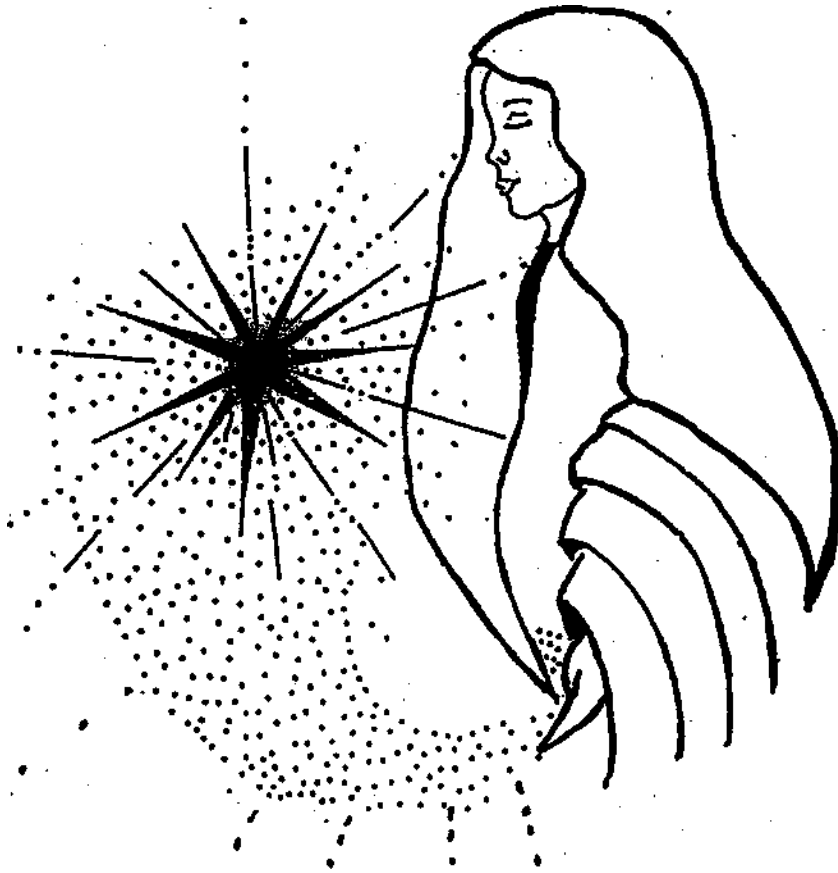


OUR LADY  
STAR OF THE SEA  
SCHOOL

"A Bright Light to the Future"



**Parent/Student Handbook  
2016-2017**

Our Lady Star of the Sea admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. The school does not discriminate on the basis of race, color, national, and ethnic origin in the administration of the educational policies, admissions policies, and other school-administered programs.

## **Philosophy and Goals**

Our Lady Star of the Sea School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

It has been stated that every man/woman is endowed with the dignity of a person. He/She has the inalienable right to an education in conjunction with his/her ability. To that end we believe that Catholic education:

- Gives priority to each child's individual needs and values.
- Helps the child to recognize and develop his/her potential fostering creativity and inquisitiveness.
- Fosters within the child the spirit of Christian joy and encourages a wholesome sense of humor.
- Helps to guide the child away from the destructiveness of ignorance, prejudice, and self-centeredness.
- Helps spread the Word of God, paving the way for peace and unity among all people.

The pastor is the ex-officio chief administrator of the school. The principal is the administrative head of the school and is responsible for its effective operation as an educational institution within the guidelines set by the Archdiocese of New York and the New York State Board of Regents. The Assistant Principal and teachers are highly skilled professionals who work closely with the principal and the pastor for the effective fulfillment of the goals of his/her position.

### **PURPOSE AND USE OF HANDBOOK**

This handbook exists to foster efficient operation of Our Lady Star of the Sea School. To meet this goal, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal and/ or the Assistant Principal have the discretion to take action other than those specified in this handbook. THIS HANDBOOK IS SUBJECT TO CHANGE AT ANY TIME WHEN DETERMINED TO BE NECESSARY BY THE OUR LADY STAR OF THE SEA ADMINISTRATION.

## **ACCREDITATION**

Our Lady Star of the Sea School is accredited by AdvancEd/ NCA; Transforming Education Worldwide.

## **SPIRITUAL DEVELOPMENT**

Jesus Christ is the Center of Our Lady Star of the Sea School Community. Therefore, we always strive to provide a conscious program of spiritual development to each of our pupils. The school day is opened with a prayer. We celebrate the seasons of the church year with common prayer and we integrate special liturgical celebrations into our school life. Each grade has an opportunity for the reception of the Sacrament of Reconciliation.

A procession in honor of the Mother of God is traditionally held during the month of May and Rosary devotions during the months of May and October. Stations of the Cross are recited during the season of Lent.

Parents are expected to participate in all parental programs pertaining to their children's preparation for the reception of the Sacraments of Reconciliation and Holy Eucharist as well as the Sacrament of Confirmation.

Confirmation dates are suggested and determined by the Bishop and Pastor.

## **HISTORY OF OUR LADY STAR OF THE SEA SCHOOL**

In 1959, Our Lady Star of the Sea School opened with approximately five hundred students enrolled in kindergarten through eighth grade. Our school opened under the direction of the Sisters of Charity of Mount St. Vincent, NY. The first principal was Sister Petronella. The principals who followed Sister Petronella, each of whom contributed much to make Our Lady Star of the Sea the excellent school it is today were: Sister Miriam Ambrose, Sister Irene Mary, Sister Bernadette Marie and Sister Audrey Boylan. In 1984, Sister Audrey Boylan was called to other duties, and Mrs. Kathleen Parascondola became the first lay principal until her retirement in 1987. Mrs. Theresa R. Hayes followed her until her retirement in 1997. Mrs. Irma P. Cummings became assistant principal in 1994 and principal in 1997 until her retirement in 2015. Mrs. Josephine E. Tortorella became assistant principal in 1997 until her retirement in 2015. Currently the Administrators of the school are Jeannine R. Roland, Principal and Patti Gandelman, Assistant Principal. Both appointed September, 2015.

## **SCHOOL COLORS**

## **Blue and White**

SCHOOL SONG:  
**Our Lady Star of the Sea**

SCHOOL MASCOT  
**Dolphin**

### **PRAYERS AND SACRAMENTS**

As a Catholic School, we expect our students to participate in the prayer and sacramental life of the school and parish. Every child should attend Mass every Sunday and Holy Days of Obligation. With your help and assistance, in cooperation with the school, we expect them to know the correct manner of participating at Mass and the prayers of the Mass.

The children of Grade 2 will receive the Sacraments of Reconciliation and Holy Eucharist. In keeping with the wishes of the Church, Sacrament of Confirmation is administered when the children are in grade 8. **Parents are required to attend scheduled meetings for all sacraments.**

Grades 1 and 2 *prepare* for the Sacrament of Reconciliation and First Holy Eucharist. Grades 6, 7 and 8 *prepare* for the Sacrament of Confirmation. All children in sacramental programs must attend mass every weekend. Attendance will be closely monitored. Church envelopes must be submitted to the priest at the end of the Mass attended. If attending Mass at another parish, a signed church bulletin with the student's name and grade must be submitted. ***Poor Mass attendance will result in the postponement of the reception of the sacrament.***

## **School Policies**

### **Academic Expectations**

Our Lady Star of the Sea School expects students to perform to the best of their ability.

Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. A parent's signature indicates that the parent is aware of the student's progress.

### **Graduation**

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student if there has been a breach of a material condition of this educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc).

## Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The suggested time allotments for homework (written and study) are as follows:

Grades Pre-K & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Students are required to complete all homework.

## Grades and Grading

Report cards are distributed four times a year for Grades 1 to 8. Pre K and Kindergarten report cards are distributed two times a year. The report card is a link between the school and the home.

### Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:

1. Classwork/participation
2. homework
3. quizzes
4. formative assessments
5. summative assessments

There are no grades for Computer Science or Library as these two areas are to be supportive of, and integrated into, the total learning process.

- Foreign language will be given a letter grade if the class meets for less than 120 minutes per week.
- The Final Report Card Grade is the weighted average of the four previous quarter grades, and the mid-year and end-year tests (for Grades 3-4 in ELA, Math and Religion; for Grades 5-8 in all subjects). This Final Grade will be recorded on the student's permanent record.
- Numerical marks are recorded on report cards for Grades 1– 8.

- A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.
  - 4: Exceeding Standards
    - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
  - 3: Meeting Standards
    - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
  - 2: Approaching Standards
    - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
  - 1: Below Standards
    - Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.
  - N/A: Not Assessed
    - Students were not assessed on these standards this quarter.
  
- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments
  
- Passing is any mark 70% or above or any mark of D or higher.

Any missed midterm or final exam, for students in Grades 5 – 8, due to an absence, requires a doctor's note. The final grade on the report card is 20% of each quarter report card grade, 10% of the Mid-Year examination and 10% of the Final examination. This grade will be recorded on the student's permanent record card.

## Character Development

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grades is used with progress codes indicating improvement needed in any sub-category.

## Honor Roll

## **HONORS CRITERIA FOR GRADES 6-8**

### **GENERAL EXCELLENCE**

- 95 or higher final total average in the final column of the report card
- All final subject grades must be 95 or higher
- A in General Effort
- Minimum of B in all other areas

### **FIRST HONORS**

- 90 or higher final total average in the final column of the report card
- All final subject grades must be 90 or higher
- A in General Effort
- Minimum of B in all other areas

### **SECOND HONORS**

- 85 or higher final total average in the final column of the report card
- All final subject grades must be 85 or higher
- B in General Effort
- Minimum of B in all other areas

### **ADDITIONAL CRITERIA FOR ALL CATEGORIES**

- No more than 6 latenesses for the year
- No more than 20 days absent for the year
- General Effort, Conduct, Art, Music, Spanish, and Physical Education will be given a letter grade of A, B, C, D, or F

## **Principal's List**

### **Criteria**

- 90 and above in all academic subjects including total quarterly average
- At least a B in all other areas
- No more than 1 lateness

### **General Information**

For Grades 3-5

- Principal's List is for each quarterly report card
- Principal's List will be published and displayed
- Principal's List does not include Midterm and /or Final exams

For Grades 6-8

- Principal's List is for each quarterly report card
- Honors Criteria will be used for the Final Marking period for Gr 6,7,8
- Principal's List will be published and displayed
- Principal's List does not include Midterm and/ or Final exams

### **Report Card Distribution**

Report cards are distributed in November, January/February, March/ April, and June. Report cards will be withheld if financial obligations (tuition and all types of fees) have not been met and are outstanding. **The parent must pick up the first report card.**

Final report cards may not be given before the assigned date of June 16th. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

### **Promotion/Retention**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program's objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develop for each of these students a special program, based on the school's regular program, which follows the New York State Standards and Archdiocesan Essential Learnings. A copy of the student's modified program is retained in the student's file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.

The following are specific criteria that will assist teachers as they consider a recommendation for retention.

*The student has failed to pass the major subjects on each grade level.*

The following table indicates the specific failures by grade level that might result in retention at that grade level:



LEVEL	ACADEMIC PROGRESS
Kindergarten	Evidence that the child is not meeting academic expectations of the program.
Grade 1	Evidence of insufficient developmental progress and a failure in Reading
Grade 2	Failure in Reading
Grade 3	Failures in Reading and Mathematics
Grade 4, 5, 6	Failures in Reading and Mathematics, <i>or</i> Failures in Reading or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies, and Language Arts
Grade 7, 8	Failures in Reading and Mathematics <i>or</i> Failures in Reading and Language Arts <i>or</i> Failures in Reading or Mathematics or Language Arts and failure in one of the following subjects: Religion, Science, Social Studies

*The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:*

- failure to complete assignments
- failures on multiple summative assessments
- repeated scores of 1 (“below standards”) in several standard domains on report card

Generally, a student would be retained only once in the elementary grades (1 - 5), and only once in the upper grades (6 - 8).

### **Assessments**

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, interim assessments,

and New York State Education Department assessments. These tests measure academic growth over a period of time.

**Archdiocesan Tests**

Religion Test	Grade 3 to 8	January & June
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**Archdiocesan-approved Standardized Assessment**

Standardized Assessment – Administered One Time a Year in the Spring	
Grades K-2	ITBS

**Interim Assessments**

Interim Assessments – Administered Two Times a Year	
Grades K-8	Interim Assessments

**NY State Tests**

English /Language Arts And Mathematics	Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8
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The faculty of Our Lady Star of the Sea School reviews these test results regularly for the purpose of promotion or retention *in conjunction with classroom performance* and grouping for reading and math.

**Accidents**

A student accident insurance fee is included in every child’s general fee. In the event of an accident at school you may obtain a claim form from the office.

Pease note that the school accident insurance usually is secondary to the parent’s own medical insurance coverage.

**Admission Policies**

Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered policies.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the parishes within the Archdiocese, Catholic school regions, or religious communities within the Archdiocese.

The process for admission to Our Lady Star of the Sea School is: parents must complete the school application form and provide all required documents (including IESP's and any other formal diagnostic evaluation). Following an interview and evaluation of the materials, the parent will be notified about the status of the child.

Our Lady Star of the School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish, or if a regional school, active in a parish in the region; third, to Catholic students whose parents are active in another Catholic parish or, if a regional school, active in a parish outside the region; and fourth, to non-Catholic students.

#### **Pre-Kindergarten: 3 and 4 year olds**

- age criteria per New York State regulation
- toilet trained
- pre admission interview by Pre K teachers
- all immunization requirements must be met

#### **Technical Requirements for all Admissions**

- Age: an original birth certificate, not stamped, or copied must be submitted for proof of age
- Baptismal certificate: original
- Immunization Requirements: SEE Immunization Requirements
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#### **Transfer/Policy**

**A parent must submit a written notification of transfer for any student transferring from Our Lady Star of the Sea School. This is necessary in order to officially remove the student from the register. In addition, all financial obligations must be met before records are released.**

## Early Morning/After School Program

Our Lady Star of the Sea School offers a fully supervised Early Morning/After School Program. As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person previously specified IN WRITING by the parent.

The sessions will be held on a daily basis and the hours and fee schedule are listed below. (SUBJECT TO CHANGE)

- Early Morning session begins at 7:00am  
Fee is \$5.00 per day, per child
- After School session begins at 12:30 pm on *half days* and runs to 6:00pm.  
Fee is \$15.00 per day, per child for the first child and \$7:00 for each additional child (sibling).
- After School session on a *regular full day* begins at 2:40pm and ends at 6:00pm.  
Fee is \$10.00 per day, per child for the first child, and \$15.00 per day for two children in the same family. The fee for three children is \$20.00 per day.

The children who are picked up late more than three times will not be allowed to remain in the program.

At the present time, the program will only be open to those students enrolled in Our Lady Star of the Sea School in grades kindergarten through grade 8. Whether you are planning to register your child(ren) on a regular basis or perhaps only a few mornings/afternoon per month you need to fill out a registration form. No child will be allowed to stay an afternoon unless there has been the necessary communication with the parent.

We must receive your application, calendar with days marked, and payment for the month no later the 20<sup>th</sup> day of the prior month. Parents who are in arrears will not be allowed to have their children attend the program.

This program has been developed as part of our continuing effort to provide quality programs for the families of Our Lady Star of the Sea School community.

## Announcements

Informational announcements are handled through the school P.A. system. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written, brought to the office and approved by the principal.

## Attendance

Excused Absence: A child is legally absent from school for the following reasons: sickness, illness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

When the child returns to school from an absence, a completed absence form must be given to the teacher (See Appendix). This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school by 9:00 A.M. Absence notes are still required in addition to the phone call.

Important reasons for keeping your child home:

- if the child is running a fever
- until the child has been fever free for 24 hours
- if the child has symptoms which make him/her too uncomfortable to concentrate or sit through classes

When in doubt, have your child remain home. Returning to school fully recovered is necessary for the well-being of your child and all the children in the class.

A doctor's note is required for the following

- an absence of three or more consecutive days
- an absence for a midterm or final
- an absence of 10 or more consecutive days or 20 days in a four month period will be reported to the Department of Truancy
- prolonged or unusual absences required the notification of appropriate archdiocesan, city, and state agencies.

Students are responsible to make up all work missed during their absence. The school will send home the work with a sibling or friend if the school office is notified *no later*

*than 9:00AM.* **“No request after 9:00am will be honored.”** Children are not permitted to interrupt classes during the school day to obtain homework assignments or books. Absence notes are still required in addition to any phone call.

## **Birthday Parties**

Birthdays will be celebrated in an OLSS way approved by the school administration. Snacks, treats, favors, goodie bags are not permitted.

## **Books**

All resource materials for use in academic courses must be consistent with the religious nature of our schools. Books, DVD's, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained **under N.Y.S. Textbook Loan**. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:

- the pupil's name be placed in the space provided in each book
- the teacher make a record of the number of the book
- the teacher make a record of the condition of the book
- in September, each child will put a clean cover on each textbook received
- in June, all textbooks are collected, extra materials and covers are removed
- all workbooks are collected in June.

### **NEW YORK STATE TEXTBOOK, LIBRARY AND SOFTWARE LOAN PROGRAM** The NY State Textbook

Loan program (NYSTL), the NY Library Materials program, (NYSLIB) and the NYS Computer Software program (NYSSL) all require that parents or guardians sign requests for the loan of such materials to their children. (“child benefit”).

2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

3. LIBRARY BOOKS: Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cents per - day fine per book, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

## **Buses**

Busing is provided within a 5 mile limit to students from their residence. The public school district where the student resides provides this service. A student is only permitted to ride the bus assigned by the school. *At NO time is a student permitted to ride another bus.*

**A CHILD WILL BE RELEASED FROM THE BUS FOR A SPECIFIC DAY OR PERIOD OF TIME ONLY UPON WRITTEN REQUEST FROM THE PARENT.**

### **Bus discipline**

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- *Students should obey, be courteous and cooperative with the driver and monitors at all times*
- *Observe the same conduct as is expected on school property*
- *DO NOT eat or drink on the bus*
- *DO NOT use profane or vulgar talk*
- *Keep the bus clean*
- *Chewing gum is FORBIDDEN*
- *DO NOT run, push, shove, or climb over seats*
- *Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger*
- *DO NOT VANDALIZE OR DAMAGE THE BUS*

*In cases of extreme or persistent misbehavior, Our Lady Star of the Sea School will work in consultation with the public school district about possible consequences.*

The following procedures will be followed when a student violates the above regulations:

- **First Offense:** Verbal warning and parents will be notified
- **Second Offense:** The student will be suspended from riding the bus for a period of five days
- **Third Offense:** The student will be suspended from riding the bus for an indefinite period

The school reserves the right to bypass the above stated policy depending upon the seriousness of the infraction.

### **Walkers**

School students who are walking are required to follow safety and traffic laws. Crossing guard is stationed on Amboy Road. Students are required to cross at those corners only.

### **Change of Address**

The office must be informed immediately if there is a change of home address or e-mail address, cell phone, and telephone number for purposes of mailing and/or emergency.

### **Charter for the Protection of Children and Young People**

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships" which provides age-appropriate instruction in sexual activity. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these students as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. If the parents decline to sign such a form, a notation will be made in a record maintained by the school.

### **Child Abuse Laws**

Under NYS law, school officials are *legally obliged* to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

### **Child Custody**



At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding the child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.
- Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

## **Communication**

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

### **Parent-Teacher Conferences**

In the early part of the school year parents are invited to attend a meeting to meet the teachers and to understand the expectations of each teacher for the class.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy; never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.

### **Hierarchy of Concern**

It is the policy of Our Lady Star of the Sea School that, if a parent has a concern regarding his/her child, the parent is to write the teacher requesting an appointment to meet outside of class time. If, after seeing the teacher, the parent is still not satisfied, then an appointment to meet with the Principal or Assistant Principal, teacher(s), and parent(s) can be arranged.

## **Visits to School**

Parents are not permitted in the classroom areas without permission from the administration. When parents come to school, they are to enter the school through the front doors and report to the receptionist. Any items which are to be given to the students are to be left in the office and they will be brought to the classroom.

## **Confidentiality**

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal or assistant principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of confidentiality should prevail.

## **CONTACTS WITH THE MEDIA**

PARENTS HAVE THE RIGHT TO EXCLUDE THEIR CHILDREN FROM VIDEOTAPING , AUDIO RECORDING, SCHOOL PICTURES, OTHER PHOTOGRAPHY OR PARTICIPATION INVOLVING PRINTED MATERIALS OR ON THE INTERNET. PARENTS SHOULD PROVIDE SUCH DOCUMENTATION TO THE SCHOOL OFFICE: OTHERWISE, THEY MUST FILL OUT THE PHOTO/VIDEO RELEASE FORM. PARENTS ARE NOT TO TAKE PICTURES OF THEIR CHILD(REN), AS WELL AS OTHER STUDENTS, AND/OR TEACHERS AND STAFF WHEN VOLUNTEERING AT SCHOOL.

## Crisis Plan

Should a crisis require evacuation from Our Lady Star of the Sea School building, the students will be brought to a safe place located at **P. S. 5** and parents can meet them there.

For further information concerning the crisis, parents can refer to the following:

Radio	On the Dial	On the Internet
WOR	710 AM	<a href="http://www.wor710.com">www.wor710.com</a>
WCBS	880 AM	<a href="http://www.wcbs880.com">www.wcbs880.com</a>
WINS	1010 AM	<a href="http://www.1010wins.com">www.1010wins.com</a>
WADO	1280 AM (Spanish)	
WPAT	93.1 FM (Spanish)	<a href="http://www.lamusica.com">www.lamusica.com</a>
WSKQ	97.9 FM (Spanish)	<a href="http://www.lamusica.com">www.lamusica.com</a>

The following are key points in our Crisis Management Plan. For security reasons, we are unable to reveal our entire plan.

In the event of a LOCKDOWN of any kind, no one will be allowed to enter or exit the school until the authorities have ended the lockdown. All doors of the building will be sealed and we will communicate with parents via an IRIS alert. NO parents will be allowed into the building at this time.

***If it is necessary to use an evacuation site other than anywhere in the school building, we will use one of the following sites:***

EVACUATION SITE # 1	Athletic and rectory grounds
EVACUATION SITE # 2	P.S. 5 <b>Kingdom Avenue</b> <b>(718) 984-2233</b>

*In either of these situations, we will again communicate with parents via an IRIS alert.*

In any event with no lockdown, students will be released to the parents. For the safety of the children, the school has a set procedure for releasing the children. Anyone picking up a child including parents must show a valid ID photo. Children will be released to the parent or to an adult indicated on the child's emergency form. The child will be released to NO OTHER person. The release of your child will be expedited if you know the class of your child.

We urge you to keep this information in a secure place with easy access in case a crisis situation becomes evident.

## **Daily Schedule**

Before 7:50 am (Monday through Friday) and after 2:50pm (Monday through Friday) and after 12:05 pm (on half days), Our Lady Star of the Sea School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Only those students enrolled in Our Lady Star of the Sea Early Morning Program are allowed to enter the school building before 7:50 AM. Students must not arrive on the school grounds prior to 7:50 AM. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 8:00 AM, PARENTS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION. Enrollment in Our Lady Star of the Sea Early Morning/After School Program allows for only those students to be supervised by a staff member on the school property. Parents must arrange drop off and pick up at all times.

To avoid interruption during the school day, any messages, forgotten lunches, books and etc., must be taken to the OFFICE and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

## **Discipline Code for Student Conduct**

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a

teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as these students are often given *conduct referrals* or *detention*. Repeated violation of these rules and regulations may result in suspension from school or the non-reregistration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for any serious offense.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including the suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

## **General Discipline Policy of Our Lady Star of the Sea School**

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at Our Lady Star of the Sea. Students are expected to act with courtesy and respect toward one another, all members of the faculty and staff, and all volunteers. The School and Home need to work together to help students to learn and live the qualities of responsible behavior and corresponding elements of good citizenship.

A student who chooses to disrupt the good order of Our Lady Star of the Sea School or violate a policy or regulation will have to face the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal, Assistant Principal, or designated staff member. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms:

1. conduct notices
2. punishment assignments
3. denial of privileges (including class trips)
4. detention (at lunch, or after school)
5. in school suspension
6. out of school suspension

Actions which violate the law, threaten or cause harm to other students, or staff members disrupt or impede the welfare and progress of the school community, or bring discredit to the school will NOT be tolerated.

In addition, any acts of disobedience and defiance of school and archdiocesan regulations will not be accepted or tolerated. Any acts of crime, scandal, immorality, or disruptions that constitutes a threat to the physical emotional, or moral welfare of any member of the OLSS community can be cause for suspension, probation, and/or expulsion.

## **Dress Code**

Your school uniform confirms your attendance at Our Lady Star of the Sea School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

The school reserves the right to regulate improper dress at school. All students must be in complete uniform unless otherwise excused. All clothing must be labeled. A note from a parent is necessary if a child is not in uniform.

## COMPLETE UNIFORM

### BOYS

- navy blue full length pants
- black belt\*
- blue knit shirt or turtleneck\*\* (grades K – 4)
- white dress shirt and tie (grades 5 – 8)
- Our Lady Star of the Sea School sweater ONLY
- uniform school shoes with dark socks
- school belts must be worn with *either* pants or shorts

*\*AT ALL TIMES, boys must wear a black belt with uniform short and/or uniform pants.*

*\*\*AT ALL TIMES, boys' shirts MUST be tucked in neatly into their shorts or pants.*

### GIRLS

- uniform jumper (grades K-4), uniform skirt (grades 5-8)
- skirts must be an appropriate length and NEVER rolled
- navy blue pants in place of jumper or skirt in cold weather is permitted
- blue knit shirt or turtleneck (grades K – 4)
- white blouse and pullover sweater (grades 5 – 8)
- navy blue opaque tights or navy blue knee socks
- uniform school shoes
- Our Lady Star of the Sea School sweater ONLY

### SUMMER UNIFORM FOR BOYS AND GIRLS\*\*

*The following summer uniform can be worn May 1 – October 31*

- Blue or white short sleeve knit shirt
- navy blue uniform shorts (boys) or skort (girls)
- girls may wear full length khaki pants
- white socks visible above the sneakers (quarter socks or longer)
- **only all white sneakers are permitted**

**\*\*HEELIE SNEAKERS ARE NOT PERMITTED AT ANY TIME**

### GYM UNIFORMS FOR BOYS AND GIRLS

The gym uniform that is to be worn on gym days (only) is the navy blue sweat suit which includes a pair of long pants and a crew neck shirt. It is only acceptable for the students to wear the official Our Lady Star of the Sea School cotton crew tee shirt. All gym attire is ordered directly from the official school uniform company.

Girls and Boys: The presence of anything that proclaims a current fad is not permitted.

### Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant. Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time,

an appointment with the parents and with the guidance office will be made by school officials. Uniforms should be neat and clean.

### **Hair Styles**

Boy and girls are required to keep their hair well groomed and clean. No dyed, bleached, colored, feathered, or beaded hair is permitted. Bangs should not be so long that they impede vision. The boys' hair should not touch or be below the shirt collar. Hair should be cut above *the eyebrows and around the ears. Should the haircut not be acceptable to the school's administration, it MUST be corrected. Lunch detention will be served until it is corrected.*

### **Jewelry**

**Girls** are permitted to wear one earring in each earlobe. Earrings placed along the entire length of the ear or at the top of the earlobe are not permitted and the students will have to remove the earring if it is worn in school or on any sponsored school outing.

**Boys** are not permitted to wear an earring. Thick, heavy chains are not permitted at any time; small religious medals may be worn. No other jewelry will be allowed.

### **Make-up**

Girls are not to wear facial makeup, nail polish, or false nails. Any child who wears polish or facial make up will be required to remove it in school. Light color nail polish and moderate length nail enhancers are permitted for GRADE 8 ONLY.

## **Drug and Alcohol Policies**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Our Lady Star of the Sea School will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal/assistant principal immediately.
- The principal/assistant principal will verify the teacher's observation and will notify parents *who must pick up the child immediately.*
- Should it be determined that the suspicion is founded, parents will be expected to follow the recommendations of the school principal/assistant principal if the child is to continue in the school.
- Any student suspected of being under the influence of drugs and/or alcohol, while in school will be asked to empty his/her possessions out of his/her desk, jacket and or book bag.
- Sale or exchange of drugs and/or alcohol will result in an immediate expulsion. Possession or use will require the appropriate agencies be contacted and that the student gets help or face expulsion.
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing, as well as future events and or outings. Parents will be notified and appropriate



action will be taken which may include suspension or mandatory withdrawal from the school.

## **Electronic Devices**

Electronic devices may be dynamic tools in the 21<sup>st</sup> century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff, and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school (i.e. cell phones, iPads, iPhones, and other personal electronic devices).

If it is necessary for a child to have a cell phone, the child must give the cell phone with his/her name written on it to the homeroom teacher before classes begin. It is the student's responsibility to retrieve the cell phone from the teacher at the end of the school day (after the last period). The school will not be responsible for lost or damaged cell phones. If a student does not follow these guidelines, the school will confiscate the cell phone or electronic device and it will be returned to the student at the end of the school year.

Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

## **Telecommunications Policy/Internet User Policy**

Acceptable Use Policy for the Internet  
for Our Lady Star of the Sea School

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Our Lady Star of the Sea School.

1. I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non- academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computer resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards or social media platforms for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is appropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

## Telecommunications Policy

### Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school

### Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.

- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make-unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or “list servers.” Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) **the student** is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, Ipads, Iphones, smart phones, etc.), are subject to the same guidelines as previously cited **in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.**
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- ***Transmission of any material in violation of any U.S. or state regulation is prohibited.*** This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school

computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

## **Emergency Closings/Delayed Openings**

In the event that school is closed because of storms, heavy snowfalls or other emergencies, this information will be transmitted by means of an IRIS Alert System. Please do not call the school or the rectory.

When a school is closed for the day due to inclement weather or other unforeseen situation, the following will apply:

- In addition to following the lead of New York City public schools, Catholic schools in the Bronx, Manhattan and Staten Island, may need to close based on local situations. That said, all closure decisions must be approved by the Superintendent of Schools.
- When a school in the archdiocese is closed for the day due to inclement weather, or otherwise unforeseen situation, the following will apply:
  - All school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled.
  - After school and/or extended day care programs will be closed all day.

## **Expectations and Responsibilities for Students**

Students attend Our Lady Star of the Sea School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- Try to do their best work at all times.
- Treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- Speak in a well-modulated tone of voice.
- Observe the school dress code, including standards on no-uniform days.
- Help care for school property and keep the school free from damage and defacement.

## Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

## Faculty Meetings

Faculty meetings are noted on the school calendar unless parents are otherwise notified.

## Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip.

It is the policy of the schools within the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- 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 or behavior.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. *Verbal or faxed permission cannot be accepted.* Permission slips are due in the office 48 hours before the day of the trip.

- Since field trips are arranged by the teacher to complement and enhance the student's education, attendance is not optional. If a student does not attend the field trip, full payment for the trip is mandatory.

### **FIELD/CLASS TRIP GUIDELINES FOR PARENT VOLUNTEERS KINDERGARTEN THROUGH 4<sup>TH</sup> GRADE**

Parent volunteers will be responsible for all the children in their assigned group and must remain with those same children at all times from the time the students leave the classroom until the time that they are returned to the classroom, parent volunteers will:

1. Be accountable for all of the children in the group for the duration of the trip
2. Take care of the bathroom needs of the students.
3. Help keep track of the students' lunches and other belongings.
4. Immediately inform the teacher of any problems (ex. health or behavior) that should arise.
5. Immediately inform the teacher if a child needs to leave the group in an emergency situation.
6. Help safely transport the students from one location to another, including carefully watching the students on walking trips and keeping the group seated and seat belted on bus trips.
7. Help keep control of the group by not permitting the students to shout, run, or leave the group for any reason.
8. Report directly to the teacher and not contradict the teacher's directions to the students.
9. Not purchase or distribute candy or gifts to the children in their group.
10. Never bring siblings of students or any other child who is not part of the class on any class trip – if a situation arises where the parent volunteer is unable to be without a child who is not in the class, the parent must withdraw from the trip in advance so a replacement can be made.
11. Each group must work independently of each other, parent volunteers must not take it upon themselves to combine two groups together for the purpose of socializing by either the students or the parents.

### **FIELD TRIP GUIDELINES OR PARENT VOLUNTEERS – GRADES 5 - 8**

1. Parent should obtain a list of students to be supervised from the homeroom teacher.
2. No student should be allowed to go to the bathroom without a companion or adult supervision.
3. The purchasing of snacks and or souvenirs should be made only with the approval of the homeroom teacher. This should be stated prior to departure from school.
4. When walking as a group, the parent in charge should be with his/her group, not with other adults on the trip.
5. When loading and unloading the bus, the parent should verify that all members of his/her group are present.
6. Parents should seat themselves at various points throughout the bus.

7. It is the responsibility of all in charge to see that the children conduct themselves in a polite and respectful manner at all times throughout the trip.
8. Parents should supervise the clean-up of the bus at the end of the day.

## Financial Policies

Failure to meet financial obligations will result in the withholding of report cards; not being able to take midterm or final exams; and/or your child(ren) not being invited to return to Our Lady Star of the Sea School for the next school year.

### **TUITION Schedule: Grades Pre-K - 8**

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so severs the contract that we make with parents and this could result in the suspension of a child for delinquent tuition or fees.

### **Tuition Delinquency**

Families who are 30 days late on tuition will receive notification letters from SMART tuition. Families who are delinquent 60 days on tuition will receive a second letter; this letter will come from their principal. Upon receipt of this notification, parents/guardians are asked to contact their principal and parish manager to discuss a tuition payment plan. If a parent/guardian does not contact the principal and parish manager within two weeks of receiving the letter, the child/children may not be permitted to attend school.

TUITION IS DUE BY THE 15TH OF EACH MONTH. Tuition is an annual amount paid in 10 monthly installments for grades 1 through 8. *K, Pre K 3 and Pre K 4 tuition is paid in 8 monthly installments from August through March.* If a parent chooses to pay their annual tuition in one payment on or before August 15th, the annual tuition (only) that they are paying is discounted 3%. Fees must be paid in full at the time of tuition payment for the 3% discount to apply to the tuition being paid. If a family chooses to withdraw their child(ren) from the school, partial or full month tuition refunds will not be granted if the child(ren) attended one or more days that month.

	Parishioners Yearly Amount
Pre K 3	\$1,600
Pre K 4 (3 full day)	\$2,400
Kindergarten	\$2,000
1 Child	\$4,350
2 or more children	\$6,575



Parents and children who are registered members of Our Lady Star of the Sea parish are expected to attend Sunday Mass, and contribute to the support of the parish. Parents must contribute a minimum of \$400, annually in each Sunday envelope from April 1 to March 31. In April, there will be a review of the Mass attendance and contributions of all families. Those families who do not meet the \$400 minimum will have the amount charged to their tuition.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and support that you give to Our Lady Star of the Sea School.

### **GENERAL FEE**

The General Fee is per student for grades K-8. This fee includes book bills, cultural fee, lunch duty fee, paper fees etc. General fee for grades 1-8 is \$600, per student; Kindergarten general fee is \$500 per student and is due on or before October 15<sup>th</sup>.

### **FUNDRAISING ACTIVITIES (MANDATORY)**

#### **FAMILY FAIR SHARE**

A \$200 Family Fair Share/Re Registration Fee is required for parents with children in grades K – 8. The Fair Share fee is due on or about February 15<sup>th</sup> every year. Included in the \$200 fee is \$100 worth of raffle tickets and \$100 of coupons. School calendar and Fair Share coupons will not be distributed until the Fair Share is paid. Fair Share fee not paid by the stated due date will incur a \$50 late fee.

#### **CANDY/WRAPPING PAPER SALE**

Each family may participate in the annual fall candy/wrapping paper sale. *Pre K 3 and Pre K 4 parents, (without siblings in grades K – 8), are required to purchase \$75.00 in the annual fall candy/wrapping paper sale.*

### **Fire Drills**

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

### **Guidance**

A guidance program is a resource available to Our Lady Star of the Sea School students. Service may include counseling, psychological intervention and support for families experiencing change. ADAPP, an agency sponsored by the Archdiocese of New York, oversees the program.

## **Guidelines for the Education of Non-Catholics**

Parents must be made aware of the intentional Catholic witness in our schools. Our Lady Star of the Sea School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

## **Harassment Policies**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Our Lady Star of the Sea School provides a safe environment for all. Schools within the Archdiocese participate in the ADAPP anti-bullying curriculum annually. Verbal, internet, telephone or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal/assistant principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the principal/assistant principal immediately.

## **Parental Cooperation**

Parent conduct will adhere to all school procedures and demonstrate acceptable conduct at all times in dealing with school administration, faculty and staff. The following is unacceptable conduct by parents:

1. Assaulting any staff member
2. Making threats upon any staff member
3. Verbally abusing any staff member
4. Harassing any staff member or any other parent(s) or student(s)
5. Engaging in any behavior related to the above

Any behavior listed above, or behavior that the administration deems inappropriate, will be cause for the family to immediately withdraw all children from the school. In some

cases, the parent who has violated the above code will not be permitted on school premises for a period of time designated by the school administration.

## **HIV/AIDS Curriculum**

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor.

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is physically aggressive, with a documented history of biting or harming others.

## **Illness**

If a child has a chronic illness, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

## **Immunizations**

Students are required to have all inoculations as suggested by the Department of Health before admission to school. See appendix for most current information published by NYC and NYS Departments of Health. It is the responsibility of the parents and their personal physician to ensure that as immunization requirements change, students are kept current in their schedule.

## **Lateness**

*Student lateness interrupts the learning process for your child and all other children in that classroom.*

Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office.

- A student will serve a lunch detention for each unexcused lateness.
- A student who incurs 6 or more latenesses will be ineligible for honors in June.
- Excessive latenesses may result in after school detentions
- Repeated lateness may lead to disciplinary action and could impede your child's re-registration for the coming year.

## **Liturgy**

All students in Grade K to 8 will attend Mass on the first Friday of each month and at other times as indicated in the school calendar. Respectful participation of every child is required at school liturgies.

Students in grades 3 to 8 are required to take the Archdiocesan Midterm and Final Religion Examinations.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes.

Parents of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand the religious education of the school at the time of enrollment.

## **Lunchroom**

Our Lady Star of the Sea School provides milk at a reduced rate, through the New York State School Nutrition program to those children whose parents pay the required fee.

- Each child is assigned a seat in the lunchroom and is expected to remain in their seat until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children will go directly to the outside recess.
- During inclement weather, recess will be in his/her homeroom.
- Cans, soda, glass bottles and outside lunches are not permitted.
- Lunch must be brought in a brown bag with the student's name on the bag.

- All plastic bottles must be disposed of correctly before leaving the lunchroom.
- No food of any kind is allowed outside the lunchroom.

## **Maternity/Paternity Policies**

As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

### **Student Abortion Policies**

Rationale:

The Catholic Church teaches definitively and without questions that life begins at conception. Pope John Paul declared that the Church's teaching on abortion is "unchanged and unchangeable...since it is the deliberate killing of an innocent human being."

Policies:

1. If a student decides to obtain an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
2. If a student refuses counseling, she will not be allowed to continue as a student at the school.
3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.

Guideline:

In the event a student decides to obtain an abortion despite being counseled by the school beforehand, the continued status of the student's enrollment in the school will be determined by the school administration. Factors such as the parents' role in the decision to abort should be taken into consideration.

## **Medications**

If a student needs any kind of medication during the school day, it is the parent's responsibility that the medication is to be brought to the school nurse's office and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents are advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self-administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child, as well as :

- Severity of health care problem, particularly asthmatic or allergic conditions.
- Prescriber order directing the student be allowed to carry his/her medication.
- Written statement from parent requesting compliance with prescriber order.
- Student has been instructed in the procedure for self-administration and can assume this responsibility.
- Parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.
- Under no circumstances will anyone in the school dispense medication other than the nurse. In the absence of the nurse, parents are responsible for dispensing medication to their children.

## **Money**

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name, grade and amount. Since snacks are sold on a daily basis students may choose to bring in small amounts of money for such purchases. If a student does bring money to school the money should be kept on the student's person and not left in the school bag, coat pocket, lunch bag, or desk. The school cannot be responsible for lost money.

## **Non-custodial Parent**

### **Release of copies of report cards, school notices, etc.**

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your

child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

### **Release of children**

Non-custodial parents may pick up a child only if previous arrangements have been made.

## **Parents as Partners**

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- Explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- Seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- Insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- Making all tuition and fee payments on time, and participating in fund-raising activities.
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.

- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- Arranging for a time and place for their child to complete homework assignments.
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- Attending all Parent-Teacher Conferences and Parents' Association meetings.
- By always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal *abuse* or physical harassment may result in your child being *required* to *withdraw from* the school immediately or not being allowed to re-register for the following year.

This policy applies to the interaction between a child's parents and members of the Our Lady Star of the Sea School community.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

### **PARENT ORGANIZATION**

The Parents' Association provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fund-raising activities
- to provide adult education programs

### **Pets**

Pets are not allowed on school property at any time.

### **Re-Registration**

*At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back. The school reserves the right to nullify the re-registration application.*



## **Release of Students** *(during school day)*

**The school has a sign-out book located in the main office.**

Occasions for the use of a sign-out book are:

- For liturgies and services when altar servers leave school; the students will sign out and in.
- In the event of a student illness the parent or an adult (age 18 or older) designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip.
- Emergency slips are completed in September and must be updated as necessary.
- When a student is released to a parent or guardian, that adult (must be 18 years of age or older) must sign the book
- For a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. *[Please note: only the Principal may approve the release of a student for a prearranged appointment.]*

## **School Calendar**

- Please refer to the published school calendar. Addendums to the school calendar will be sent home as needed.
- Preschool classes are not dismissed early (with the exception of their own conference days, and announced days).
- The Mid-Year and End-Year Examination schedule for Grades 3-8 will be sent to parents when dates have been finalized.

## **School Publications**

All student and parental publications are subject to review and approved by the school administration prior to publication. The principal must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the school name. Parents, volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and superintendent's staff

## **School's Right to Amend**

**Our Lady Star of the Sea School reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.**

## **Security**

To assure the security of the building and the safety of each child, Our Lady Star of the Sea School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal/assistant principal. When parents come to school, they are to enter the school through the front doors and report to the receptionist. Any items which are to be given to the students are to be left in the office and they will be brought to the classroom by a representative of the school.

## **Sex Offender Policy**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

## **Smoking**

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the Our Lady Star of the Sea School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## **Special Learning Needs**

Students with learning differences are children of God and members of the Church. Our Lady Star of the Sea School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately.

Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school.

The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the IESP.

If a student transfers in from a public school with an IEP, the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parents of any reasonable accommodations/modifications that can or cannot be made at Our Lady Star of the Sea School. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written and a copy will be placed in the student's confidential file. The accommodation/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate enrollment of the student.

## **Summer School**

**Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.**

**In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the assistant principal will notify the parent directly.**

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

## **Telecommunications Policy**

### SOCIAL MEDIA GUIDELINES

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence now or in the future that contain the school name. Principals must be mindful that their school's social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York media accounts.

All domain names and access must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent, volunteer or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.) the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the Standards of Behavior for student internet use and must reflect the standards and mission of the school.

## **Student Expectations in Use of the Internet**

**(please see below for complete policy requiring student's signature)**

### **Use of School Grounds**

Our Lady Star of the Sea School does not have staff available to supervise students present on the school grounds (See Daily Schedule for times). Students should not arrive on the school grounds prior to 7:50 AM and parents must arrange to pick up at dismissal times. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE

SCHOOL GROUNDS PRIOR TO 7:50 AM, PARENTS MUST PROVIDE FOR THEIR CHILD'S PROTECTION AND SUPERVISION. Arrangements must be made in advance, monthly, when a parent will use the Early Morning/After School Care Program.

## **VOLUNTEER GUIDELINES**

The volunteer program is an essential part of Our Lady Star of the Sea School. Although the volunteer is not employed by Our Lady Star of the Sea School, he/she is a valued member of the school community. Therefore, it is necessary for every volunteer to understand and support the philosophy and policies of the school. This is important for the general welfare and security of all Our Lady Star of the Sea students. In order to be part of the Our Lady Star of the Sea School volunteer program, a volunteer must agree to abide by the following guidelines:

1. The school philosophy and all policies as stated in the Our Lady Star of the Sea School Student/Parent handbook must be fully supported and followed by the volunteer.
2. A volunteer must support the teachings of the Catholic Church and cannot express opinions that vary from the official teachings of the Church.
3. All guidelines and directives established by the administration and/or teachers must be followed by the volunteer.
4. In the course of one's volunteer work, confidential information may be learned about students, and/or teachers. This includes any information about behavior, performance or problems. This information must be kept confidential in any setting inside or outside the school.
5. Any suspicions of abuse must be shared with the principal and/or the assistant principal. Any information that may save someone from harm must be shared with the administration and/or the teacher.
6. A volunteer may not search a child's desk or personal belongings. If there is a problem, contact the administration or teacher immediately.
7. All property on and/or in a teacher's desk or work area is strictly confidential and is to be accessed by only the teacher and/or administration.
8. Any touching of a student that can be construed as punitive, including shaking, pushing, hair pulling, etc. is strictly forbidden.
9. A volunteer is expected to speak in a professional manner. Sarcasm, an angry tone of voice, inappropriate language or aggressively verbal threats contradicts the philosophy of the school.
10. Supervision is both mental and physical. A volunteer has a duty to intervene in a situation which might cause physical injury to the child or others. If the volunteer fails to intervene, and a student is injured, the volunteer's inaction is the proximate cause of the student's injury.
11. A proper dress code is necessary to enhance a positive school climate. A volunteer must dress in a school appropriate style which is not suggestive or offensive to any member of the school community.

12. The principal and the assistant principal are responsible for the total school; thus, the principal and the assistant principal supervise all who serve in any capacity in the school. Therefore, all questions and concerns with volunteer guidelines should be discussed with the administration.
13. *ALL VOLUNTEERS, as directed by the Archdiocese of NY, must complete a background check. All approved volunteers will need to attend a Safe Environment workshop called, "Protecting God's Children". The time and date for the workshop class will be announced.*
14. Any lunch parent or volunteer, who has already attended this workshop class, needs to provide Our Lady Star of the Sea School with the date and location of the previously attended workshop.

## **Withdrawals and Transfers**

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school. When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of material condition of the contract (i.e. failure to meet financial obligations, infractions against the school's code of conduct).

The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.

## SUMMARY STATEMENT

*Once students have met the necessary admission requirements and have been accepted in Our Lady Star of the Sea School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Our Lady Star of the Sea School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.*

*In order to protect its standards of scholarship, discipline and character, Our Lady Star of the Sea School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.*

*Students attending Our Lady Star of the Sea School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Our Lady Star of the Sea School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.*

*Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Our Lady Star of the Sea School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or*

*disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.*

*While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.*

*There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.*



## **ADDENDUMS**

**All addendum pages are to be signed and returned to your child's teacher no later than Friday, October 7, 2016.**