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**Faculty & Staff**

Rev. Philip Quealy	Pastor
Sr. Marie Cecile	Principal
Mrs. Antoinette Santini	Kindergarten
Miss Brielle Califano	Grade 1
Mrs. Nancy Decrescenzo	Grade 2
Mrs. Tara Gimenez	Grade 3
Mrs. Melissa Torrieri	Grade 4
Mrs. Ann Baker	Grade 5 (Religion 6 & 8)
Mrs. Christine Conchado	Grade 6 Homeroom English
Mrs. Gianna Gardner	Grade 7 Homeroom Social Studies
Mrs. Johanna Santarelli	Grade 8 Homeroom Math (Grades 7&8)
Mrs. Gina Nethercott	Science (Grades 5 - 8)
Ms. Adamaris Marcial	Spanish (Grades 4 - 8)
Mrs. Jacqueline Tomechko	Assistant Principal Learning Facilitator
Mrs. Kristin Jimison	Math (Grades 5 & 6)
Mrs. Elaine Laux	Art
Dr. Daniel Leguizamon	Music
Mr. Jerry Flora	Physical Education
Mrs. Kathy Dorney	Teacher Aide
Mrs. Valerie Hartigan	Teacher Aide
Mrs. Laura DiVenere	Teacher Aide
Mrs. Barbara Barreiro	Secretary
Mr. Christopher Herrmann	Maintenance Engineer
Mr. Juan Camacho	Maintenance Assistant
Mrs. Phyllis Roth RN	School Nurse
Sr. Lauren McLeod	Guidance
Mrs. Jen DeMilio	Religious Education

**Telephone Numbers**

School Office	761-0124
School Fax	761-0176
Medical Office	761-5257 (medical reasons <u>only</u> )
Rectory Office	949-9819
Religious Education	949-3896
White Plains Bus Co.	328-1400
Leibman's Uniform Store	632-2770

School Website: [olsschoolwp.com](http://olsschoolwp.com)

**School Hours**

**8:00 AM - 2:45 PM**

8:00	Classes begin for Grades K - 8
11:15 - 12:00	First Lunch Period: Grade K - 2
11:45 - 12:30	Second Lunch Period: Grades 3 - 5
12:15 - 12:57	Third Lunch Period: Grades 6 - 8
2:27	Classes End
2:35	Bus Dismissal
2:45	Walkers & Riders Dismissal (after last bus leaves)

**Please Note:** Students may not arrive at school before 7:45 and may not stay at school after 2:45 unless they are at a supervised extra - curricular activity or at After School Care.

In the event of a delayed opening:

One hour delay - 9:00 for all students  
Two hour delay - 10:00 for all students

## Sisters of the Divine Compassion



The Sisters of the Divine Compassion, an Archdiocesan Religious Congregation, administer Our Lady of Sorrows School. The congregation was founded in 1886 by Mary Caroline Dannat Starr, a laywoman, and Monsignor Thomas S. Preston, who later became the Chancellor and Vicar General of the Archdiocese of New York.

### Goal



The basic goal of Our Lady of Sorrows School is to encourage each child to develop fully - spiritually, intellectually, socially, emotionally and physically, while striving for academic excellence. The success of this goal is dependent upon complete parental support.

## Philosophy

The future of Christianity depends upon the Christian education of the youth of each generation. Our Lady of Sorrows is dedicated to providing an environment in which students can develop not only strong academic skills, but also truly Christian attitudes and values. The environment of the school is designed to maximize the child's personal growth commensurate with his/her ability and level of maturity. Vital to this end is a school environment that fosters a positive self-image in each individual. In addition, Our Lady of Sorrows encourages high standards of patriotism and good citizenship. We expect to achieve these goals with appropriate religious, academic and community service programs that will promote an essential value system for our students. Recognizing parents as the primary educators of their children, the school endeavors to augment the religious and academic teachings begun in the family. Our Lady of Sorrows challenges the students to be active leaders and participants for the betterment of their school, church, and local and global communities.



### Nondiscrimination Policy

Our Lady of Sorrows School does not discriminate on the basis of sex, race, color, national or ethnic origin and gender in the acceptance of students.

# Student Information

## Code of Conduct

In the spirit of the philosophy stated previously, teachers, administrators, students and parents will foster an attitude of mutual respect. A decision to send a child to Our Lady of Sorrows School carries with it an obligation to subscribe to and support all of the rules and requirements set forth by the administration. Mutual support among parents, faculty and administration will create an atmosphere most conducive to the Christian, academic and social growth of each child. Students are expected to comply with the standards of conduct of Our Lady of Sorrows School. These are aimed at developing self-direction, self-discipline, and respect for oneself and other persons. It is recognized that, in order to implement the following standards effectively, cooperation between parents and professional staff is essential.

Students are expected to show courtesy and consideration for all members of the school community in order to maintain a learning environment free from harassment, intimidation or insult. Students must, by their tone of voice and use of proper language, indicate respect when speaking to others. Parent volunteers and supervisors are to be treated with the same respect shown to teachers.

Students are expected to obey persons in authority, to act in a manner that is not disruptive to the educational process, and does not undermine classroom discipline. In order to promote an atmosphere of learning, students are expected to comply with school rules and classroom procedures and requirements. Fighting and any form of inappropriate physical contact will not be tolerated.

Students are expected to respect and assume responsibility for school and personal property. Students found guilty of theft or defacement of property will be required to make appropriate restitution.

Students are expected to maintain a safe and healthy environment at all times. Possession of any replica of a weapon or any firearm, knife, explosive or other dangerous object, of no reasonable use to the pupil at school, is strictly prohibited. Use of drugs or alcohol and the sale of the same at any time is prohibited.

Students who choose not to comply with this code of conduct, as evidenced by a serious infraction or chronic misbehavior, are required, along with their parents, to meet with a disciplinary committee comprised of the principal and the assistant principal. This meeting will determine if further action is needed including, but not limited to, probation, suspension and expulsion.

### **Playground Supervision**

In the morning, students are supervised by a teacher in the gym. In order to ensure adequate supervision, students may not arrive before 7:45. Students arriving between 7:45 and 8:00 will report to the gym until the bell rings at 8:00 signaling the beginning of the school day.

All cars will drop students off in front of the main entrance. Buses must proceed to the student drop-off located at the top of the Convent driveway. Students are to be dropped off **at that point only** and will walk to the gym.

**Only if necessary**, there are spaces on the south side of the parking lot for parents who need to come into the building. May I respectfully request that no one park on the lawn and no one enter the schoolyard from the Convent driveway as this will be blocked with cones.

At lunchtime, students are dismissed from the cafeteria and must go directly to the play area behind the convent for recess. No one is permitted to go back to a classroom or a locker. Students are expected to play safely and cooperatively with one another. They are asked to share both activities and space and to follow the guidance and instruction of the teacher or parent supervisor on duty. Students are not permitted to leave the playground without the permission of a supervisor. At no time may students enter the neighboring yards (e.g. to retrieve a ball etc.) A bell is rung to signal the end of recess and students are to meet their teacher at a designated place.

### **Rainy Days/Snowy Days**

When the weather does not permit outside play, students will return to their classroom after eating lunch and play quietly, do homework, read, talk or draw. Students may not run, throw things, or play ball in the classroom. They may not leave the room without permission, play in the halls, or create excessive noise. Students in grades 6,7&8 may use the ping-pong and or Foosball tables in the lower hallway.

If weather permits, students will be outdoors. Boots, snow pants, hats, mittens, etc., are needed as proper attire in this weather. In the interest of safety, snowballs are never to be thrown.

### **School Closings**

In the event of bad weather or any other emergency, school cancellations or delayed openings will be conveyed through **IRIS**, (Immediate Response Information System) or if necessary, you may also log on to **www.fasfm.com** or **www.wfasam.com**. An additional option is to watch News 12 Westchester.

A one-hour delayed opening means school begins at 9:00 and a two- hour delay means that school begins at 10:00 for **all**.

### **Photo Permission**

Throughout the school year, videotapes and photos may be taken of students during activities or classes. Photos of this type may become public. Parents wishing their children to be excluded from these pictures are requested to indicate this when registering on TADS.

## Permission Slips

Written parental permission is required for:

1. class trips
2. early dismissal
3. late arrival
4. leaving school grounds at lunchtime
5. high school visitation
6. doctor or dental appointments (whenever possible, these should not take place during school time.)
7. any variations in transportation arrangements, including mode of transportation and/or persons transporting children

## Safety Concerns

Bicycles ridden to school must be locked in the bike rack. Bicycle helmets must be worn by any student riding a bike to and from school. Bikes are not to be ridden on the playground at any time. In the interest of safety, skateboards, scooters, roller blades, sneaker skates, lacrosse sticks, hard balls and bats are not permitted at school.

## Electronic Equipment/Telephone

Vtech watches and portable game systems, are not permitted on the school grounds at any time. **Cell phones must be off at all times.** Students who need to use a phone for an emergency, must have permission from authorized school personnel to use a cell phone or the office phone. Non-adherence to any of the above will result in confiscation of electronic equipment.

## Lateness

Student lateness interrupts the learning process for your child and all the other children in the classroom. Any student who arrives after the bell is considered late for school and must stop at the office to obtain a late slip. Children arriving late without a note must take a late pass home to be signed by their parents, indicating the reason for lateness. This slip must be returned to the homeroom teacher the next morning. Three instances of lateness in a quarter will result in school detention. All late arrivals are recorded, marked on the report card and become part of the permanent record. Parents will be consulted about chronic lateness and the child will be required to make up time missed.

## Bus Behavior

All students are expected to act respectfully and responsibly while riding the bus. Students are to remain seated with seat belts on for the entire ride and are expected to obey the directives of the driver. Anyone violating the rules of basic safety and respect will be suspended from riding the bus. Students who do not meet the distance requirements are never permitted to use the school bus to or from school.

## Homework & Tests

The purpose of homework is skill reinforcement, synthesis of material, creative thinking and study-skill development. Study and nightly reading are strongly encouraged even when no formal assignments have been designated. Homework for grades 1 - 4 should be signed nightly. Homework should be done neatly and on the appropriate paper as specified by the teacher. It must have a proper heading and, with the exception of math homework, be written in ink and in script. (Grades 3-8) Students who have been absent are required, within two days of their return to school; to contact the teacher(s) to make up all missed assignments. Students should also take the initiative to meet with teachers when extra help is needed or when further explanation or clarification of class work is needed.

All homework is due on the date assigned. For students in grades 5-8, a late assignment will result in a lowered grade. (10 points on the first day). If the assignment has not been handed in by the second day, it will be averaged in as a zero toward the **homework grade**. After the child has received three incomplete homework assignments, an email will be sent notifying the parent that the next incomplete homework will result in a **quiz grade of zero**. The quiz grade will be averaged into the student's overall grade for that quarter.

To facilitate better communication between home and school, student tests are sent home for review by parents. It is required that these be signed and returned for students in grades 1-4. In grades 5-8, students will no longer receive grades for signed and corrected tests; therefore it will be the students' responsibility to show parents graded tests. Additionally, failing grades will be indicated on interim reports.

## Cheating

Our Lady of Sorrows has a high standard of academic excellence and as such does not tolerate cheating in any form. Students who allow their work to be copied by another and those who identify another's work as their own are cheating. Plagiarism from any source, including the Internet, without appropriate citation, use of material to achieve a higher score on a test, project or assignment without the express consent and knowledge of the teacher is unacceptable.

## Cafeteria

A faculty member supervises students in the lunchroom. Good manners and behavior are required at all times. To avoid confusion, students must remain seated while eating and dispose of trash only upon dismissal from the cafeteria. Students must then exit and go directly to the playground. Students **are not** permitted to go back to their classrooms or lockers.

On a rotating basis, students are assigned cafeteria duties. Responsibilities include putting out the milk, returning unused milk to the refrigerator, recycling containers and cleaning the tables and benches.

With the exception of teacher-approved events, food **is not** permitted outside of the cafeteria. In addition, **chewing gum is never allowed on the school grounds**.

## **Discipline**

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences. Detention may be given by a faculty member for any infraction of school rules, for disrespect, or for any other behavior that warrants disciplinary action. When the detention is assigned, the student will be given a detention slip signed by the teacher indicating the reason for the detention. The slip must be taken home, signed by the parents, and returned to the office the following day. Detention will be held on Tuesdays and Thursdays from 2:45 to 3:45 and will be supervised by a faculty member. Students will be required to remain for the detention on the first Tuesday or Thursday after the detention is assigned.

It is the expectation of this school that student behavior is **exemplary** both on and off the school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment, or any other type of threatening or inappropriate misconduct. Such misconduct could result in any number of punishments including the possibility of suspension and or expulsion.

## **Uniform & Dress Code**

Complete uniform is to be worn each day. Students are expected to be neat and clean at all times. Any deviation from the uniform must be accompanied by a note from a parent and given to the homeroom teacher. Dress - down days are “reward days” on which the uniform is not worn. It is expected that all students dress appropriately. On dress-up occasions, jeans, sneakers, shorts, sweat suits or tee shirts are not considered acceptable dress. Excessively short, tight or revealing clothing is never acceptable. If leggings are worn, the top worn must provide appropriate coverage reaching at least mid-thigh. With the exception of gym days, colored or printed tee shirts should not be worn under the uniform shirt or blouse. Pajama bottoms and short shorts are not permitted as school clothing. Makeup and colored nail polish is never to be worn. Colored, spiked, shaved or partially shaved heads or any “fad” or extreme hairstyle is not permitted for boys or girls. Boys’ hair must be neatly trimmed and above the collar. Boys’ and girls’ hair should not obscure vision. The wearing of earrings is considered improper attire for boys.

### **Uniform Regulations Boys: 1-8**

1. Navy slacks - purchased at Liebman’s
2. White long or short sleeved oxford button down shirt (no logos or monograms)
3. OLS monogrammed navy ¼ zip performance fleece (Gr. 6-8 only), navy ½ zip microfleece or OLS red or navy sweatshirt-optional
4. Plaid tie (8th grade may wear any appropriate tie)
5. Black or brown dress shoes - **no work boots**, sneakers or boots of any kind
6. Solid navy blue socks - white socks are not to be worn
7. Belt

**Option: September 1-October 15 and May 1- through the end of the school year.** OLS monogrammed short sleeve red, or white collared knit shirt and navy shorts.

**Boys: K** - White or red short or long sleeve monogrammed knit shirt, navy slacks, black or brown dress shoes and navy socks.



## **GIRLS: Grades K-5:**

1. Plaid jumper from September through June or Navy Cotton Dress from **September 1- October 15<sup>th</sup> and May 1<sup>st</sup> through the end of the school year.**
2. Short or long sleeved white blouse - round collar
3. OLS monogrammed navy ½ zip micro-fleece or red or navy OLS sweatshirt are optional. In addition, gym or navy blue pants may be worn to and from school under the uniform.
4. Navy blue socks - Navy blue tights/leggings may be worn in cold weather.
5. Navy blue, black, or brown shoes - no sneakers, boots, platform shoes, high heels, sandals, slippers or Ugg moccasin type shoes.

## **Grades 6-8:**

1. Plaid skirt - no more than **three inches above the knee**
2. **September 1- October 15<sup>th</sup> and May 1<sup>st</sup> through the end of the school year.**  
White, short sleeved oxford button down blouse (no logos or monograms) or short-sleeved red, white or navy collared knit shirt  
**October 15<sup>th</sup> through May 1<sup>st</sup>** -White, long sleeved oxford button down blouse (no logos or monograms) or long-sleeved red, white or navy collared knit shirt.
3. OLS monogrammed navy ¼ zip performance fleece, navy ½ zip micro-fleece or O.L.S. sweatshirt are optional. In addition, gym or navy blue pants may be worn to and from school under the uniform.
4. Navy, brown, or black shoes - no sneakers, sneaker like shoes, boots, platform shoes, high heels, sandals, slippers or Ugg moccasin type shoes.
5. Navy blue socks - Navy blue tights/leggings may be worn in cold weather.

Ties are worn from October 15th through May 1st. Eighth grade boys have the privilege of wearing any appropriate tie. During cold weather, when students go to the convent for science or computer classes, jackets may be worn, but are to be removed while in the classroom. Hats may be worn to and from school but may not be worn inside the building.

Failure to conform to the dress code will result in parent notification (grades K-4) and detention (grades 5-8). Repeated infractions of the uniform code will result in further disciplinary action.

**All uniform items must be purchased from Liebman's** 510 Main Street, New Rochelle, NY, 10801 (632-2770). In addition, selected items of the school uniform are available through our school uniform exchange. Contact Mrs. Catherine Ryan at 993-5155.

## **Gym Uniforms**

The gym uniform for boys and girls, Grades K - 7 is an O.L.S. tee shirt and O.L.S. mesh navy shorts purchased at Liebman's. Eighth graders have the privilege of wearing any appropriate tee shirt and O.L.S. mesh shorts. (Profanity of any kind or liquor advertisements are never considered appropriate.) Additionally, students have a **winter gym uniform** that includes an OLS sweatshirt and long pants. (Sweatpants for kindergarteners) During the months from November –April long pants must be worn to school. Failure to comply with the gym uniform regulations results in non-participation for that day. Continued unpreparedness will result in a lowering of the student's grade.

## General Information

### **Religious Education**

The religious education program of Our Lady of Sorrows is dedicated to the continuing Christian development of its parishioners. Parents must be aware of the intentional Catholic witness in our school. Our Lady of Sorrows 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 the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate fully as they can in the liturgical and prayer life of the school.

The religious educators of our school 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 the Roman Catholic Church.

With this in mind, a threefold goal for Christian development has been formulated. The goals proposed are:

1. to form a community of worshipers who participate fully and enthusiastically in the weekly parish liturgy
2. to educate for deeper and broader understanding of the Catholic faith by adults as well as youth and children of the parish
3. to provide service within the parish and the total community

### **First Holy Communion & Penance**

Parents of all children involved will be responsible for preparing their child for the sacraments. A parent-child instructional program is coordinated and worked on, both in school and at home including, two parent-child Communion training sessions.

Reception of the Sacrament of Penance will take place on Saturday, January 30th. The snow date is Saturday, February 6th. There will be two sessions: 11:00 - & 2:00

Reception of First Holy Communion will take place on Saturday, May 8th. There will be two sessions on that date: 10:00 and 12:30 noon.

### **Confirmation**

Sessions for parents and children are part of the sacramental preparation. In addition, a retreat day for all 8th Grade children of the parish will be held prior to the reception of the sacrament. Emphasis is on the Spirit active in their lives and Christian witness; therefore, students are asked to participate in an action project during the year. Plans for this Christian action program will be made at the initial parent meeting.

An evening of petition is held prior to the reception of the sacrament. At this time, the candidates offer their letters asking the bishop to administer the Sacrament of Confirmation to them and stating the action that they, as witnesses of Christ, have offered as a sign of their Christian commitment.

## **School Admission Policy**

Admission to the school is contingent upon school readiness and/or previous school records. Admission to kindergarten is determined by a screening process held in the spring. Priority is given to students who are of the Catholic faith. Non-Catholics will be placed on a waiting list. As space permits, those on the waiting list will be notified. Maximum priority class size for Grades 4 - 8 will be thirty- five students and for Grades 1-3 thirty. The policy intent is to optimize class size in Kindergarten at twenty- five students.

## **Change of Address or Phone Number**

Should there be a change in home address, home or business telephone number, please notify the school office immediately.

## **Tuition & Fees**

Our Lady of Sorrows uses a tuition collection program. The SMART Tuition Plan will do invoicing and management of financial obligations to the school. Once the account is set up and with a login ID and password, it can be accessed on the website. In addition there is a 24-hour Help Line. (888) 868-8828. E-mail at [parents@smarttuition.com](mailto:parents@smarttuition.com)

One Child	\$7,450
Family Grant Tuition Reduction	\$1,150 (Two or more students)

This tuition includes a technology fee of \$100 per child.  
Registration fee per child per year \$225.00 (If paid before April 15th, \$150)

## **Delinquent payments will result in the withholding of grades each quarter.**

**\*\*All financial obligations must be met by May 31st in order to process students for graduation and allow them to sit for exams. No transcripts or diplomas will be issued until everything is in order. In extreme cases nonpayment of tuition will result in non-renewal of registration for the fall term.**

**Additional fees for the school year are as follows:**

- |                                |   |   |
|--------------------------------|---|---|
| Milk (optional)                | - | \$75 per child  |
| Registration Fee**             | - | \$225 per child annually (non-refundable) (If paid before April 15th \$150) |
| Graduation Fee                 | - | \$150 per child (includes yearbook)   |
| Fundraising fees               | - | \$ 400 (covers Fall Fundraiser and Gala Spring Event)                       |
| Sacrament Fees                 | - | paid to rectory   |
| 6 <sup>th</sup> grade iPad Fee | - | \$400 (for purchase of iPad, keyboard, case and Apple Care)                 |

**Milk**

Milk order forms are sent home with the August Newsletter. Orders for milk must be sent in to the school office prior to the opening of school. This will facilitate proper ordering and correct billing.

**Fund Raising**

Fund raising is a necessary part of the financial life of our school and is an integral part of the annual budget. Total participation in all fund-raising events sponsored throughout the school year is our goal. Each family’s cooperation is necessary and appreciated.

**Testing Program**

In addition to class and school exams, your child will also take part in the Archdiocesan testing program that includes the Archdiocesan religion test, annual standardized tests, and the New York State Education Department assessments. These tests measure academic growth over a period of time.

- Grades 3 - 8      Archdiocesan Religion Test
- Grades 3 - 8      English / Language Arts (April)
- Grades 3 - 8      Math (May)

All students participate in MAP (Measures of Academic Progress) assessments three times per year, September, January and May.

**TACHS Program**

The Test for Admission into Catholic High School is taken in the fall of each year. Each eighth grade student will receive notification of deadlines for registration. Important dates regarding this testing program are:

<b>Friday, November 6</b>	TACHS administration Girls: Sacred Heart Yonkers Boys: Stepinac High School	<b>February 2021</b>	Response cards sent to High Schools
<b>Wednesday, January 13</b>	Admission results released by the high school	<b>Wednesday, March 3</b>	High School Registration Day

### **Insurance Program**

Each student is enrolled in the Student Accident Insurance Program. Payment for this is included in the tuition fee. The coverage provides for reimbursement of medical expenses on an “excess” basis if your child should be injured under any of the following circumstances:

1. While attending regular classes or school-sponsored activities
2. While traveling between your home and the school for any of these activities
3. While attending or traveling to and from any religious education activities or services

Procedure to follow in the event of an accident:

1. Submit the claim to your own insurance company
2. Obtain claim filing information from the school
3. File a claim for only those expenses not paid under your other insurance

### **Pupil Personnel Services**

Through the cooperation of the White Plains Board of Education, we have the services of a school nurse available. The nurse is here on Monday - Friday from 11:30 - 2:30. The services of a school psychologist, for purposes of educational testing and evaluation, are available upon request. Additionally, should it be necessary, the White Plains district will do an educational evaluation. Our Learning Facilitator should be consulted before contacting White Plains, if a parent feels an evaluation is warranted.

### **Child Abuse Laws**

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

### **Smoking**

NY State law prohibits smoking in the school building, on school property, its parking lot and playing fields.

**Health**

The State Education Law requires that each new student and those entering Grades K,1,3,5,&7 present upon entrance or within 30 days a recently completed physical exam form. The exam is to be done by the family physician or health care provider. This examination for the 2020 - 2021 school year must be dated **no earlier than September 1, 2019**. Also, upon entrance to school, each new student and those entering grades K,1,2,3,5,7 must present a certificate of immunizations signed by their physician or health care provider. A child will not be allowed to attend school unless this written proof is submitted. **Religious exemptions are not accepted.**

**Immunization Requirements:**

**Kindergarten - 5<sup>th</sup> Grade**

DTaP/DTP/TdapTd	4-5 doses (last dose after age
Polio	3-4 doses (last dose after age 4)
MMR	2 doses
Hepatitis B	3 doses
Varicella	2 doses

**Grades 6-8**

DTaP/DTP	3 doses
Tdap	1 dose
Polio	2 doses
MMR	2 doses
Hepatitis B	3 doses
Varicella	2 doses
Meningococcal	1 dose -Grade 7/8only

**Vision :** Distance Acuity for all newly entering students and students in K,1, 2, 3, 5, &7. Near vision acuity and color perception screening for all newly entering students.

**Hearing:** screening for all newly entering students Grades K, 1, 3, 5, & 7.

**Scoliosis: Scoliosis** (spinal curvature) screening for all girls in grades 5&7. Boys will be screened in 9<sup>th</sup> grade

A dental health certificate is requested for new entrants as well as students in K, 1, 3, 5, &7

Any medical exemption will be reviewed by a school district doctor.

**Parents are asked to contact the school nurse if a child develops a contagious disease.**

## Prescription & Over the Counter/ Non-prescription Drugs

According to state law, prescription and nonprescription drugs may **only** be dispensed to a student by the school nurse if:

1. Medication order is accompanied by a signed and dated doctor's note
2. Medication is accompanied by a written consent from a parent to school personnel
3. Medication is in its original packaging. Prescription medication must have the pharmacy label attached
4. Medication may not be expired
5. Medication is brought in to school by parent and given to the nurse. Students may not bring medication.
6. Students with the approval of their private physician, parents, and the school nurse, may carry asthma rescue inhalers or Epi-pens.

All medications are to be provided by the family and **must** be kept in the nurse's office.

\*If the above criteria are not met, the parent will be responsible for dispensing the medication during the school hours.

\*\*When at all possible, it is strongly recommended that any medication be given at home. A medication prescribed for 3 times a day can easily be given in the morning, after school and at night, thereby eliminating a lunchtime dose at school.

## Absence From School

Parents are requested to call the school office between 8:00 AM and 8:30 AM each day of a child's absence.

Requests for homework for absent students **must** be made at this time.

## Absence/ Part of the Day/ Early Dismissal

Requests for absence from school for part of the day or early dismissal must be made in writing and presented to the homeroom teacher at the start of the school day. When a student leaves the building, he/she must stop in the secretary's office and sign out. Absences from school for vacations and trips when school is in session are considered illegal. Parents should plan vacation times only on days scheduled as school holidays. Extension of school holidays is also discouraged. Doctor and dental appointments should be made for after school or Saturdays.

## Absentees

Upon returning to school after an illness, a written note of explanation containing the dates and reason for absence must be presented to the homeroom teacher. According to New York State Education Law, the following are the only legal reasons for absence:

- |   |                                 |
|---|---------------------------------|
| Sickness  | Required court appearance       |
| Approved music lessons                          | Sickness or death in family     |
| Religious observance                            | Attendance at organized clinics |
| Quarantine                                      | Educational trips               |
| Impassable roads or weather making roads unsafe |                                 |

### **High School Visits**

Students are permitted to visit prospective high schools with prior permission of the principal. A written note must be submitted to the principal the day before the visit. The student is required to make up all missed assignments and is responsible for contacting his/her teachers regarding the work missed. In order to keep high school visits to a minimum, students and parents are encouraged to attend high school information sessions scheduled during the year.

### **Visitors**

To assure the security of the building and the safety of each child, all visitors to the school, including parents, **MUST** report to the office. In order to avoid interruption of the learning process, **no one may enter a classroom at any time without a visitor's pass obtained at the main office.** Items brought to school after the start of the school day must be left in the secretary's office. In the event of student absence, homework and class assignments may be picked up in the secretary's office **after dismissal (2:45)**, or may be sent home with a sibling or neighbor.

### **Open School Week**

Open School Week is set aside for parent visitation of the classrooms. Parents are invited to visit their child's class or any classroom and to participate in any of the educational activities. During this week, the registration process for the fall term begins.

### **Conference With Administration**

In order to ensure ample time and attention to address the needs and concerns of parents and others in our parish family, it is respectfully requested that anyone wishing to meet with the principal call for an appointment.

### **Messages**

General communications from school to parent (i.e. monthly newsletter, announcements, etc.) will be sent home electronically or via the youngest child in the school.

### **Emergency Closings / Delayed Openings / Crisis Plan**

Should a crisis require evacuation from the school building, students will be brought to a safe place, either OLS Convent or Church. Notification will be made through:

1. **IRIS** (Immediate Response Information System) or if necessary
2. [www.wfasfm.com](http://www.wfasfm.com) or [www.wfasam.com](http://www.wfasam.com).
3. News 12 Westchester



## **Car Regulations**

Please **do not stop on Mamaroneck Avenue** to either discharge or pick up pupils. Cars picking up children after school should park in the school area, **NOT** in the entrance driveway or the semicircle to the left of the entrance. Drivers should arrive early enough to back into parking spaces, thus eliminating backing out after dismissal when children are in the area. At all times, extreme caution must be exercised when driving on school grounds. In the interest of safety, cars should never be stopped or parked in the entrance area indicated by the yellow lines.

When leaving the school parking lot, use the exit on Mamaroneck Avenue. Please do not exit via the Convent driveway. At no time should cars be parked in the Convent driveway or on the lawn.

## **Bus Transportation**

Free bus transportation is provided for all White Plains residents who meet the following distance requirements:

1. children in Grades K - 5 who live more than a half mile from school
2. children in Grades 6, 7, & 8 who live more than a mile from school

Bus riders may only ride their own bus; they may never go home on any other bus for play dates or any other reason. The only exception would be an emergency that then would have to be approved by the Board of Education.

The deadline for filing an application for transportation is **April 1**. New residents must apply within thirty days after moving into the district.

## **After School Program**

As a service to working parents, Our Lady of Sorrows offers an After School Care program. The program runs from 2:45 - 5:45 and is supervised by OLS teachers. During the first hour, students are assisted with their homework after which there is an opportunity for outdoor/indoor play as weather permits. In addition to a family **registration fee of \$35.00 per year**, there is an **hourly fee of \$10.00** for the first child and **\$5.00** for each additional child.

As long as a student is engaged in school-sponsored programs, the student is expected to follow school policy. Therefore, it is important for you to review school rules/procedures with your child.

## **Summer School**

Attendance at some summer program is strongly recommended for any student who fails a course.

## **Departmental**

Grades K - 4 are self-contained. Grade 5 is departmentalized in science and math. Grades 6 - 8 are departmentalized in English, mathematics, science and social studies, with foreign language offered in Grades 4 - 8. Students in all grades receive instruction in general music and art once a week, and physical education twice a week. At the seventh grade level, students are divided into two groups for instruction in science and math.

In Grade 8 students are also divided into two heterogeneous groups for instruction in the major subject areas of English and social studies. Students are grouped by ability for science and math. The intent at this level is to provide the opportunity for acceleration.

## **Report Cards & Parent Conferences**

Report cards are distributed on a quarterly basis in grades K-8. Students receive an achievement grade in each subject. This grade represents an average of class marks, tests, homework and other required assignments. This grade also reflects the student's effort as demonstrated by completion of class work and homework, constructive class participation and responsibility toward work (having proper books and materials at all times, etc.), on-going attempts to improve, ability to concentrate and wise use of time.

Parent-teacher conferences are scheduled twice a year in the fall and spring. If, at any other time during the school year, a conference is requested by either parent or teacher, one can be arranged at a mutually agreeable time by sending in a note to the teacher. Any parent wishing to speak to a teacher after school is asked to send in a note to the teacher ahead of time. Parents are requested to wait in the front hall until all students are dismissed at 2:45 before going to a classroom.

## **Marking Code**

In Grades 1 - 8, percentage grades are given in each subject except music, art, physical education & foreign language (Grades 5&6). In these areas, letter grades are assigned. Letter grades are assigned according to the following scale:

**A = 90 - 100**

**B = 80 - 89**

**C = 74 - 79**

**D = 70 - 73**

**F = below 70**

The final grade for the year is an average of the four quarterly grades in grades 1-8 and includes the June comprehensive exam grades. Failure to pass two major subjects will result in retention unless the student attends summer school and successfully completes the courses.

## **Conduct**

All students are evaluated on their conduct according to the following code:

**A**     **Excellent**

**B**     **Good**

**C**     **Fair**

**D**     **Poor**

**F**     **Consistently Unacceptable**

## **Interim Progress Reports**

In Grades K-8, Interim Progress Reports indicating concern regarding a student's academic progress, attitude, behavior or increased effort or academic achievements are sent home midway between each marking period. If, at any other time, during the marking period, there is concern on the part of the teacher regarding a student's performance, an interim report will be sent home to parents which is **to be signed and returned** to the teacher the next day.

## **Exams**

Students in Grades 6 - 8 will take cumulative semester examinations that will comprise no more than 10% of their total mark in each subject area. The purpose of these exams is to provide a cumulative review of subject material as well as practice in taking longer exams in preparation for high school. The June comprehensive exams encompass material from a full year of study, with emphasis on the latter part of the year.

## **Honor Roll - Grades 6 – 8 (Includes – art, music, physical education and conduct grades)**

**First Honors:** Average of 95 or above with no numerical grade below 90 or letter grade below A.

**Second Honors:** Average of 90 or above with no numerical grade below 85 or letter grade below B.

\*Certificates are awarded every quarter to all eligible students.

## **Achievement Society - Grades 1 - 8**

Purpose: to recognize students for Christian attitudes and awareness, effort, completion of school and homework assignments and constructive behavior. One or two students per month per class may be nominated by teachers/ principal. Students in grades 1-8 will be recognized monthly and receive certificates in homeroom.

## **Graduation Awards/ Valedictorian & Salutatorian**

Eligibility is based on the cumulative 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade report cards at **Our Lady of Sorrows**.

## **Student Government**

To encourage leadership among its students, OLS sponsors a Student Council. Students in Grades 6 - 8 are eligible for office. The students elect officers after the faculty has approved nominations. Members of the Student Council are responsible for providing leadership through service, representing OLS at various functions, organizing and sponsoring various student activities and helping to serve the school.

**Extra-Curricular Activities:**

Altar Servers	Instrumental Music	Student Council/Service Club	Brownies
Choir	Boys Varsity Baseball	Drama	Cub Scouts
Chorus	Girls Varsity Softball	Yearbook	Boy Scouts
	CYO Boys & Girls Basketball (Grades 5-8)		Girl Scouts

All activities are moderated by volunteers, teachers, parents or parishioners and are open to students in various grade levels. A student may only serve as captain or leader of one extra-curricular club or activity.

**Lost & Found**

It is mandatory that parents **label all articles of clothing** to keep losses to a minimum. Prompt retrieval of lost items is also advised. At the end of each month, unclaimed articles will be donated to the poor.

**Stationery** - Stationery items are sold at the main office.

**Hot Lunch**

Parent volunteers serve lunch on Mondays, Tuesdays and Thursdays. Menu items include baked ziti, chicken nuggets, tacos, meatball wedges, bagels, pizza, chicken & broccoli served with rice, chicken parm, chicken tenders, hamburgers and breakfast for lunch. All lunches are \$3.00. Some selections are served with a side such as yogurt & fruit or vegetables. Snacks or sides on their own are \$.50. **Hot lunch tickets are required.**

Lunch tickets are available during the school year by sending an order form and check, payable to OLS School Lunch, to the school office. Tickets will be sent home with your child. Tickets are available in \$3.00 & \$.50 denominations and are sold in sheets of five. (\$3.00 tickets are \$15.00 per sheet and \$.50 tickets are \$2.50 per sheet)

Lunch vouchers will be given in **exceptional circumstances** to children who do not have payment for lunch. Parents must return these vouchers with payment in full the next school day. **Children or families who abuse this courtesy will no longer be given credit.**

Ice cream is sold on Wednesdays and Fridays for \$1.00. Snapple is sold through a vending machine for \$1.00. Please send in cash for these items.

**Cafeteria Schedule**

The lunch periods are as follows:

First Lunch	-	Grades K-2	-	11:15 - 12:00
Second Lunch	-	Grades 3 -5	-	11:45 - 12:30
Third Lunch	-	Grades 6 - 8	-	12:15 - 12:57

## **Volunteers**

Each parent is expected to volunteer time, in some capacity, to provide our children maximum opportunity for development. A volunteer request form is sent home in the spring. Each family is asked to complete this form and return it before the opening of the new school year. In order to strengthen our volunteer program, each family is asked to make a commitment of time to some aspect of the school life. There are many areas of service, during and after school, as well as on weekends. Helping with class projects, trips, baking, clerical work, scouting, driving, hospitality, selling refreshments at games, supervising the playground, cafeteria, or classrooms, and sewing are some of the various forms of service.

## **OLS Parents' Association**

As a sub-committee of the Parish Council, the OLS Parents' Association serves as an advisory board in the formation of school policy. Membership is open to all parishioners and support and attendance at meetings is encouraged. The committee meets every other month on the first Monday at 7:30 PM in the school cafeteria. The parent representatives on the Executive Board are:

Liz Oliveri	President	831-9532
Kim Baumstark	Past President	997-7120
Rebecca Novak	Vice-Chair	912-3827
Leah Kaplan	Secretary	422-0924
Claudia Noriega Casteneda		646-704-4797
Chrissy Werner		316-5034
Holly Walsh		305-0313
Kat Light		908-612-8573
Amy Sharke		356-2488
Julie DeLanoy		774-3461

## **The Men's Club**

Open to all men of the parish, the primary purpose of the Men's Club is to plan athletic and social activities for the young people of the parish. In addition, the club sponsors numerous activities for the adult members of the parish. Meetings are held on the third Monday of each month in the Parish Meeting Room.

## Parent Volunteer Committee

<b>Assemblies:</b>		
<b>Banking Assistant:</b>	Jackie Tomechko	761-7972
<b>Book Fair:</b>		
<b>Box Tops:</b>	Karen Cosgrove	437-8060
<b>Class Parents:</b>	Kim Baumstark Leah Kaplan	997-7120 318-5876
<b>Fall Fundraiser:</b>		
<b>Food Pantry:</b>		
<b>Guys &amp; Dolls Dance:</b>		
<b>Hospitality:</b>	Assigned by class	
<b>Hot Lunch :</b>		
Scheduling -		
Purchases- Food -		
Snacks		
<b>STEAM Fair:</b>		
<b>Cash Raffle:</b>	5 <sup>th</sup> & 6 <sup>th</sup> grade parents	
<b>Open School Week:</b>	Parents' Association Board	

<b>Mommo:</b>		
<b>Playbill:</b>		
<b>Playground Scheduling:</b>		
<b>Publicity/Marketing:</b>	Kat Light Irene Briganti	908-612-8573
<b>Read-Aloud Story Night:</b>	Chris Novak	574-2805
<b>Snapple Machine:</b>		
<b>Sports Uniforms:</b>	Steve Parento	967-9408
<b>Stationery Sale:</b>		
<b>Teacher's Luncheon:</b>		
<b>Uniform Exchange:</b>	Catherine Ryan	993-5155
<b>Volunteer Coordinator:</b>	Jamie Austin Leah Kaplan	831-9331 318-5876
<b>Wrapping Paper:</b>	Vanessa Calabro	285-0119
<b>Wellness &amp; Health</b>	Rose Doyle Bridget Mercaldi	917-749-3398 428-7071
<b>Yearbook:</b>	Valerie Hartigan Frances Medico Jenn Corpus (Shadow)	831-5556 682-4143

**Class Parents: 2020- 2021**

**Kindergarten:**

Doreen DeLanoy	882-6998
Heather Burleson	347-409-4432
Amy Magnotta	469-5958
Amy Sharkey	356-2488

**Grade One:**

Mary Jo Collaboletta (Captain)	629-6406
Janine Fugarino	949-2092
Amy Mancini	522-2940
Holly Walsh	305-0313

**Grade Two:**

Julie DeLanoy ( Captain)	774-3461
Min Ahn	917-916-8359
Ruthie Guttmann	917-361-3746
Kim Rosa	646-261-9076

**Grade Three:**

Crissy Werner (Captain)	316-5034
Rose Doyle	607-3444
Kat Light	908-612-8573
Meg Owens	815-7252

**Grade Four:**

Suzanne Colucci (Captain)	646-515-3549
Nicole Granata	787-9468
Lynn Ryan	263-0313
Theresa Terrero	917-817-9106

**Grade Five:**

Laureen Cann(Captain)	201-248-3425
Karen Cosgrove	437-8060
Debbie Dioguardi	262-4929
Carolyn Loftus	917-783-3225

**Grade Six:**

Rebecca Novak (Captain)	912-3827
Nancy Barletta	457-4718
Leah Kaplan	422-0924
Kat Pallett	484-5683

**Grade Seven:**

Jamie Austin (Captain)	484-4702
Kim Baumstark	437-9315
Vanessa Calabro	774-7630
Erin Fodero	584-2590
Christi Gertner	428-4947
Erin Muzzio	917-670-2414
Melissa Parento	967-9408

**Grade Eight:**

Frances Medico (Captain)	400-3988
Michelle Ammirati	946-1894
Linda Blank	948-7105
Jennifer Bruton	328-3415
Alice Fontana	263-9834
Suzanne O'Brien	921-2687

## Summary Statement

Once students have met the necessary admission requirements and have been accepted in Our Lady of Sorrows 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 of Sorrows 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 of Sorrows 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 of Sorrows 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 directive 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 of Sorrows 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 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 of Sorrows 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.