



OUR LADY OF VICTORIES SCHOOL

Student/Parent Handbook 2017-2018

36 Main Street
Sayreville, New Jersey 08872-1569

September 2017

THE MISSION STATEMENT OF OUR LADY OF VICTORIES SCHOOL

The mission of Our Lady of Victories School is to promote the faith values and beliefs of the Catholic Church while providing a strong academic program to the students enrolled in our school. The school strives to create an educational environment, which fosters the spiritual, social, intellectual, physical and emotional development of each child in the pursuit of excellence.

Therefore, we commit ourselves to:

- Recognize that Jesus is the model for our students.
- Create a school atmosphere which is rooted in sound Catholic teaching and practice.
- Recognize the uniqueness of each student and encourage each student to develop his/her fullest potential.
- Provide opportunities for professional growth and development of teachers.
- Work collaboratively with parents and the community to achieve our goals.

Administration, Faculty and Staff

Pastor Father Thomas Ryan
Principal Ms. Cynthia Casciola-Kitts

<u>Grade/Position</u>	<u>Name of Teachers/Staff</u>
Prek 3	Ms. Jackie Burns
PreK 4	Ms. Karen Abel
Kindergarten	Ms. Kristine LeLak
First	Ms. Vivian Deibert
Second	Ms. Tara A. Davis-Scholle
Third	Ms. Jennifer Kabara
Fourth	Ms. Clare Aker
Fifth	Ms. Shannon Liana
Sixth	Ms. Joanne Hockenjos
Seventh	Ms. Alaina Gertz
Eighth	Ms. Valerie Romer
Spanish/Technology	Ms. Barbara Misiewicz
Music/Library	Ms. Beth Lucas
Art	Ms. Gina Plaitakis
Classroom Aides	Ms. Margaret Dowd Ms. Barabara Rojewski
Commission Aide	Ms. Kathy Serpico
Custodian	Mr. Jack Conlon
Cafeteria Staff	Mrs. Elizabeth Kurtz Mrs. Loretta Marshall
Secretary	Mrs. Bernadette Connors
School Nurse	Ms. MaryAnn Halmi

Parents as Partners

We thank you for choosing Our Lady of Victories School for your child/children's education. By doing so, you have formed a partnership with the faculty and staff. Each of us has a specific role. We depend on you to support us regarding all aspects of education, for example in all Academic matters, rules and regulations, etc.

Home School Association (HSA)

A Home School Association will be established in every elementary school in the Diocese and operate in accordance with the Constitution and By-Laws of the Diocesan Coordinating Committee for Home School Associations as promulgated by the Diocese of Metuchen.

In complying with this Policy, the following Procedures shall be observed:

- The local Home School Association will adhere to the Diocesan Constitution and By Laws for Home School Associations.
- The Home School Association is responsible for sustaining harmony between the home and school.
- All parents/guardians are members of the Home School Association.
- All activities which the HSA runs must be approved by the principal and pastor.
- The Officers of the Home School Association promote activities to: (a) raise funds, (b) encourage school spirit, and (c) promote a family environment within the school community.
- The funds raised by the Home School Association are to be maintained in the school's general account. The signatures of the HSA Treasurer and the pastor or the principal are necessary endorsements on all checks issued by the Home School Association.
- The fundraising goals are established collaboratively by the pastor or principal, and HSA. The revenue raised from fundraising will be used for the general operating expenses of the school.

Volunteers

All volunteers must be finger-printed along with a Criminal History Check and complete the Protecting God's Children Course (Virtus), sponsored by the Diocese of Metuchen before they are allowed to work on or in the school campus.

ACADEMIC PROGRAM - Curriculum Offerings

The basic program of Our Lady of Victories School is to provide a quality education to each and every student based on the Diocesan curriculum. The Diocese of Metuchen has adapted some of the N.J. Common Core Standards but not adopted them. The Diocese of Metuchen Catholic Schools Office establishes curriculum policies. Guidelines for specific curriculum are supplied by the Catholic Schools Office and distributed to the school faculty. The guidelines are available for the inspection and information of the parents at OLV School. The guidelines may also be reviewed on line at diometuchen.org. Click on schools and curriculum.

Professional development supporting the curriculum is provided for the school faculty through the diocese, school/regional collaborations, site based workshops and commercial workshops. The 1st Friday early dismissal days are identified for professional development. The following subjects comprise the elementary school curriculum as major subjects: Religion, Language Arts, Math, Social Studies, and Science, Art, Music, Physical Education, Spanish, and Technology/Library.

The curriculum is designed to meet the needs of the student while instilling a love for learning. PARCC Testing is not administered, Terra Nova III Standardized Testing is used. It is important that teachers, parents, and the administration communicate openly and frequently concerning the progress of students.

ADMISSIONS

Our Lady of Victories School is open to students who meet our age requirements for Kindergarten and First Grades. Kindergarten and First Grade students must be five years old and six years old respectively, by October 31st of the school year in which they are enrolling. Ages must be verified by a birth certificate. Immunization records must be complete and a physical examination is required when a student enters school. Students who wish to transfer from another school must schedule an interview with the principal before admission is granted. (Copy of the latest report card as well as an IEP), standardized test scores (if applicable) must be presented at interview. If it is determined that the school is not the proper placement, admission will be denied.

Continued Admissions

Catholic schools in the Diocese of Metuchen admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national, ethnic origin, or the sexual orientation of a student's parents/guardians in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. (*This policy is in keeping with Internal Revenue Procedure 75-50*).

In complying with this Policy, the following Procedures shall be observed:

- Children from another Diocese are eligible to apply for admission to a Catholic school in the Diocese.
- Priority is given to families who are active members of the parish(es) that sponsor the school.
- Parents who are active in one parish of the Diocese are eligible to apply for admission to a school sponsored by another parish.
- Children of other religious denominations are eligible to apply for admission to a Catholic school in the Diocese.
- New admissions must present an original birth certificate, baptismal certificate, and documented proof of immunization.
- The school reserves the right to objectively determine¹ if the student demonstrates the potential to be academically successful in the program of studies.

AGE REQUIREMENTS

A birth certificate must be submitted at the time of registration.

Preschool 3 year old children: children must be 3 years old on or before October 1st.

Preschool 4 year old program: children must be 4 years old on or before October 1st.

Kindergarten: children must be 5 years old on or before October 31st

SACRAMENTAL VERIFICATION

For Catholics, a Baptismal Certificate and verification of reception of any additional sacraments is required at the time of registration.

IMMUNIZATIONS

Children are admitted only with proper proof that the child has been immunized as required by the laws of the State of New Jersey, N.J.S.A. 26:1A-9. Proper immunization is a requirement of admission to the School. No requests for exemptions will be considered. The new hepatitis B requirements are in effect September 2001. Students new to the school and students in grades K, 3 and 6 are required to have a physician's physical examination (within the past 6 months) on file.

TRANSFER STUDENTS

Transfer notification, the most recent report card, current standardized test scores and a letter of introduction from a recent teacher are required at registration. An interview with the parent, student and, if possible the classroom teacher is required. A writing sample and placement tests will be utilized for proper grade level placement. The student and family will be notified by mail of the student's acceptance to OLV School. A contract signed by parent, student and principal completes the admission process. Every new student is accepted conditionally. Student progress is reviewed at the end of the 1st and 2nd marking period with a decision for acceptance made at that time

AFTER SCHOOL ACTIVITIES

After school activities are open to school students. Information will be sent home, as well as posted on the school website. These activities are held after school and parents are responsible for student transportation home. A signed permission slip is also a requirement. There are specific requirements for track participation. Information and forms will be posted in the spring.

ARRIVAL AND DISMISSAL

The double middle doors to the school building open at 7:20 AM. Students being driven to school should be dropped off **across the street.**

The Crossing Guard will direct traffic. Students must be in class by 7:40 AM or they will be marked late. Buses will arrive in front of the school. At dismissal, buses line up in the parking lot behind the school. All students who are transported by car will be dismissed on Walk Lines 3, 1, & 2 and are to be picked up **across the street from the school.** During dismissal no cars are allowed in the back of the school due to school bus activity. Students will be dismissed in the following order:

1. Walkers – Lines 3, 1, & 2

2. Bus students
3. Special Activities/Clubs
4. Aftercare Students
5. Parents and children are not allowed to return to school after hours for any reason.

***Please leave as soon as you have your child/children in order to clear the way for the other children and parents.**

ATTENDANCE

Students who are registered in a Catholic School in the Diocese of Metuchen shall comply with the New Jersey State compulsory attendance to the age of 16 years. Regular attendance is essential to the student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism/lateness creates a genuine hardship to the student and is regarded as a very serious problem. The following reasons are sanctioned as excused absences:

- Bereavement
- 8th Graders allowed 1 visit to a high school as Freshman for a Day. It is not an excused absence for a 7th grader to visit a high school.
- Take Your Child To Work Day

ABSENCE

- To report an absence, parents are to call Mrs. Halmi, the school nurse, extension 302, not the office.
- Notes must be sent into school when the student returns to school.
- For homework & assignments, check the class website. If books are needed to complete the work, contact the teacher via school teacher website, or via voicemail. Call 732-254-1676 & listen for teacher's name to leave your message. Please do not call the school office as Mrs. Connors will not be able to help you.

BUS CONDUCT

Students are expected to conduct themselves properly while riding to and from school. The Principal/Local Public School Transportation Coordinator will deal with infractions of the bus behavior code. This may lead to a student being suspended from riding the bus. Bus regulation forms can be found on the school website.

BUS TRANSPORTATION

Bus authorizations are handled by the local public school district in which the student resides and must be filled out each year. No student may ride a bus unless a transportation form is filled out and returned to the school office and accepted by the Board of Education. Reminder: Busing is considered a courtesy given to us by the Sayreville School District and South River.

CELEBRATIONS

Students may celebrate their birthday by bringing in a non-food item for each classmate. Food is not permitted due to the various food allergies that some of our students possess. This is to ensure the safety of all our students. Party invitations are also not permitted to be handed out in classrooms unless there is one for each child. Teachers are not permitted to give out students' phone numbers to other students. Each class has an HSA liaison who can address this type of inquiry. If there is a class celebration (for a Holiday) each student brings in their own snack and sharing is not allowed. No costumes are allowed for Halloween. It is a NUT Day (No Uniform Today).

CHANGE OF ADDRESS/NAME/PERSONAL TELEPHONE INFORMATION NUMBER/EMAIL ADDRESSES

It is imperative that the school have up-to-date information on each student in the event of student illness or emergencies. If there are any changes in the information, please send the change in writing to the school office. It is the responsibility of the parents to make telephone numbers/email address changes on the Honeywell Alert System. The school cannot do this.

CHANGE IN HOW A STUDENT GOES HOME

A written note, email, fax, or phone call should be given to Mrs. Connors, the secretary. Please don't email changes after 1:30 pm, as it may not come through in time, and sometimes the office has a lot going on and may not have time to check emails before dismissal begins.

COMMUNICATION

Teachers should be the first line of communication regarding any concerns parents have regarding their child/children or policy questions. If after that communication a parent still would like to speak with the principal, they can make an appointment with Mrs. Connors, school secretary. Teachers can also be contacted by teacher school email, voice mail, or in writing. Answers will be provided within 48 hours, or sooner if necessary. Calls and emails will be answered after school as teachers are with the students and can't leave them unsupervised. Please do not expect answers after 4 pm. Teachers are not allowed to give personal phone numbers or email addresses to parents. This is in violation of policy and contracts. All teacher emails begin with first initial, last name @olvjn.com, dial 732-254-1676 and listen for the teacher's name.

For the sake of good order in the school, parents may not attempt to meet with staff members during the school day without arranging an appointment beforehand. When appointments are made both parents and staff members

should be aware of the purpose of the meeting and attend appropriately prepared.

Notices and student papers are sent home as needed generally on Fridays. Specific teacher/class information can be found under “teacher pages” link. Teachers may be reached by phone message with the main office. Staff members may be contacted by e-mail. Please note that teachers are busy with students during the school day and may be unable to respond to messages until later. Some concerns, due to their length, are best addressed at a conference.

CONFERENCES

Parent-teacher conferences take place after the first and second marking periods. Teachers will notify parents of conference dates and times. The dates will be found on the monthly calendar, class websites, and information sent home from classroom teachers. Parents can request a conference at any time by writing a note to the student’s teacher, leaving a voice message for the teacher at school or e-mailing the teacher via the school e-mail. Teachers may also request a parent conference at any time. The school office doesn’t arrange these appointments.

CRISIS DRILLS and Emergency Drills

The school has an active crisis plan. In cooperation with the local police and fire department, children are required to practice one aspect of the crisis plan each month, in addition to a monthly fire drill. In the event of a crisis, should it be necessary to evacuate students to an alternate site, parents will be notified via Honeywell. Fire drills and Emergency Drills under the Crisis Response Plans are held monthly to insure the safety of our students/staff and to be in compliance with state and local regulations and Diocesan Policy.

The following are practiced during the school year:

- Fire Drill – once a month
- Lock Down – once a month
- Other types such as evacuation drills twice a year, shelter in place, active shooter, etc.

CORRESPONDENCE

All correspondence sent to school should have student name, date, grade, and purpose.

COURT ORDERS

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

The School will permit only the custodial parent or his/her designee (designated in writing) to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one time telephone authorization may be acceptable.

DISCIPLINE / BEHAVIOR

Teachers have the authority and responsibility to maintain discipline in their classroom. School discipline policies will be established in each class and consistency enforced.

The major objective is to obtain the respect, confidence, and the willing cooperation of the student. The kind of discipline desired is self-discipline, which the student imposes upon herself/himself. Therefore, the most effective discipline is that which occurs **before** the time of the infraction. The school follows the Diocesan Good God Choice Program.

The following lists some unacceptable behaviors and disciplinary action that will be enforced.

1. Fighting and aggressive behavior/Possible consequence
 - Parental notification
 - In-school or out of school suspension
 - Recommendation for counseling
 - Possible expulsion if no change in behavior
 - Reported to Diocese and local police officials

2. Bullying/Possible Consequences
 - Parental notification
 - Christian Awareness Project as deemed necessary by the school.
 - In school or out of school suspension
 - Possible expulsion if no change in behavior
 - Reported to Diocese and local police officials

3. Use of Profanity/ Possible Consequences
 - Parental notification
 - Will be handled on an individual basis
 - Detention after school

4. Possession of weapons or dangerous objects/Possible Consequences

- Parental notification
- In or out of school suspension
- Reported to Diocese and local police officials
- Possible expulsion if no change in behavior
- Recommendation for counseling.

5. Possession of or use of drugs, alcohol or other controlled dangerous substances/possible consequences

- Parental notification
- In or out of school suspension
- Reported to Diocese and local police officials
- Possible expulsion if no change in behavior
- Recommendation for counseling

6. Vandalism in any form/Possible Consequences

- Parental notification
- In or out of school suspension
- Christian Awareness Project
- Financial reimbursement
- Possible expulsion if no change in behavior

7. Cell phones / Possible Consequences

- Cell phones – collected by homeroom teacher each AM and returned to students at end of day
- Must be turned off during school hours
- Prohibited – if used during the school day, item will be confiscated and kept locked.
- Responsibility of parent to pick up at school.

8. Chromebooks/iPads/Computer Lab

- Used for academic purposes only-approved sites are olvnj.com, discoveryeducation.com, and classroom.google.com. All other sites must be approved by principal and teachers.
- Parental notification of violation
- Loss of privileges of devices: 1st offense, loss of use of device for one week, 2nd offense, loss of use of device for one marking period, 3rd offense, complete loss of use of device
- Detention
- In-school suspension
- Ineligibility for academic awards

9. Gum chewing /Possible Consequences

- Prohibited
- Parental notification
- Detention

10. Cheating on tests, assignments, etc./Possible Consequences

- Prohibited
- Parental notification
- If determined that the student was cheating, a retest or new assignment may be assigned. For that particular assignment the highest possible grade will be a 55.
- Detention

Teachers have the authority to enforce all school and classroom rules.

In the event a child receives three (3) detentions, more than one (1) in-school or out-of-school suspension, and continues to exhibit discipline problems, the parents/guardians will be notified that Our Lady of Victories School is not the correct placement and, therefore, will be asked to find the appropriate setting for the child.

DISCIPLINE - EXPULSION

Parental cooperation is essential for the welfare of students. Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, the Principal may require the dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, regulations, or programs. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own or other children. If, in the opinion of the administration, parent/guardian behavior interferes with the teaching/learning process, the administration may require parents/guardians to withdraw their children and sever the relationship with the school. Harassment of administration, teachers, or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if student is dismissed.

DRESS CODE

Our Lady of Victories School requires a distinctive uniform worn by all students. School regulations regarding the uniform policy will be enforced. All parents are asked to comply with the school uniform policy. If valid reasons exist for periodic exemptions, such as medical reasons, etc. parents should notify the homeroom teacher or school nurse before sending children to school "out of uniform".

The summer uniform is optional and may be worn from the opening of school until the assigned date in October, and from April to the last day of school. Please check the October and April monthly calendars for specific dates.

Summer and winter school uniforms are available from Flynn and O'Hara uniforms in Holmdel, N.J. (Not from any place else).

Dress Code for NUT Days (No Uniform Today)

Students must dress in clean and appropriate attire for a Catholic School:

- Dress slacks (boy/girl)
- Jeans (clean, not ripped or torn) boy/girl
- Blouse/shirt/sweater, etc. – suitable for Catholic school
- Skirt (girl) appropriate length – to the knee or longer
- Shorts in warm weather, appropriate length
- No flip-flops, sandals, or open-toed shoes.
- Parents will be called if a child is dressed inappropriately and a change of clothes must be brought to school
- When leggings or jeggings are worn, a long top must accompany it
- No tank tops.

UNIFORMS – BOYS FOR GRADES 1-8

Boys Winter Uniform:

Khaki pants, white dress shirt, short or long sleeved, plaid tie and navy pullover school sweater, black shoes, dark colored socks (above the ankle bone), no boots or sneakers. If the vest is available, it can only be worn in grades 1-3.

Boys Summer Uniform:

Khaki shorts, white or navy short-sleeve shirt, white socks (above the ankle bone), primarily white sneakers (no wheels), may have some color.

Winter Uniform for Boys Grade K

Khaki pants, school polo shirt, white or navy. No dress shirt or tie, navy pullover sweater. The rest is the same as above. Summer uniform is the same as above.

UNIFORMS – GIRLS GRADES K-8

Girls Winter Uniform:

Plaid khaki and navy kilt with white collared blouse and pullover navy sweater for girls in grades 6, 7,& 8, pleated plaid jumper, white Peter Pan collar blouse, cardigan navy sweater for grades K-5. Navy knee-socks or tights, no nylon stockings or knee-highs stockings. Black shoes (flat or low-heels).

Girls Summer Uniform:

Same as boys

Gym Uniforms are worn on Gym day. Gray or white tee shirts with school logo, navy blue gym shorts, white socks (above the ankle bone), white sneakers. Navy school sweat suits are to be worn as gym uniforms in cold weather.

Regular shoes or sneakers (tied or Velcro). Sneakers are worn on gym days or with summer uniform.

*Please don't cut the kilt to shorten it. These are school uniforms, not cheerleading skirts.

The **Administration** reserves the right to make decisions on questionable clothes.

FINGERNAILS

Fingernails should be natural and trimmed or filed down. For safety reasons, no tips or acrylic polish are permitted.

HAIR

No hair dyeing, bleaching, streaking or highlights for boys or girls. No bizarre or fad haircuts such as faux Mohawks, letters, numbers or designs shaved into hair.

BOYS – Hair should be worn in a short, off the face style, neat and above the shirt collar.

GIRLS – Hair should be worn in a neat style. No headbands except school uniform headbands and scrunchies are to be worn.

JEWELRY – Religious medals are not considered jewelry and may be worn under the shirt/blouse. However, other items that are not part of the school uniform may not be worn; with the exception of a wristwatch. No Fitbit or Apple watches.

Earrings must be small studs for boys/girls and only one set may be worn at any time. (No hanging or large earrings are permitted for safety reasons).

EARLY DISMISSAL AND EMERGENCY CLOSINGS

If it becomes necessary for a pupil to be dismissed early, a written request from the parent/guardian should be submitted to the teacher stating the reason for this request. Parent/guardian must sign student out in the office. **If an emergency arises**, a written request **must** be faxed or emailed to the school office. The fax number is 732-254-5066.

Send emails to bconnors@olvnj.com **Emails and faxes must be followed by a phone call to the office before 1:30pm.**

Planned early dismissal and planned closings are noted on the year and/or monthly calendar and a reminder is posted in the weekly parent memo. In the event of inclement weather we follow Borough of Sayreville. The delay or closing announcement will be made via the (automated alert system), posted on the school website, broadcast on the radio, WCTC 1450 AM Radio Station and Channel 12 News. You may call the school for a recorded announcement. (see Weather Emergencies)

SUSPENSION OF TRANSPORTATION ON DAYS OF INCLEMENT WEATHER If either the school district where the student lives or the school he/she attends is closed due to inclement weather, NO transportation will be provided on that day. (When the route is shared with more than one district and one of those districts is closed, there is NO transportation.) *If either the resident school district or the receiving school has a delayed opening/early dismissal due to inclement weather, the bus route will be delayed accordingly. If the route is shared amongst other school districts, the delay/early dismissal will be the latest delay and the earliest dismissal. The Commission believes, if YOUR district has decided that road conditions are too hazardous for travel, then long distance travel is hazardous as well. The safety of the children is always our first priority!

AFTER CARE

Before Care is available from 7:00 a.m. until school begins. Students enter the school through the side door in Pre-K 3. The rate for Before Care is \$7.00 an hour. The Aftercare Program is located in the 3rd Grade classroom on the second floor. When students are not picked up or miss the bus they will be sent to Aftercare and parents will be notified. The rate for Aftercare is \$7.00 hr. The Aftercare phone # is 732-331-3566.

ELECTRONIC DEVICES

As a courtesy, students requiring cellular phones must deposit them in the classroom basket when arriving to class at school. They may be pick up their device at dismissal. Other devices, such as, electronic games, iPods and tablets are **not** permitted on school premises as they are distracting and easily damaged. If used on the school bus they must be deposited in the school office. Use of digital cameras requires written permission from the principal and the teacher. Disregard of the rule is a suspendable offense. In addition disregard of the cell phone directive will result in the student being denied cell phone use for the remainder of the year. The school has the right to search anything that is brought on school property.

FIELD TRIPS

Meaningful and appropriately timed field trips are a vital part of the educational process. Field trips may occur throughout the year and are a privilege. Permission slips must be signed by the parent before students are allowed to go. No student may participate on a field trip unless a signed parent /guardian school permission slip for the specific event is submitted. Permission may not be given by telephone or personal note. Out of state trips require a notarized permission slip. On occasion a student may be denied participation on field trips.

Chaperones are chosen via a lottery and must be Virtus trained. For the safety of the children chaperones must be 21 years or older and may not be accompanied by any other adults or children. Students may not be removed to attend a sibling's field trip or classroom event.

FOOD ALLERGY POLICY

Parents/guardians are to report any food or other allergies to the school nurse. There is also a place to list allergies on the health forms.

A peanut/tree nut free table is available in the cafeteria per parent request. The early childhood classrooms (Pre-K 3 & 4) are peanut/tree nut free. Faculty have been trained on how to handle allergic reactions. The school nurse is notified immediately. When snacks are allowed, each child brings their own snack. The sharing of food is not encouraged.

HEALTH SERVICES

Periodic health screening including height, weight, vision and hearing are scheduled by the school nurse.

SCOLIOSIS SCREENING – Students in Gr. 4-8 are screened yearly.

Pupils requiring medication at school **MUST** have a written note from a physician identifying the type, dosage and purpose of the medication. A **written note** from the **parents**, giving permission to administer the prescribed medication is also required. A physician's note in advance is also required for **non-prescription drugs**, such as Tylenol, Advil or cough medicine. All medications, in original containers, will be kept in the nurse's room. **All food, medication, etc. allergies** should be reported to the Nurse prior to the first day of school.

HOMEWORK/GRADING POLICY

Homework is an extension of the classroom for practice and study. The length of time for homework depends on the assignment and the individual student. Parents can assist by providing a specific time and place for homework. The student should share the homework experience with the parent by explaining it in relation to class work. Parents should be aware of long-term assignments and assist the student with organization and time management. Students are provided with assignment planners to aid in organization of assignments.

The school's policy is to assign homework, either written or study, as a carryover of the work that has been covered in class.

- Homework is no longer a grade on Powerschool.
- No zeros as a grade. 55 is the lowest grade for assignments.
- Homework is formative to help students master skills & concepts.
- Concepts that are given as homework will then be given in class for a grade.

- If homework is not done, students may have to do it at recess to complete, and may prevent a student from participating in extra-curricular activities.

As per Diocesan Policy Number Grades will be used for Grades 4-8 and Letter Grades will continue for Grades K-3.

Students in grades 6 to 8 can attain special recognition for academic achievement.

Honor Roll- Students maintain a grade of 85 and above in major subjects and Specials. No checks on the left side of the report card.

Principal's List – Students in grades 6 to 8 maintain 93 and above in major subjects, as well as Special Subjects. No checks on the left side of the report card.

HOURS OF OPERATION

OFFICE HOURS: 7:15 AM – 2:30 PM

SCHOOL HOURS: 7:40 AM -1:40 PM

LUNCH/PLAYGROUND HOURS – 11:00 AM-12:20 PM

LATENESS

Prompt arrival at school is expected of **all** students. Late arrival disrupts the **whole** class and causes loss of instruction time. Students who arrive at school after **7:40 AM** are considered late with the following exceptions:

- Late buses
- Inclement weather
- Accidents/traffic delays

A parent must sign the student in at the school office. Do not send a child unescorted into the building when late. A detention will be given after 3 lateness and a parent conference may be requested to remediate the situation.

LIBRARY

Our Lady of Victories library is located in Monsignor Dalton Hall. The library contains a variety of books, reference materials, encyclopedias and dictionaries to meet the needs of the students at different levels. The library schedule provides all classes, Pre-K 4 to 8, to visit the library one period a week. There are also provisions for upper grades to use the library for research. Lost or late returns will be fined or replaced.

LOST AND FOUND

Lost items can usually be retrieved in the school office.

LUNCH MENUS

A hot lunch program is available. The cafeteria is located in Monsignor Dalton Hall. Lunch menus are posted monthly on the school website.

The procedure for ordering lunch is:

All lunches must be pre-ordered and paid for by Thursday of the previous week. Monthly menus and order forms are available on the school website. If your child does not have a lunch or has not previously ordered a lunch you will be called to bring one to school. No extra lunches are available for purchase. Our outside vendor delivers lunches fresh each AM.

MONEY COLLECTIONS

All money sent to school should be put in an envelope by the parent and marked with the child's name, grade, amount, and purpose. No money may be collected in school for any purpose without the express permission of the Principal.

NURSING SERVICES

Nursing hours are provided through a federal entitlement based on the student enrollment Kindergarten through grade 8 from the previous school year. OLV School receives entitlement monies and provides the nursing services. The difference between provided services and the needed services are funded by OLV School.

PHONE CALLS

Please do not call the office to ask for personal messages to be delivered to your child. Please be sure your children know where they are to go in case of emergency dismissal. Instructions from home help to facilitate a smooth dismissal. If there is a change in your instructions, a written note must be faxed to the school office. The fax number is 732-254-5066. NO calls from students to parents for forgotten homework, lunches, gym clothes, books, snacks, supplies, reminders of half-days, etc. Check your monthly calendar every day.

PHOTO AND PUBLICATION OF STUDENT PICTURE/NAME

It is assumed that your child's picture and/or name may be in various publications, OLV Facebook, OLV Twitter and on the OLV School website unless we receive notification to the contrary. See Appendix for Photo Release.

*****PHOTO RELEASE FORMS**

Photo release forms are included in registration packets and on the school website. This gives or doesn't give permission for the school to use photos in any media (printed or electronic). Photo release forms can also be downloaded on the school website under backpack, signed and returned to school by September 15.

PLAYGROUND SUPERVISION

School staff will supervise the playground with the help of volunteers. We ask parents to contact the office if they wish to help supervise students as volunteers. All volunteers must be fingerprinted along with a criminal history background check and complete the Protecting God's Children Program.

RELEASE OF RECORDS

The school will maintain records on all students. Information included in these records may not be released without written parental consent. OLV School abides by the provisions of the Buckley amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to unofficial copies of students' academic records.

VIEWING RECORDS

A parent/guardian has the right to view his/her student's academic record, health records and emergency information sheet. These records can be made available upon request.

Government records

Records attached to publicly funded services provided through the local Public School Board of Education such as Child study Team reviews, Basic Skills instruction, Supplemental Instruction (SI), Speech, ESL etc. are the property of the Public School Board. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the Education Services Commission.

Transcripts

Transcripts of academic progress and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the sending school.

Transcripts will be issued through the following procedures:

- Notify the principal (written notification)
- Pay all school debts
- Sign record release

Return all textbooks, library books, classroom materials

PROGRESS REPORTS/REPORT CARDS

Report cards are issued quarterly in grades Kindergarten through grade 8. Parents may stay current with student progress by accessing Power School through their PIN number.

It is important that the teacher and parent conference on a regular basis. There are formal opportunities for conferences. Parent-teacher communication ensures maximum achievement for the student and the ability to provide assistance for the student in a timely and relevant manner. Teachers are available for conference whenever necessary by scheduling an appointment.

SPIRITUAL ACTIVITIES, RELIGIOUS EDUCATION and SERVICES

OLV School exists to prepare our children to live a life with Jesus the Good Shepherd as their Teacher and Friend. The school seeks to foster in each student spiritual growth and the values of faith, hope and charity. Religion permeates all aspects of school life: in the classrooms, in play areas, at lunch, in gatherings and at liturgy and prayer services. The day begins and ends with prayer. Students are encouraged to cultivate a spirit of offering prayers for special intentions and for each other. All grades attend a weekly Liturgy. Seasonal liturgies are special Masses that the children attend. First Holy Communion and the Sacrament of Penance are received in the second grade. Dates are placed on the school calendar when they become finalized.

Confirmation studies begin in the seventh grade and the sacrament is received in the eighth grade. The date is assigned by the Bishop of Metuchen. Students may experience many spiritual activities during the year. Some of these events are: Lenten devotions, Advent wreath blessing, Penance services, Stations of the Cross, and May crowning. The students are expected to participate at the 9:00 AM Children's Mass on designated Sundays when assigned. It is usually the 1st and 3rd Sundays of the month. Not every student participates at every Mass. Uniforms are worn only by the students who read, are gift bearers and ushers.

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

TRANSPORTATION/TRAFFIC

NO CARS ARE TO PARK IN FRONT OF SCHOOL. STUDENTS ARE NEVER DROPPED OFF OR PICKED UP IN FRONT OF SCHOOL, OR IN THE BACK OR SIDE OF SCHOOL. THIS IS CONSIDERED A SAFETY HAZARD.

Please obey all traffic safety rules when using the parking lot across from the school. Violators will be in danger of receiving a summons.

TUITION BILLING & PAYMENT

BILLING AND PAYMENT OPTIONS

OLV School utilizes the mandatory services of FACTS, a tuition management payment processing system, which provides families online access to their financial account, as well as options for managing the payment of tuition and fees. Families can use this system to confirm their account balance, review transaction history, and make payments via credit card or automatic bank draft. Details on the 10 month pay plan and semi-annual pay plans are provided on line. This is a mandatory payment process utilized to minimize the cost of collection processes which drive up tuition rates.

Withdrawal, suspension, or expulsion does not terminate a parent/guardian responsibility to pay the tuition. All financial obligations must be met by the last school day in June. The school has the right to suspend service to a student for non-payment of tuition and/or fees. All fees are non-refundable. No exams may be taken until all fees are paid. Grades K-8 will receive an incomplete on their Report Card until fees are paid.

LATE ENTRY/EARLY WITHDRAWAL

Students who begin attendance at OLV School within the first two weeks of classes will be billed the full annual tuition rate. After the second week of classes, late enrollees will be billed on a prorated basis. Tuition for early withdrawals will be prorated on the same basis, as well as any financial assistance awards. Tuition credits for early withdrawals will be posted to the OLV School family account. If a family is overpaid, a refund check will be issued by the OLV School Finance Office, net of any other fees which may be due (i.e., Fund Raising Obligations, or After Care, etc.). In the case where a Family owes money, OLV School will hold all records necessary for transfer to a new school.

FAMILY ACCOUNTS – TUITION

OLV School relies upon tuition collection for approximately 70% of the budget to provide quality Catholic education to our students. It also relies heavily on Fund Raising to make up a large portion of our school budget. Therefore, when payments become delinquent, it affects the financial operations of the school system. If a Family's financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact FACTS and/or the OLV School Business Office and the Pastor to make alternate payment arrangements.

FACTS schedules payments on the 5th or 20th of the month, based on the date selected by the family. When tuition payments in FACTS are not made as scheduled, the following steps will be taken:

First Collection Attempt: If 1st attempt for the month of payment is unsuccessful, the Family is charged a NSF Fee of \$30 (amount subject to change by FACTS w/o notice) by FACTS, and a second attempt for the same month payment is scheduled.

Second Collection Attempt: If the 2nd attempt for the month of payment is unsuccessful, the Family is charged a second NSF and a third attempt is scheduled.

Third Collection Attempt: If the 3rd attempt for the month of payment fails, the family is charged an NSF fee, and the monthly payment is placed in an unresolved balance. FACTS will no longer attempt to collect the payment. AT that point the School Business Office will get involved. Families shall receive written notification that their account is past due and has incurred such NSF Charges. It is the responsibility of each Family to contact FACTS and make arrangements to satisfy the amounts due. Where necessary, FACTS will get the School Finance Office involved in the process.

FAMILY ACCOUNTS – AFTER CARE PROGRAM

Families using After Care Services will be billed every week. Payment is due upon receipt of invoice.

FAMILY OF 8TH GRADE STUDENTS

In the case of prospective graduates, all non-fulfillment fees must be paid no later than April 30th. All Tuition and Fees must be paid no later than the last FACTS billing cycle of May 20th. In each case, any exceptions to these dates must be called out in an approved plan scheduled by the Finance Office. In accordance with Diocesan policy, OLV School may refuse the privilege to sit for

the end-of-semester examinations to any Family whose account is in financial arrears for any reason.

RE-REGISTRATION FOR A NEW SCHOOL YEAR

OLV School may refuse re-registration of any Family whose account is not paid in full by June 30th of the current school year. In a case where class seats are in a wait list condition, the Family will be notified prior to a seat being given to a new student.

END OF SCHOOL YEAR BALANCES

All tuition, service program, and after care bills are due and payable by June 30th, or the family must have an approved payment plan in place with the Business Office and or Pastor. The following steps will be taken for families with unpaid balances that do not have an approved payment plan:

Family shall receive written notification that their account is past due,

Students will not be permitted to pre-register or to return for the following academic year until all unpaid balances are satisfied or an acceptable alternate payment plan is approved.

Families not re-enrolling in OLV School for the following year will have 1) any and all paperwork held pending payment and, 2) have accounts turned over to a collection agency that remain unpaid.

VACATION POLICY

Vacations planned during the school year are not encouraged. They cause a disruption in the educational process.

If this does occur, all work will be made up upon return to school. For some academic concepts, a student might have to stay for after school instruction. Parents are responsible to provide transportation home.

VISITORS

All visitors are required to report to the school office upon entering the building. Parents are welcome and are encouraged to visit the school building during open house, assemblies, and classroom invitations. Visitors must be escorted by a faculty or staff member while in the building. PLEASE RING THE BELL AND THE OFFICE WILL ACKNOWLEDGE YOU. CHECK IN AT THE OFFICE AFTER ADMITTANCE TO THE BUILDING.

VOLUNTEERS

All volunteers must be fingerprinted and must attend the “Protecting God’s Children” program as directed by the Office of the Bishop of the Diocese of

Metuchen. This directive applies to anyone who plans to volunteer more than 1 time during the school year. The Protecting God's Children Coordinator facilitates the program for OLV Church. Dates are announced in the parish bulletin. Call the school or rectory for information.

Students who attend OLV School have the right to expect that information about them will be kept confidential by all volunteers. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrator.

You may not share information about a student even with others who are genuinely interested in the student's welfare, such as parents, social workers, scout leaders, clergy or nurses/physicians. Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal.

Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student's family.

Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law!

All volunteers must sign the Volunteer Confidentiality Agreement located in the Appendix.

ADMINISTRATION OF MEDICATION

OLV School strongly discourages the administration of either prescription or non-prescription medication in school or on school-sponsored activities. However, if it is absolutely essential that a student receive medication while under supervision, the following will apply:

A parent/guardian should come to the School and personally administer the medication.

If this arrangement is not possible, the school Nurse or Principal (or his/her designee) will administer the medication under the following conditions:

The medication must be given to the School Nurse or Principal by the parent/guardian;

The medication must be in the original pharmacy-labeled container; and

The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the School. A copy is included in the Handbook.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse and /or Principal to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the School. A copy is included in the Handbook.

POLICY ON THE ADMINISTRATION OF EPINEPHRINE

As permitted by New Jersey law, the School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

Parents/Guardians Authorization and Agreements Regarding Liability

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

ADMINISTRATION OF THE EPI-PEN BY THE SCHOOL

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

Emergency Administration of Epinephrine

Implementation of P.L.1997,c368

Some pupils attending schools in the diocese may suffer from a severe, life-threatening allergic reaction called anaphylaxis. Pupils with a history of anaphylaxis (as documented by a physician), may require the emergency administration of epinephrine for anaphylaxis and do not have the capability for self administration of the medication.

P.L. 1997,c.368 (N.J.S.A. 18A:40-12-5 and 12-6) was adopted because a school nurse may not be immediately available to assess the severity of an allergic reaction , and to administer epinephrine for pupils who cannot administer the medication themselves. The law permits the school nurse to designate in consultation with the principal another employee to administer epinephrine via an auto-injector to a pupil for anaphylaxis.

Parents of children with severe allergies are required to make an appointment with the school nurse to establish a specific protocol.

The school cafeteria will contain a peanut/free nut free table for parents/students who wish separate seating.

HARRASMENT, INTIMIDATION AND BULLYING POLICY

For Students and Parents/Guardians

OLV School (“OLV” or the “school”) prohibits all acts of harassment, intimidation or bullying of its students. OLV School has determined that a safe, civil and respectful environment in school, in conformity with Catholic social teachings, is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, disrupts both a student’s ability to learn and OLV’s ability to educate its students in a safe and disciplined environment. A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at OLV School. Students are expected to act with courtesy and respect toward one another and all members of the school community. Students are also expected to comply with this school policy prohibiting harassment, intimidation and bullying.

1. **Definition.** For purposes of this policy, “harassment, intimidation or bullying” (“HIB”) means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off of school grounds that substantially disrupts or interferes with the orderly operation of OLV School or the rights of other students, faculty, staff or any other person, and that:
 - a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;

- b. has the effect of insulting or demeaning any student or group of students: or creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.
 - c. Nothing in this policy shall be interpreted to prohibit or abridge the legitimate statement, expression, or free exercise of the beliefs or tenets of the Catholic faith by OLV School or any member of OLV’s faculty, staff, or student body.
2. **Minimum Appropriate Behavior.** OLV School expects students to refrain from all acts of harassment, intimidation or bullying. Indeed, OLV School expects students to conduct themselves at all times in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the student code of conduct. OLV School also expects that students will act in accordance with the proper student behavior expectations set forth.
3. **Consequences for Violation of this Policy.** The school, in its discretion, shall determine appropriate consequences and appropriate remedial actions for a student who commits one or more acts of HIB under this policy. Such consequences may include positive behavioral interventions but may also include suspension or expulsion of students. Students found to have engaged in acts of harassment, intimidation or bullying, or any other action in violation of this policy, shall be subject to appropriate disciplinary action, to be determined by OLV School in its discretion, up to and including immediate expulsion from the school. In appropriate cases, OLV School may report the incident to law enforcement personnel and/or take other appropriate legal action.

Remedial measures may include actions designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and other appropriate corrective action. In deciding upon the appropriate consequences and remedial measures for each act of harassment, intimidation or bullying, the school, in its discretion, may consider all relevant factors, including but not limited to, the following:

- a. Age, developmental and maturity levels of the students involved,
- b. Degrees of harm;
- c. Surrounding circumstances;
- d. Nature and severity of the behaviors;
- e. Incidences of past or continuing patterns of behavior;

- f. Relationships between the parties involved; and
- g. Context in which the alleged incidents occurred.

Students, parents, and visitors should report alleged violations of this policy to the principal on the same day when the individual witnessed or received reliable information regarding any such incident, or as soon thereafter as reasonably practicable. Students, parents, and visitors may report an act of harassment intimidation or bullying anonymously.

4. **Procedure for Review.** The school will conduct a thorough and complete review into each report of an alleged incident of harassment, intimidation or bullying, to be initiated by the principal or the principal's designee promptly following the verbal report of the incident. The review shall be conducted by the principal or the principal's designee. The review shall be completed and the written findings submitted to the principal as soon as possible, generally not later than ten (10) school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the review be received after the written report has been submitted, the principal may amend to the original report of the results of the review.

Parents/guardians of the students who are parties to the review will be provided with certain information about the incident. A meeting may be formed requested by the principal, so that parents may hear from and consider information provided by appropriate school personnel regarding the alleged incident, recommendations for consequences or services. Following this meeting, the principal may affirm, reject, or modify the original decision.

5. **Prohibition on False Reporting.** OLV School also prohibits students from falsely accusing another as a means of harassment, intimidation or bullying. If any student is found to have made a false or misleading accusation regarding acts of harassment, intimidation or bullying, OLV School reserves the right to take appropriate action to ensure that the individual(s) responsible for making the false or misleading accusation is/are punished appropriately, up to and including expulsion from the school.
6. **Applicability.** This policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.
7. **Publication.** This policy shall be annually disseminated to all students, and parents who have children enrolled in OLV School. The current version of this policy shall be maintained on the home page of the school's website. All students and parents who have children enrolled in OLV School shall be required annually to sign an acknowledgment form acknowledging receipt of

this policy. This policy is subject to modification by OLV from time to time in its discretion.

Parents/Guardians and Students, please refer to **Appendix, Parent/Guardian and Student Signature Form** to acknowledge receipt of the OLV School's Harassment, Intimidation and Bullying Student Policy, and agree to abide by all of its terms. Parents/Guardians further acknowledge their understanding and that they are expected to explain this policy to their child(ren) and help him or her understand and comply with its terms.

OLV SCHOOL – TECHNOLOGY ADMINISTRATION

Acceptable Use Policy (AUP)

1.0 Definitions.

1.1 “**AUP**” means this Technology Acceptable Use Policy.

1.2 “**Facilities**” means the School's technology facilities, which include, but are not limited to, all computer and computer-related equipment, software, email facilities, facilities for internet access, on-line accounts, storage media, network accounts, computer and email files and messages, information processing and communications facilities, including those on School premises and those that are connected to or able to be connected to the School's facilities from locations off School premises, and any fax machines, telephones, smart phones, pagers, wireless email devices, copiers, scanners, or operating systems used in connection with the School's technology facilities.

1.3 “**Faculty**” means anyone currently employed by the School in any capacity, whether full or part time, whether paid or volunteer, who is not a Student at the School.

1.4 “**School**” means OLV School, Sayreville, New Jersey.

1.5 “**Spam**” means unauthorized and/or unsolicited electronic mass mailings.

1.6 “**Student**” means anyone currently enrolled as a student at the School at any time during the calendar year, regardless of whether school is in session.

2.0 Overview

The School has established the Facilities for the purpose of enabling Students and Faculty to pursue curriculum-related educational activities through the use of technology, such as accessing, processing, retrieving, and using information.

3.0 Purpose

The purpose of the AUP is to outline the acceptable use of the Facilities, at the School or from an offsite location, by Students and Faculty. These rules are in place to protect the Students, Faculty, and the School. Inappropriate use exposes the School to risks including virus attacks, compromise of network systems and services, and legal issues. Effective security is a cooperative effort involving the participation and support of every Student and Faculty member who deals with information and/or information systems in any way. It is the responsibility of every computer user to know these rules, and to conduct their activities accordingly.

4.0 Scope

The AUP applies to all current Faculty and Students (and, if applicable, a Student's parent or guardian who has received appropriate authorization from the School to use the Facilities), and continues to apply for as long as they remain Students or Faculty members, as the case may be. This policy covers all equipment within the Facilities, whether owned or leased by the School.

5.0 Policy

5.1 General Use and Ownership

1. Users should be aware that the data they create on the School's systems remains the property of the School. Because of the need to protect the School's network and systems, the School cannot guarantee the confidentiality of information stored on any of the Facilities.

For security and network maintenance purposes, authorized district personnel may monitor equipment, systems and network traffic at any time.

The School reserves the right to audit its networks and systems on a periodic basis to ensure compliance with the AUP.

The School reserves the right to access Student and Faculty files and communications within the Facilities.

Students and Faculty are permitted to use only the software to which they have been granted express rights by appropriate School personnel.

Students and Faculty must abide by any patent, copyright, or license restrictions that may relate to the use of the Facilities, products, programs or documentation.

Before leaving the School for any reason, Students and Faculty must return all software, accounts, and equipment provided to them by the School.

Any Student or Faculty member who becomes aware of any attempt to violate or bypass security mechanisms or effort to disrupt the network(s) must promptly report such activity to a teacher or class supervisor (if a Student), or to School security personnel (if a Faculty member).

5.2 Security and Proprietary Information

1. Each user must respect the privacy of information stored in the Facilities.

Each Student and Faculty member must use only the computer and software issued to himself or herself. If a computer account is issued to a Student or Faculty member, that person must take responsibility to protect their account from unauthorized use.

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.

Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses or other computer attacks.

5.3. Unacceptable Use

The following activities are prohibited. The lists below are by no means exhaustive, but provide a framework for activities which fall into the category of unacceptable use. As an overall matter, it is strictly prohibited to engage in any activity that is illegal under local, state, federal or international law while utilizing any Facilities.

5.3.A System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the School.

Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, or the installation of any copyrighted software onto the local, floppy, or network drive for which the School or the end user does not have an active license, or otherwise using the Facilities to violate the terms of any software license agreement, or any applicable law.

Acquiring or modifying information that belongs to another person, or attempting to access restricted portions of the network(s) or operating system(s).

Introduction of malicious programs (such as viruses) into the network or server.

Revealing your account password to others or allowing use of your account by others. This includes family or other household members when working at home.

Making fraudulent offers of products or services from any School account.

Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the Student or Faculty Member is not an intended recipient or logging into a server or account that the Student or Faculty Member is not expressly authorized to access, unless these duties are within the scope of regular duties. Circumventing user authentication or security of any host, network or account.

Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

Providing information about, or lists of, Students or School employees to parties outside of the School.

Using the Facilities for commercial purposes, personal pursuits, discriminatory actions, illegal activities, solicitation, or accessing pornographic materials.

5.3.B Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

Unauthorized use, or forging, of email header information.

Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

Creating or forwarding any "chain letters", "Ponzi" or other "pyramid" schemes.

Use of unsolicited email originating from within the School's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the School or connected via the School's network.

Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

6.0 Enforcement and Indemnification

6.1 Enforcement.

6.1.A Faculty. In addition to any punitive actions that may be prescribed by local, state or federal laws and regulations, and the indemnity in Section 6.2, any Faculty member who violates the AUP may be subject to disciplinary action, at the School's sole discretion, which may include (but is not limited to), temporary or permanent suspension from using the Facilities, termination of employment.

6.1.B Students. In addition to any punitive actions that may be prescribed by local, state or federal laws and regulations, and the indemnity in Section 6.2, any Student found to have violated the AUP may be subject to disciplinary action, at the School's sole discretion, which may include (but is not limited to) suspension from School; expulsion from School; removal from courses requiring use of Facilities; and/or receiving a failing grade in courses requiring use of Facilities.

6.1.C Procedure. In any instance of punitive action under this Section, the person accused of violating the AUP will be afforded due process in accordance with the School's standard administrative procedures.

6.2 Indemnification

Any Faculty member or Student (by way of parent or guardian) who has been found, after full administrative process, to have violated the AUP, shall indemnify and hold harmless the School, its directors, employees and agents from and against any losses, judgments, costs, attorneys' fees, penalties, claims, damages, suits and liability that relate to, or result from, the AUP violation.

7.0 Acknowledgement and Acceptance of the AUP

Note: 5th, 6th, 7th and 8th grade students (Chromebooks)

A Chromebook Acceptance of Responsibility and Device Use Agreement and Device Agreement Permission document and Google Apps User

Expectations/Policy will be provided to all parents with students in 5th, 6th, 7th and 8th grades. Chromebooks will not be provided for school use before all the proper forms are returned to school as directed.

Parents/Guardians and Students, please refer to **Appendix, Parent/Guardian and Student Signature Form** to acknowledge receipt of the Technology Acceptable Use Policy (AUP), and agree to abide by all of its terms.

WEATHER EMERGENCIES

Notification will be done through the Honeywell Alert System and announced on WCTC 1450 AM Radio Station and on Channel 12 News on Cablevision. A delayed opening for Our Lady of Victories School means that school will open 90 minutes later for grades PK3-8. Doors open at **9:00 am** for all grades to enter the building. Regardless of what you hear or see on the radio or television, a delayed opening for OLV School means 90 minutes. Check the Sayreville Public School website at www.sayrevillek12.net, click on departments and then transportation for bus pickup times.

YOUR CONTINUED COOPERATION IS APPRECIATED. PARENTS AND SCHOOL WORKING TOGETHER WILL HELP YOUR CHILD/CHILDREN DEVELOP INTO A SPIRITUAL, RESPONSIBLE INDIVIDUAL. OUR LADY OF VICTORIES SCHOOL RESERVES THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE, AND THAT PARENTS WILL BE NOTIFIED IN WRITING IF CHANGES ARE MADE DURING THE SCHOOL YEAR.

(Acknowledgements: 2017 Handbook revisions and updates were adapted from ICS and IHM Handbooks and Diocese of Metuchen Policy Handbook)

Appendix/School Forms



PARENT/GUARDIAN AND STUDENT SIGNATURE FORM

This form acknowledges receipt of the Student Handbook containing the policies, rules and regulations for OLV School. Signature indicates that you have read the Handbook, and your understanding and agreement that the Handbook is binding on the students and parents / guardians during the current academic year. Furthermore, you understand and agree that the administration of the School will have the authority set forth in the Handbook and that you understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. You accept responsibility to support the school in the policies it has established, and to see that your child(ren) adheres to the rules and regulations set forth in the Handbook. Please return this form by September 15, 2017. Note that there is no student signature required for Kindergarten.

I/we hereby acknowledge that I/we have received the Handbook and read all policies as identified:

- Student Handbook Acknowledgement (parent/guardian and student)
- Harassment, Intimidation, and Bullying Policy (parent/guardian and student)
- Technology Acceptable Use Policy (parent/guardian and student)
- Epi Pen will be administered to my child(ren) if there is a medical emergency situation
- Photo/Video release is(please circle each below)

I (do / do not) give permission to release photos/videos that include my child(ren), and their name(s) on the website / social media / press releases

I (do / do not) give permission to release photos/videos that include my child(ren), but may not release their name(s) on the website / social media / press releases

I (do / do not) give permission to include my child(ren) in the OLV yearbook

Our signature below is our agreement to abide by the terms set forth in the handbook.

Family Name: _____ Date Signed: _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Student Name/Signature	Grade

Volunteer Confidentiality Agreement

Students who attend OLV School have the right to expect that information about them will be kept confidential by all volunteers. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrator.

You may not share information about a student even with others who are genuinely interested in the student’s welfare, such as parents, social workers, scout leaders, clergy or nurses/physicians. Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student’s teacher or principal.

Parents, friends, or community members may in good faith ask you questions about a student’s problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student’s family. Before you speak, always remember that violating a student’s confidentiality isn’t just impolite, it’s against the law!

VOLUNTEER AGREEMENT

Volunteer Agreement / Signature

I, (print name) _____, as a volunteer for OLV School agree never to disclose information about a student to anyone other than an authorized school employee. I will refer all requests for such information from those not directly involved in the student’s education to authorized school department employees. I understand that violation of this confidentiality agreement will result in immediate termination of my volunteer status at OLV School and possible exposure to fine or civil penalties.

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

OLV Witness: _____

Date: _____



Our Lady of Victory

Our Lady of Victory,
we have unshaken confidence
in your intercession
before your *Son,*
our Lord, Jesus Christ.

Humbly we ask your prayers
for all *Christians* in help or need.
We implore you to obtain for us
grace needed in our lives
to make us worthy
of sharing *Christ's victory.*

May we join with you in praise of
the *Father, His Son, Jesus Christ,*
and the Holy Spirit, one God, now
and ever and unto ages of ages.

Amen.

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