace family. We provide opportunities for the development of a positive attitude towards life, an awareness of social justice, and concern for all of God's people.

## Protecting God's Children

In the fall of 2003, Archbishop Myers asked all schools within the Archdiocese of Newark to adhere to the policies and regulations outlined in *The Charter for the Protection for Children and Young People* which has been issued by the Archdiocese.

There are two documents associated with the Charter. Our Lady of Peace School must adhere to the policies outlined in the document entitled: Policies on Professional and Ministerial Conduct and must familiarize itself with the document entitled: Supplemental Norms for Clergy.

The Policies on Professional and Ministerial Conduct addresses a code of ethics and conduct that all staff and parents who work or volunteer at OLP must adhere to. Topics that are addressed include: Prevention of Immoral Conduct, Prevention of Harassment, Sexual Harassment, and Prevention of Exploitation. A complete copy of the Charter can be found on the following web site: [www.ourladyofpeaceparish.org](http://www.ourladyofpeaceparish.org). Click on "related links" and then the bullet "Protecting God's Children." Read the information under "Conduct Policies." In order to open the document you must have Adobe Acrobat Reader on your computer. If you do not, you can download the program for free by clicking on the Acrobat Reader button on the website. From there simply follow the directions.

In order to comply with the Archbishop's directive, there are four steps we ask all OLP parents to follow:

(1). Read the two documents found at the website listed above and sign the acknowledgement form (Appendix B - Page 31) found near the end of the document. If you cannot print the forms needed or do not have access to a computer, contact the School's Office. See Attachments.

(2). Those parents who are involved with the students on a consistent basis (Active Volunteers), i.e. Forensic Volunteer, all Class Parent Coordinators, Girl Scout Leaders and Teacher Aides, or parents who frequently transport students to school functions must complete the Archdiocese of Newark "Application for Employees and Volunteers" also found at the end of the web site document (Appendix A – pages 27-31). See Attachments.

(3). Active volunteers are also required to attend one of the scheduled training seminars being hosted by the Archdiocese entitled: "Protecting God's Children". The seminar is available at various locations which are listed on the above web site.

(4). Active volunteers are required to submit to a confidential back-ground check. This form in the "Attachments" section of this handbook must be completed and returned to the rectory. Please note that a Statement of Information Security is also included for your reference.

**If you work with the children on a regular basis, you must complete the four tasks outlined above in order to be certified to continue in your volunteer capacity.**

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## **Educational Policy**

Our Lady of Peace School's educational policy is guided by the Administrative Manual for Catholic Schools in the Archdiocese of Newark. The implementations of these policies are carried out, with the pastor's approval, by administrators and faculty. Our parent/student handbook, which is reviewed periodically, clearly states our policies.

Faculty meetings, workshops and specific in-service seminars serve to update teaching methods and strategies. The process of evaluation is carried out both formally and informally by the principal, according to the guidelines and forms of the Archdiocese of Newark.

Following school policy, tests, class participation, and written work are used for student evaluation. The ongoing status of each is made available through formal and informal parent-teacher conferences and interim/progress reports.

Students are encouraged to appreciate their individuality and need for spiritual values that they might integrate religious truth in life. Finally, OLP, conscious of our technologically advancing, multicultural world, generates a warm spiritual, respectful, and creative environment.

## **Admissions**

**Nondiscrimination policy** - Our Lady of Peace School admits students of any race, color, national and ethnic and religious origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Our Lady of Peace School does not discriminate on the basis of race, color, national and ethnic origin in the administrative policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.

### **Age requirements:**

The Pre-K 3 child must be **three on or before October 1<sup>st</sup>**.

The Pre-K 4 child must be **four on or before October 1<sup>st</sup>**.

Kindergarten child must be **five years old on or before October 1<sup>st</sup>**.

### **Requirement information for all students:**

- Birth certificate
- Sacramental records
- Health records
- Social Security #
- Academic records for a Transfer Student

## **Transfer Students**

In addition to all of the above information, a transfer card and a most recent report card and standardized test scores from the previous school are required. Final approval for acceptance is up to the principal. It is the policy of the Archdiocese of Newark not to admit any student to Grade 8 unless they are moving into the parish from another parish. Acceptance is only official upon receipt of transcripts and proof of paid tuition at the other school. Student registration will occur once records are complete and the tuition contract is signed. All important and binding financial information is included in the tuition contract papers.

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## **Peanut and Tree Nut Free Policy**

OLP School maintains a peanut and tree nut free environment. (This policy was approved by the OLP School Advisory Board January 2007.)

To ensure a safe environment for our students with these allergies, it is essential to have a team approach by all staff, parents, students, church and school organizations. OLP implements this policy as follows:

- Parents of affected children by law are to submit a written plan of action from the child's doctor to the school nurse.
- The school administration will oversee all safeguards in place to maintain this nut free environment.
- Parents will monitor ingredient labels on all food packages to be sure that there are no peanut or tree nut products being consumed at lunch or for snacks.  
**This includes all packages/labels that there may be trace amounts or have been processed in a plant that may have processed nuts.**
- No goody bags are to be brought in for parties. All candy or treats must be given out individually wrapped with the ingredients listed on the label. It would be preferable to limit the amount of candy.
- All H.S.A. sponsored events will have a person designated by the organization to check ingredients of all food products being served.
- All parents that send treats in for parties will send the ingredients labels in with the treat if the treat is out of the original packaging.

## **Immunization Requirements**

The State of New Jersey requires the following immunizations for all students entering Kindergarten:

1. For Pre-K, four (4) doses of DTaP; for Kg and up, requirements are as above with one dose given in or after the 4<sup>th</sup> birthday or any 5 doses.
2. For Pre-K, three (3) doses of the poliovirus vaccine (IPV); for Kg and up, requirements are the same as above with one dose given on or after the 4<sup>th</sup> birthday or any 4 doses.
3. For Pre-K, one dose of MMR (or separate doses of each) given on or after first birthday. Two (2) doses of measles containing vaccine or laboratory evidence of immunity if entering Kg or up.
4. HIB –pre-k requires 2 doses; if entering Kg, 1 dose required.
5. HEP B –3 doses of Hep B vaccine for pupils entering Kg, 1<sup>st</sup> and 6 grade.
6. Varicella (Chickenpox) vaccine - all students born on or after 1/1/98, are required to have one (1) dose of Varicella (chicken pox) vaccine on or after their first birthday or must provide parental/ physician statement of history of disease or provide laboratory evidence of immunity.
7. Mantoux-not an immunization, but a test for the presence of T.B. - Since the N.J. State requirements change yearly, please refer to N.J. State Department of Health and Senior Services for requirements or contact the school nurse's office.

**AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.**

## **Drug and Alcohol Policy**

The aim of this policy is to insure the safety, well-being, and welfare of our students. For the purpose of this policy, "drugs" shall mean all dangerous controlled substances as so designated and prohibited in New Jersey Statutes and any substances that alters the psycho-physical makeup of an individual that is not prescribed for that individual expressly for medical reasons. The use, possession or distribution of any drugs by students, staff, or others on school property is prohibited. For the purpose of this policy, "alcohol" shall mean any beverages containing any amount of alcohol. The use, possession, or distribution of any beverages containing alcohol by students, staff or others on school property is prohibited.

If a student is found, or is strongly suspected by school personnel, to be in possession of or under the influence of drugs or is suspected of having a substance abuse problem, the chief school administrator shall be notified and shall investigate and, upon establishing sufficient reason to suspect such activity by the student, shall:

- notify the parents/guardians;
- immediately have the student examined by the school nurse or the student's personal physician or emergency medical personnel, if appropriate;
- if actual use or possession of illicit drugs is materially or medically proven, it is obligatory that legal authorities be contacted. Parents/Guardians will be immediately notified of the law enforcement agency involved.

A conference shall then be held with parents/guardian and/or students. The student will be placed on temporary suspension and will remain suspended until receipt of a written report certifying to the student's physical and mental ability to return to school. Upon the student's return to school, he/she will be placed on school probation until disposition of the use is made by legal/or school authorities. Such probation may include exclusion from all school social and extracurricular activities until such time as the student has demonstrated him or herself worthy of the return of these privileges.

## **Medical Conditions**

Please notify the school if your child has any physical conditions that may require attention in school (heart, diabetes, seizure disorder, severe allergies, etc.) A state-funded nurse is present on a daily basis. The nurse cares for the children who become ill in school as well as screening for vision and hearing, etc. In the case of a serious nature, or when the nurse is not present, the parent or guardian is notified as soon as possible. **Please do not send your child to school if they have a fever or exhibit symptoms that may get worse after they arrive at school.**

## **Policy on Administration of Epinephrine**

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via Epi-pen and phylaxis. All teachers have been trained in the administration of Epi-pens and CPR.

### **Parents/Guardians authorization and agreements regarding liability:**

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

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

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

### **Policy on the Administration of Medicine**

Our Lady of Peace strongly discourages the administration of prescription and nonprescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

1. A parent/guardian should come to school and administer the medicine.
2. If this arrangement is not possible the school nurse or the principal (or her designee) will administer the medication under the following conditions:
  - The medication must be given to the school nurse or the principal by the parent/guardian. **Medication of any kind should never be in the hands of the student.**
  - The medication must be in the **original pharmacy labeled container.**
  - The parent/guardian and the student's physician must complete an "**Authorization To Administer Medication in School**" form. This form is located at the back of this handbook.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian must complete and sign an "**Authorization of Self Medication in School**" form. This form is available in the attachment section of this handbook.

### **Tuition**

Tuition rates are announced annually. School tuition is paid in conformity with the established Parish Finance Committee policy for registered parishioners and out of parish families. Registered parishioners will be given preference when limited placement is necessary.

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

**Parental Rights to School Records** - Our Lady of Peace School abides by the provisions of applicable law with respect to the rights of the non-custodial parent. **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.**

### **Court Orders Affecting Parents**

If there is a court order specifying the rights and responsibility 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.

## **Religious Education and Religious Services**

The non-Catholic student is welcome at Our Lady of Peace School. The non-Catholic student is expected to understand and to agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in Religion classes and liturgical services scheduled for the students during the school year.

## **Communication**

In order to facilitate home-school communication, the Thursday Communication Envelope will be used on a weekly basis. The youngest child in each family will receive one. Please remove the items from the envelope, sign the envelope and return the envelope the next day. Please enclose any items to be returned to the school in the envelope.

## **Monthly Calendars/Menus**

Monthly calendars are sent home in the Thursday envelope on the last Thursday of the month. Menus are sent home at intervals to be determined by the manager of the lunch program.

## **Parent/Teacher Conferences**

Parent-Teacher conferences are held formally once each year in November. School will be closed at 12:30 on conference days so that sufficient time may be accorded each conference. Parents should notify the teacher if they cannot keep a conference appointment, and the teacher will schedule another appointment. Parents/Teachers may request a conference at **anytime** during the school year. These individual conferences should be scheduled with the child's teacher via note or phone message.

## **Appointments**

A good parent-teacher relationship is essential to the education of your child. Therefore, we strongly encourage parents to consult with faculty members at any time. Such conferences may be arranged by contacting the school office for an appointment. **Please do not try to hold a conference while the teacher is attempting to dismiss his/her class. Teachers are not available for conferences during the regularly scheduled classes. Courtesy demands that parents make an appointment with teachers and administration. To respect confidentiality, impromptu conferences in hallways and on the parking lot are discouraged. Please call or send a note beforehand if you wish a special conference.**

## **Visitors**

For the safety of your children, any visitor (including **parents**) must report to the office and sign in and out. **Parents are not permitted to meet with teachers or drop off articles to the classroom; please bring the forgotten items to the office.**

## **Accidents**

Students must report any accident to the office that occurs on the school grounds or on the way to and from school during the school day. The school nurse will file an accident report and notify the parents.

## Attendance

State law requires daily school attendance. Careful planning can prevent absences for reasons other than illness. The reasons for excused absences are as follows:

- Physical or emotional illness
- Serious illness or death in the family
- Remedial health treatment
- Required attendance in court
- Any unusual circumstances, which require permission from the school administration, would be an exception

**\* Students are considered late if they are not in their classroom at 8:30 a.m.**

## Policy Regarding Student Absence and Make-Up Work

A parent/guardian must call the school to report a student's absence. This procedure represents an effort to account for the presence of the student during the school hours.

**When the child returns to school, a written excuse from a parent/guardian stating the student's name together with the dates and the reason for the absence must be presented. An absence of three consecutive days or more require a doctor's note.**

Parents requesting permission to take a child on trips, vacations, etc. during school time, must know the child is considered absent. It is the parent's responsibility to see that the child completes all class work and assignments missed during the absence. Work missed will be saved for the child to be completed upon their return. **The time required for make-up of assignments is equivalent to the duration of the absence.**

**Assignments will not be sent home for one-day absences;** they will be made up upon the student's return to school. If the child is going to be out more than one day, please contact the School Office by 9 a.m. to have work ready to be picked-up after 2:30 p.m.

Absence without the parent's knowledge is a serious offense. The student will not be admitted back to school until a conference has taken place between the parents or guardian and the principal. **Chronic illness - A child who is chronically ill is eligible for home instruction after ten school days through the Union County Education Service Commission. Please contact the principal for information.**

## Absence from School and Participation in After School Activities:

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

## Field Trip Policy

On occasion Our Lady of Peace School will sponsor and conduct field trips for the **educational enrichment of students**. Participation in field trips is a school-sponsored privilege for students. Field trips are not family outings and therefore, parent participation is limited to the chaperones necessary for safe supervision of students as well as the venue's limit for chaperones. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The school provides a permission slip form that is provided by the Archdiocese of Newark Legal Department.

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## **Service**

Throughout the year, the students are encouraged to reflect on Christ's message of love in the form of service to one another and the world at large. Class and school-wide services sponsored by the student council are designated to remind staff and students that we are called to love and care for one another.

## **Use of the Telephone and Cell Phones**

Students must ask permission of the principal or school secretary to use the telephone. This is to be used **only** for emergency situations. Planning play dates is not considered an emergency. Students will not be permitted to call home for forgotten items. **Students are not permitted to have cell phones or beepers in their possession during school hours.**

## **School Pictures**

School pictures are taken each year. All children have their pictures taken for school records. Parents have the option to purchase the photos; information regarding time, cost, etc. is sent home in a timely fashion.

## **Transportation**

Many towns provide busing **or** reimbursement for nonpublic school transportation. Inquire from your local school's district. Contact our school office for appropriate forms and additional information. It is the parent's responsibility to check to see if you qualify.

## **Student Council**

Students in grades six, seven, and eight who meet grade requirements are encouraged to run for student body offices. Student council meets twice each month during the school year. Officers are elected in May and serve a one-year term.

## **Emergency Forms**

Great care should be taken to complete emergency forms thoroughly and accurately at the beginning of each school year. If contacts or phone numbers/addresses change, the parent must **notify the school office immediately**. Failure to include or change emergency numbers could result in a very unfortunate situation should an emergency arise involving your child.

## **Emergency Closing of School**

Our Lady of Pease School will always close for inclement weather when the New Providence School System closes. However, keeping in mind that we have children from over fifteen districts, we may exercise our right to close at the principal's discretion. A phone call by a class assistant will notify parents of school closings. If school is in session we ask parents to use their judgment in sending a child to school. If your phone number changes, contact the school office as soon as possible to insure you receive phone calls regarding school closing. In the event that storms occur after school begins, you may pick up your child at any time. **WE ASK THAT YOU DO NOT CALL THE SCHOOL. We will have after care available for them, if you cannot return before school closes.**

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## **Insurance**

Students are covered during the school day as well as to and from school. The cost of the coverage is included in tuition. Accident forms are available in the school office. Procedure: If a student is injured, an accident form is filled out and retained on file in the school office. The student is to use his/her own insurance first, and if there are any remaining bills, then bills should be submitted to the school insurance carrier.

## **Child Abuse or Neglect**

"New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services". The person who witnesses or knows of abuse must make the claim. They do not allow second party calls.

## **Asbestos Management Plan**

The School's Asbestos Management Plan is on file in the School Office, as required by the federal Asbestos Hazard Emergency Act (AHERA). This document is available for examination upon request. We are inspected annually by the Archdiocese of Newark for asbestos.

## **School Hours**

Grades K-8 :

Regular 8:25 a.m. - 2:58 p.m.

Early dismissal 8:25 a.m. - 12:30 a.m.

Before and After Care is available. 7:15 am – 6:00 pm

**Delayed opening days—school begins at 10 a.m. Supervision begins at 9:50 a.m.**

**There will be no a.m. Pre-K when there is a delayed opening.**

## **Pick Up From School**

The school will permit only the custodial parent, or his or her designee to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is a one-time telephone or written authorization from the custodial parent. The school administration should be made aware of any restraining order or legal document reflecting parental rights or lack thereof.

## **Supervision**

The school's responsibility for supervision of students begins at 8:15 and ends at 3:05. For children enrolled in the extended care program, the school's responsibility begins at 7:15 and ends at 6:00 p.m. **If your child arrives before 8:15 am or is not picked up by 3:05 pm, they will be sent to the aftercare program and the required fee will be charged.**

## **Lost and Found**

Lost items are returned to the school office and held for a limited time. Students and parents are encouraged to stop and inquire about losses. **To cut down on the amount of lost and unclaimed clothing, please label with the child's first initial and full last name.**

## Tag Day (Dress down day)

Tag days are occasions for fundraising. Guidelines for each tag day are published before the date and are considered part of the dress code regulations for the day. At all times however, parents should supervise the choices the student makes and monitor that inappropriate logos or sayings are not worn.

## Uniforms

General appearance of students should be neat, clean and appropriate for school attendance and all school activities. The regulation dress code takes effect on the first day of school in September and is observed until the closing of school in June. **Uniforms are to be purchased from Flynn and O'Hara.**

### Winter Uniform - October 1 - April 30

#### Girl's Uniform

K-4	Navy blue plaid jumper - white blouse - navy blue	Oxford tie shoes or loafers in black, dark brown or navy blue
	knee socks or opaque stockings - navy blue sweater or vest with OLP logo.	<b>NO heels over 1"</b>
5-8	Navy blue plaid skirt - white blouse, navy blue sweater	Oxford tie shoes or loafers in black, dark brown or navy blue
	or vest with OLP logo, navy blue knee socks or opaque stockings	<b>NO heels over 1"</b>

**\*\* K- 8 -** Navy blue slacks can be ordered for the cold weather and worn in place of the jumper or skirt. Girls are not permitted to wear other colored slacks to school or take time out from class to change. **No slip on shoes, flip flops, high heels, Heeleys (sneakers with wheels).**

#### Boy's Uniform

K-8	Navy blue trousers, white shirt, school tie, turtleneck with OLP logo, sweater or vest with OLP logo, navy blue socks.	Oxford tie shoes or loafers in black, dark brown or navy blue
	<b>KDG only may wear the long sleeve golf shirt</b>	

### Summer Uniform - September, May, June

It is optional if your child chooses to wear the uniform shorts in navy blue with the white logo golf shirt.

#### Gym Uniform

Students wear their gym uniforms to school on gym day in place of the regular uniform.

**Navy blue sweatpants and sweatshirt are worn over the t-shirt and shorts with school logo. white socks and sneakers. If the classroom temperatures are hot, the teachers will tell the students to remove the sweats.**

**\*All uniforms must be clean and mended when ripped.**

## Grooming Codes

### Girls

- Girls are permitted to wear one pair of small (non-dangling) earrings.
- Colorless nail polish is only permitted - artificial nails and tips are not permitted
- No makeup may be worn
- Hair is well groomed and neat and hair must be a natural color. Extreme hairstyles are not considered appropriate for school. Parents will be notified when students violate the uniform and dress code.
- Visible body piercing or tattoos are not permitted

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## Grooming Codes (Continued)

### Boys

- **Hair length shall NOT exceed collar length in the back, ear length on the sides or cover the eyes.** Extreme hairstyles are not considered appropriate for school. Hair must be natural color. Parents will be notified when students violate the uniform and dress code.
- Visible body piercing or tattoos are not permitted. Boys are not permitted to wear earrings.

## Homework Policy

Research has shown that homework produces positive effects on factual, critical and attitudinal aspects of learning. It is the principle extension of the school into the home. The following guideline applies to our school's homework policy: **It is frequently and regularly assigned.**

Parental responsibility for homework is to establish the discipline for regular study at home, provide a quiet time for study, and reinforce good study habits with praise and attention. Working together, teachers and parents can build the habits of independent study in children. Beginning in the first grade with a minimum of ten minutes of study at home each evening and escalating this daily amount each school year, the habit of study and time management is gradually ingrained. Written homework varies from grade to grade. All times are approximate.

- Kindergarten- Short assignments are periodically given by the teacher
- First Grade- Short assignments are periodically given by the teacher
- Second Grade- 30 minutes
- Third and Fourth Grade- 45 minutes
- Fifth and Sixth Grades- 1 hour
- Seventh and Eighth Grades- 1 1/2 hours
- **All assignments are to be completed by an assigned due date unless there is an excused absence. (i.e. If projects are a day late, the grade starts at a "B" and is graded from that starting point)**

Homework can include written assignments, study review, reinforcement, reading, research projects, drill, library and/or enrichment reading. The use of book bags on wheels is not recommended unless the student has a medical reason. Many of the students have difficulty handling these on the stairs. No students in grades K - 3 have a need for these.

## Promotion/Retention Policy

Pupils are promoted to the next grade on the basis of effort, achievement, personal growth and academic ability.

**Requirements for promotion - Grades 4-8** - In order to qualify for promotion to the next grade, students must maintain a passing grade in all major subjects. Students, who receive a U for a final in a major subject, are required to attend summer school for that subject. A student may attend summer school for up to two (2) major subjects.

**Retention in a Grade** - This would be required for students who have received a U in more than two (2) major subjects.

**Retention in Grades K-3** - May be recommended if the student has not achieved the pre-requisite skills needed to advance.

## Report Cards

Report cards are distributed three times during the school year (twice during the year for kindergarten) so that parents are informed of their child's success or failure to maintain grade level. We ask you to study your child's report card carefully and note any particular weakness so that you may guide the child in improving in this subject. Grades are based on tests, projects and homework. If a report indicates that a pupil's work is not satisfactory, you should confer with the homeroom teacher as soon as possible.

## Criteria For Report Cards

Grades 2-8 will use letter grades A, B, C; Grade 1 begins using A,B,C, mid year.

Final examinations: number grades are used by grades 5-8.

Personal Development: O,S, I, U, are used in grades 1-8.

Effort marks: O, S, I, U, are used in the special subject areas.

Art, Music, Computers, Physical Education, Library and Spanish, use the grading system appropriate for each academic area.

Religion grade is based on knowledge of content only.

Grade level refers to the student's instructional level (+ above - below level)

**Requirements for Honor Roll** The honor roll is established to recognize those students who have diligently worked to a very high standard of learning.

### 1. Requirements for First Honors (Grades 5-8)

- Satisfactory behavior
- An average of 92 -100 (A, A+) in the following subject areas:

Religion	Social Studies	Spelling
Mathematics	Reading	Science
Language Arts	Spanish	Computer'
Music	Art	Library
Physical Education		

\*D,U,I in any areas including Personal Development will eliminate a student from the Honor Roll.

### 2. Requirements for Second Honors (Grades 5-8)

- Satisfactory behavior
- An average of 83-91(B, B+) in the following subject areas:

Religion	Social Studies	Spelling
Mathematics	Reading	Science
Language Arts	Spanish	Computer
Music	Art	Library
Physical Education		

\*D,U,I in any areas including Personal Development will eliminate a student from the Honor Roll.

**3. Achievement in Grades 1-4 will be recognized through the distribution of awards given at the discretion of each teacher.**

## **Interim Notices**

Interim notices are issued mid-way through each of the 3 marking periods to all students whether or not the child is in danger of failing. **No work will be accepted after the official closing date of the marking period.**

## **General Discipline Policy**

Teachers will notify parents of any continued misbehaviors via notice. The following items are considered inappropriate behavior for students:

- Fighting or participation in activities which result in physical violence to any person.
- Theft or damage to property of the school or personnel.
- Indecent or obscene conduct or language while at school or a school-sponsored event.
- Leaving the school grounds without permission.
- Smoking on school grounds or at a school sponsored event.
- Disrespect to teachers, staff members, and other adults.
- Substance abuse of any kind; drugs or alcohol.
- Any or all other violations of good order and discipline which in the evaluation of the school staff results in misconduct.

**DETENTION - is given to students to indicate that conduct needs improvement.**

**Teachers may detain students for the following offenses:**

- Incomplete daily class assignments
- Consistent lack of school preparation
- Doing homework during school time
- Disturbance in the class (passing notes, gum chewing, annoying others)
- Consistent violation of class or school regulations
- Consistent un-Christian behavior

**Parents are given 24-hour notice so that adequate transportation may be provided. For minor offenses at the discretion of the teachers time outs are given. Parents are not notified of these unless the child continues to ignore the warnings that are attached to time-outs.**

**SUSPENSION - exclusions from class and loss of student privileges for a definite period of time.** Parents are informed of suspension in writing from the principal and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school. Suspension is for serious offenses against good conduct policies of the school and community. If a student continues to misbehave after suspension they shall then be referred to the discipline review board.

Suspended students will be placed on a probationary status for the school year quarter. If further serious disciplinary action is necessary during the period, the student is subject to further discipline in the form of systematic expulsion.

**EXPULSION - permanent removal of a student from Our Lady of Peace School without the possibility or re-admission to the school.** A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Our Lady of Peace School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of others. Home and

***Our Lady of Peace School***

*99 South Street, New Providence, NJ 07974 Phone (908) 464-8657 Fax (908) 464-3377*

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 and the discipline review board for extreme cases. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms; misconduct referrals or warnings, punishment assignments, denial of privileges, detention, in-school suspension, out of school suspension, or expulsion. The discipline review board that will consist of the principal, the pastor's designee, the teacher who reports the discipline situation, 1 teacher from the middle school for grades 5-8, and for grades K -4, a teacher from the primary level.

### **Policy Statement on Harassment**

Our Lady of Peace maintains an atmosphere free of violence, personal abuse or any other form of harassment. Harassment may be student-to-student(s), student-to-teacher, teacher-to-student, parent-to-teacher, teacher-to-parent, employee-to-student or employee-to-employee(s). Threats of violence and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions, or innuendoes, comments directed at a person's gender are all inappropriate and will not be tolerated. Violations of this harassment policy will be treated as a significant disciplinary matter and will come before the discipline review committee.

### **Our Lady of Peace School maintains a zero tolerance policy for any threat of physical violence or harassment.**

Actions that violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community or bring discredit 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 or 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.

**AUTHORIZATION TO ADMINISTER MEDICATION IN SCHOOL**  
(Confidential upon Completion)

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_  
\_\_\_\_\_

DIAGNOSIS/ILLNESS:  
\_\_\_\_\_

MEDICATION:  
\_\_\_\_\_

DOSAGE: \_\_\_\_\_ FREQUENCY:  
\_\_\_\_\_

SPECIAL DIRECTIONS:  
\_\_\_\_\_

POSSIBLE SIDE EFFECTS:  
\_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION REGARDING THIS STUDENT IS CORRECT, AND THAT ADMINISTRATION OF THE MEDIATION TO THIS STUDENT IS NECESSARY.

\_\_\_\_\_  
SIGNATURE OF PRESCRIBING PHYSICIAN

DATE

\_\_\_\_\_  
ADDRESS OF PHYSICIAN

PHONE NUMBER

I/ WE AUTHORIZE THE SCHOOL NURSE, THE PRINCIPAL, OR THE PRINCIPAL'S DESIGNEE, TO ADMINISTER THE ABOVE MEDICATION AS INDICATED. I/WE UNDERSTAND AND AGREE THAT THE SCHOOL NURSE, THE PRINCIPAL, OR THE PRINCIPAL'S DESIGNEE, SHALL NOT BE LIABLE FOR ANY INJURY TO THE STUDENT FROM THE ADMINISTRATION OF THE MEDICATION AS AUTHORIZED BY MY SIGNATURE BELOW.

\_\_\_\_\_  
Signature of Parent /Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent /Guardian (PRINT)

\* One form must be completed for each medication to be administered at school, including Tylenol.

Please return to the Health Office

**AUTHORIZATION TO SELF-ADMINISTER MEDICATION IN SCHOOL**  
(To Be Kept Confidential upon Completion)

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_  
\_\_\_\_\_

DIAGNOSIS/ILLNESS: \_\_\_\_\_  
\_\_\_\_\_

MEDICATION: \_\_\_\_\_  
\_\_\_\_\_

DOSAGE: \_\_\_\_\_  
FREQUENCY: \_\_\_\_\_

SPECIAL DIRECTIONS: \_\_\_\_\_  
\_\_\_\_\_

POSSIBLE SIDE EFFECTS: \_\_\_\_\_  
\_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION REGARDING THIS STUDENT IS CORRECT, AND THAT ADMINISTRATION OF THE MEDIATION TO THIS STUDENT IS NECESSARY, AND THAT THE STUDENT HAS RECEIVED APPROPRIATE INSTRUCTION TO SELF-ADMINISTER THE MEDICATION.

\_\_\_\_\_  
SIGNATURE OF PRESCRIBING PHYSICIAN

DATE

\_\_\_\_\_  
ADDRESS OF PHYSICIAN

PHONE NUMBER

I/ WE AUTHORIZE THE SCHOOL NURSE AND THE PRINCIPAL TO PERMIT THE STUDENT TO SELF-ADMINISTER THE ABOVE, OR THE PRINCIPAL'S DESIGNEE, TO ADMINISTER THE ABOVE MEDICATION AS INDICATED. I/WE UNDERSTAND AND AGREE THAT THE SCHOOL NURSE, THE PRINCIPAL, OR THE PRINCIPAL'S DESIGNEE, SHALL NOT BE LIABLE FOR ANY INJURY TO THE STUDENT RESULTING FROM THE SELF-ADMINISTRATION OF THE MEDICATION AS AUTHORIZED BY MY SIGNATURE BELOW.

\_\_\_\_\_  
Signature of Parent /Guardian

Date

Name of Parent /Guardian (PRINT)

\* One form must be completed for each medication to be administered at school, including Tylenol.

Please return to the Health Office



## Acknowledgment and Receipt

**I ACKNOWLEDGE RECEIPT of the Handbook containing the policies, rules and regulations for Our Lady of Peace School. I have read the Handbook revisions or will read it as soon as possible.**

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 or the 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 understand 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.

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(Name of Students)

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(Print Family Name)

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(Parent Signature)

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(Date)