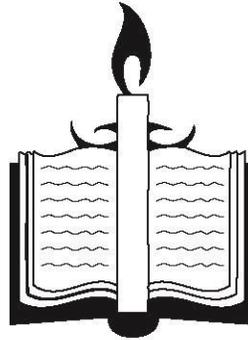


OUR LADY OF WISDOM
REGIONAL SCHOOL



OUR LADY OF
WISDOM
REGIONAL SCHOOL

PARENT - STUDENT HANDBOOK

www.OLOWregional.org

Regional Parishes

Infant Jesus
110 Myrtle Avenue
Port Jefferson, NY 11777
631-473-0165

St. James
429 Route 25A
Setauket, NY 11733
631-941-4141

St. Louis de Montfort
75 New York Avenue
Sound Beach, NY 11789
631-744-8566

St. Gerard Majella
300 Terryville Road
Port Jefferson Station, NY 11776
631-473-2900

Important Phone Numbers

School Office 631-473-1211
School Nurse 631-473-1896

School Fax 631-473-1064
Diocesan Education Office 516-678-5800

GENERAL INFORMATION

Built in 1938 under the name of Infant Jesus School, Our Lady of Wisdom Regional School ("OLOW") received its name when it became a regional school in 1991. Four surrounding parishes support Our Lady of Wisdom Regional Catholic School: Infant Jesus, St. James, St. Louis de Montfort, and St. Gerard Majella.

OLOW employs a very caring, dedicated and qualified teaching staff. The Catholic education, which the students receive prepares them spiritually, mentally, morally, physically and academically for high school. It also exposes them to new ways of thinking and to knowledge, which will enrich their lives.

The school follows the standards of The New York State Education Department and the policies of our Diocese. OLOW has been accredited by Advanc-ED most recently, and, prior to that had been awarded a Certificate of Accreditation through the Middle States Association of Colleges and Schools Commission on Elementary Schools.

The school is generously equipped with a state of the art Media Center and Science Center. There is year-round access to a Parish Center where annual drama productions, science fairs, concerts, and art exhibits take place. Smart Board technology has been implemented on all Grade levels.

Our Lady of Wisdom Regional School is operated in full accord with the teachings of the Roman Catholic Church (the "Church"), subject first and foremost and at all times to the Church's moral, ethical, canonical and religious precepts as interpreted by the Executive Pastor, subject to the Diocesan Bishop of the Roman Catholic Diocese of Rockville Centre (the "Diocesan Bishop") and applied by the school administration. The Diocesan Bishop is the final arbiter of the interpretation and application of such precepts to all aspects of school life. These precepts shall be the guiding principles and law upon which the entire life of the school shall be understood.

Mission Statement

Our mission is to ensure that each student receives the highest quality Catholic education. The knowledge and skills our students gain through technology and critical thinking inspire them to recognize the need to pursue high standards. This allows them to achieve personal excellence and success while becoming lifelong learners. Our administration and faculty are dedicated to lead each student through a personal journey of faith and education, encouraging all students to reach their God given potential.

Belief Statement

- We believe that our greatest mission is to communicate and live the gospel of Jesus
- We believe that we teach God's children to live, speak, and act as Christians
- We believe that Mass attendance and daily prayer enrich every aspect of our lives
- We believe that each child is a unique individual with both strengths and weaknesses
- We believe that we empower our students with self-confidence so that they may become valuable members of our school community
- We believe that instructional practices reflect the learning styles and needs of our students making personal achievement and success attainable
- We believe that community growth develops through mutual respect and understanding of different people and cultures.
- We believe that our students can develop into positive leaders of the future who contribute to society through self-discipline and tolerance of others

Profile of Graduates

As a graduate of Our Lady of Wisdom Regional School, our graduates will demonstrate:

- a readiness for the rigorous academics of high school
- a sense of leadership that will foster responsible, ethical and independent decisions

- Christian morality and compassion that will continue into their adult life
- confidence to be academically inquisitive and problem solve using critical thinking skills
- organizational skills that include good study habits and effective time management
- knowledge in our Catholic faith in conjunction with a strong sense of justice that will embrace differences and stand up for what they believe to be true
- a global perspective that is respectful of all that God has given us

ENROLLMENT

Admissions

Acceptance for admission to school requires filling out an application packet, submitting it to the school office, and submitting all necessary documents listed below. Applicants not satisfactorily producing (or completing and signing) the following documents will either have their acceptance delayed or not be accepted into Our Lady of Wisdom Regional School.

- Birth certificate
- Baptismal certificate
- Prior report cards and achievement test scores
- Current immunization and health records signed by physician (see below)
- Prior teacher recommendations and discipline records
- Signed financial obligation contract
- Signed parent-student handbook agreement

A placement exam may be given to new students entering into grades K-8. All first-time students entering Our Lady of Wisdom Regional School are accepted on a probationary basis for the first twelve weeks.

- Children must meet the age requirements as outlined by their respective public school districts in order to enter kindergarten or the first grade.
- Priority for admission will be given in this order:
 - Applicants who have siblings already in attendance
 - Applicants who are graduates of OLOW or Infant Jesus School
 - Applicants who are supporting members of one of our four regional parishes (verification of support will be given by the Pastor)
 - All others

Immunizations

Each child entering school must have received the basic series of immunizations. For the health and safety of the entire school, those students who are lacking the required documentation of immunizations will not be accepted into school. Immunization documentation must be presented to the school nurse. The only exception to this regulation would be medical. The Diocese of Rockville Centre does not accept exemptions for religious reasons. Medical-provider signed verification of receipt of immunization(s) required for specific age and grade levels must be received by the school health office.

Required immunization records must be submitted to school before the first day of school. Blood tests proving immunization are acceptable. A physician must sign a medical exemption. Any requests for exemptions must be submitted in writing to the principal and approved by the Superintendent of Schools. If you have any questions, you may call the school nurse, local health department, or State Immunization Program at (518) 474-4675. New York State Immunization requirements for school entrance and attendance are:

- 3 doses of DPT (Diphtheria, Pertussis, Tetanus)
- 3 doses of IPV (Polio)
- 1 dose of Measles administered on or after 12 months of age
- 1 dose of Mumps administered on or after 12 months of age
- 1 dose of Rubella administered on or after 12 months of age
- 1 dose of Varicella administered on or after 12 months of age
- 3 doses of Hib (Haemophilus influenzae Type B for Pre-K students only) (1 dose if given after 15 months of age)
- 2nd dose of Measles (needed to enter Kindergarten)
- 3 doses of Hepatitis B
- 1 dose of Tdap (Diphtheria, Pertussis, Tetanus booster for students born on or after 1/1/1994 and entering in the 6th grade)

Registration/Re-Registration

Re-registration: Re-registration for currently enrolled students will be held beginning in February of each school year. A place for the upcoming school year will be guaranteed for the currently enrolled family who register during the specified time, provided that all financial obligations have been met.

New registrations: Vacancies will be filled on a first-come, first-served basis from a list of applicants who have met all the entrance requirements. There is an annual non-refundable registration fee, which is to be paid at the time of registration to secure a place in Our Lady of Wisdom Regional School.

Transfers

All paperwork for students transferring in from another school must be filled out as described in the "Admissions" section above.

When a child transfers to another school, the parents should notify the principal and the classroom teacher. All school property must be returned and all fees must be paid. Please notify the school office at least one week in advance of the transfer. All records will be sent to the child's new school by mail or Power School. If a child transfers to a public school, parents should register with their parish for religious education classes for that student. Unpaid tuition and fees may cause a delay in records transfer.

FINANCIAL CONSIDERATIONS

Financial Aid

Grants are based on financial need, and distributed as fairly and equitably as possible through our Diocese of Rockville Centre and the Tomorrow's Hope Foundation. (www.tomorrowshopefoundation.org) Any persons wishing to inquire further about additional financial aid opportunities should contact the principal, regional pastors, or school bookkeeping office.

Fundraising

It is the school's goal to limit the number of fundraising activities going on at one time. Parents are expected to participate fully in the fundraising efforts of the school thereby keeping tuition costs down.

Graduation Fee

The parents of 8th grade, Nursery, Pre-K, and Kindergarten students will be charged a graduation fee.

Materials and Technology Fees

A materials fee is charged for each student and a technology fee is charged per family. These fees are assessed each year and cover stationary, supplies, postage, religion textbooks, test-prep books, and upkeep of the school's technology equipment.

Tuition

Tuition rates are published prior to re-registration. In-region tuition rates are applied to those families who are registered members of one of our four supporting parishes and who can submit a letter of support from their pastor. Parents are also required to sign a financial obligation contract. The tuition payment policy is as follows:

- It is required that all families use SMART tuition if paying by debit or ACH. Families who are unable to access the SMART tuition portal must set up a monthly credit card authorization at the school level. Payments by cash and by check (*preferred*) are also accepted at the school office.
- Tuition payments are made in ten equal installments. Payment of each installment is due on the first day of each month, beginning August and ending May. A payment received after the 15th day of the month is considered delinquent and will incur a late fee. The fee is automatically imposed by SMART tuition. All delinquent tuition/fees for the year must be paid no later than May 30th. Students may be prohibited from participating in school activities, final exams, field trips, and extra-curricular events if tuition is not paid up-to-date.
- A meeting will be scheduled with the parent/guardian to discuss tuition payments that are delinquent 45 days or more, so that a plan of payment can be arranged. The executive pastor and the principal will be at the meeting with the parent/guardian.

- Registration for the following school year and/or enrollment in September may not be allowed for children of families who have neither paid all due tuition nor made acceptable arrangements with the principal and executive pastor. Similarly, in accordance with Diocesan policy, please be advised that all elementary school financial obligations must be up-to-date prior to graduation. Acceptance into a Catholic High School does not confirm attendance if there is an open balance at the elementary school level.
- If a student withdraws after school begins, tuition will be refunded on a prorated basis, except in cases of suspension or expulsion, or as determined by the administration. When a child is withdrawn from school, we urge the parents to make an appointment with the principal to discuss the circumstances.
- Any family who wishes to pay their tuition in full and does so prior to September 15th will receive a ½ percent discount on the tuition for the school year.

ATTENDANCE

Absence Reporting

Regular attendance and punctuality are necessary for success in school. Each absence or late arrival is a loss to the pupil. It hinders and delays the progress of the class and imposes extra burdens on the teacher. If a child is absent, a note from the parent/guardian must be sent to school when the child returns. The note should state the specific reason for the absence. The school may contact the parents/guardians of students who are absent.

Any planned and/or prolonged absence (out-of-town funerals, vacations, etc.) should be discussed with the classroom teacher in advance. The parent should also send a note in to the office to alert the school to the child's expected absence.

Absences are classified as either excused or unexcused. Please call the school nurse to report your child's absence prior to 9am. An excused absence allows the student extra time to make up work which was missed and to still receive full credit for the assignment(s). Generally, the number of days a student is absent is the number of days that the student will have to make up the work that was missed.

An absence that exceeds 4 days requires a physician's note. The school gives an "excused" for absences related to: approved school-sponsored field trips, religious obligations, funerals for immediate family members, unsafe travel conditions, family emergencies, district bus problems or court appearances. All other absences are considered "unexcused", including 'Take Your Child to Work Day', high school visits, vacations, music/dance lessons, CYO trips, "didn't have a ride," truancy and non-emergency doctor/dentist appointments.

With all absences, it is the responsibility of the student to check with each of his/her teachers to see what work needs to be made up. The student will not be given credit for work that is not made up in the designated time allotted. Students who are absent on a given day are not be permitted to participate in school-sponsored extra-curricular activities (sports, clubs, etc.) and rewards/privileges that students have earned (free dress days, school dances, assemblies, field trips, etc.).

Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law. If a student has more than 10 unexcused absences, a conference with the administration will be required. A plan will be devised to help the child reach his potential. Parents will be expected to comply with the plan.

Early Departure

The school cannot guarantee that requests for early dismissal or changes to pick-up arrangements will be granted after 1:30 p.m. (or 10:30 a.m. on early dismissal days). If it is necessary for any child to be excused from school during the day, a written excuse must be presented to the school office the morning of the request for early dismissal stating the reason and time of dismissal. The person picking up the child must also be included.

Illness

Children are sent home when the nurse or supervising adult feels that the child may be too ill to remain in school. Parents are urged to keep their child home from school for observation when signs and symptoms of illness and/or contagious disease are noted. A student should be free of fever for 24 hours before being sent back to school. A medical provider's note that a child is able to return to school must be provided after absence for contagious disease. Children with injury treated by a medical provider, or who have had surgery, must submit a doctor's note regarding physical activity (Physical Education, participation in after school clubs/sports, and recess activity.)

School Day

The full school day at for K – 8 students is 8:00 am - 2:30 pm. [The N and PK school day is from 9am – 3pm]. If a student does not ride the bus, parents should be prompt in bringing their child to school and in picking them up after school. Students cannot be left at school earlier than 8:00 am, or later than 2:30 pm unless prior arrangements have been made. The permissible exceptions to this include students who are attending extra help with a teacher, staying for a school club or attending our before- / after-care program. ** On half-days, the school is open from 8:00 am until 11:30 am for students in grades K – 8 and from 9am – 11:45am for students in grades N and PK.

Severe Weather

In case of extreme weather, parents will be contacted through SchoolMessenger, our automated parent notification system. In addition, school closings will be listed on the OLOW website. It is the parent's responsibility to be aware of weather and road conditions so that they may anticipate closure. If a school district closes, they may not provide transportation to our school, even though we may be open.

Tardiness

It is important that every child develop the habit of being on time. Students not riding a bus and arriving after 8:15 a.m. will be marked tardy. Tardy students are to go to the office for a late pass before going to their homerooms.

Incidences of tardiness will be classified as either excused or unexcused. The following are valid reasons for tardiness (excused): medical problems, weather-related problems or late buses. All other reasons are categorized as "unexcused". Excessive tardiness will require a parent conference with the Principal.

PARENT PARTICIPATION, COMMUNICATION AND RESPONSIBILITIES

Class Parents

Class parents are volunteers, whose duties are to assist the principal, teachers and students in various ways, including fundraising, crafts and field trips. Teachers set up the class parent selection process.

Communication

OLOW uses varied communication methods. Paper notices are regularly sent home from the school office. In addition, www.olorregional.org is utilized to publish announcements. Finally, the SchoolMessenger platform is used to broadcast voice, email, and text messages to school families. Families have to actively opt-in to receive text messages specifically.

Confidentiality

Students must be advised that confidentiality may not be maintained if the matter involves health, life or safety. In which event, staff must report appropriately. Confidential information of our Department of Education must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as messages left on voice message systems, public telephone conversations, and conversations in open areas.

Custody Issues

Unless or until documentation is presented otherwise, both parents have the same rights with regard to their child. Upon notification as to custodial issues, parents will be asked to provide any and all

court documentation regarding custody. The documents should be provided to the Principal for review.

Parent Association

The parent association is an organization of parents and volunteers. Under the approval and direction of the principal, the PA assists the school with fundraising efforts, social interaction of parents, student events, and parent education. All volunteers are encouraged to become active participants in the parent association to provide the necessary link between the home and the school. There is typically one general PA meeting each month. Additional meetings arise based on the upcoming schedule of events with regards to fundraising, enrollment, and school programs.

Parent / Teacher Conferences

Conferences are held at the end of the first trimester for all students. At least one parent is required to attend the conference. In certain cases, students may be asked to attend the conference. Special conferences may be scheduled by the parent or teacher if the need arises throughout the school year. Please do not attempt to conference with teachers while teachers are on duty with students.

Progress Reports

All students will receive progress reports at the six-week mark of the first trimester. Parents are asked to sign these reports and return one copy to the child's homeroom teacher within three school days. Progress reports and parent teacher conferences will be issued and conducted respectively on an as-needed basis after the six-week mark. Parents or teachers can initiate a request for a progress report, conference, or both.

Records

If a parent wishes to view his/her student's records, we ask that a request be made in writing and submitted to the school office at least 24 hours in advance. The following items will be found in the student's file: academic transcripts, academic testing information, a school application and an emergency information sheet.

Report Cards

Students will receive report cards every 12 weeks. Report cards are to be reviewed and signed by the parent and returned to the homeroom teacher within three school days. Release of report cards may be delayed if a family's financial obligations are not up to date.

Regional School Board

The Pastors of the four supporting parishes, two lay representatives from each parish (chosen by the Pastor and Principal), and the Principal serve on the Our Lady of Wisdom Regional Catholic School Board. The Board provides overall policy direction and guidance for the school as it strives to achieve the goals that are set forth in the Mission Statement. The Board is strictly advisory to the Pastors and Principal in matters pertaining to finance, school policy, growth and direction.

School Directory

School directories are published each year. With the parent's permission, the school will list: student's name, parent/guardian name, address, home phone number, e-mail address and grade level. Information in the directory is to be used strictly by school families for school-related functions.

School Office Hours

The office is open on all school days from 7:30 a.m. until 3:00 p.m., except on early dismissal days, when the office closes at 12:00 pm. No parent or student will be permitted to re-enter the building after dismissal during the week or on weekends for the purpose of picking up forgotten books, assignments, personal items, etc. It is the student's responsibility to remember these items.

Visitors/Security

To ensure the safety of all students, school doors are kept locked at all times. Visitors to the school during school hours are asked to come in through the front door on Myrtle Avenue, stop at the school office, and sign in. Fire regulations require that the school office knows the presence of all persons in the building. No class or teacher should be interrupted during school hours without permission received from the

principal. Parents who wish to speak with a teacher should call the school office first to schedule a meeting time. Any persons not following the visitors / security policy may have their in-school visiting privileges suspended or revoked during school hours. Any graduates who wish to visit may only do so during lunch or recess time so long as prior permission has been obtained from the principal.

Volunteers

Catholic schools depend on parent and volunteer participation in donated time to keep tuition down. This participation also offers volunteers an opportunity to share in their child's education. All volunteers must be background screened, complete a Volunteer Code of Conduct form and attend a Virtus training class.

STUDENT DISCIPLINE AND EXPECTATIONS

Dress Code

School uniforms must be clean, mended at all times, marked with the family name, and sized properly for the student. Shirrtails and blouses must be tucked in at all times. Shirtsleeves and pant legs must be rolled down. All shirt buttons must be fastened. No colored or printed t-shirts may be worn under uniform shirts/blouses.

Scout uniforms may be worn on scout meeting days and team jerseys. Likewise, for students on Our Lady of Wisdom Regional School sports teams, the team jersey top may be worn on game day along with the required OLOW school pants / shorts for that given day.

Make-up, acrylic nails, and nail polish are not permitted. Nails must not extend beyond students' fingertips. Small, non-distracting religious jewelry may be worn, but not more than one ring, one bracelet or one necklace. Girls with pierced ears may wear stud or small ball earrings. Bottom of lobe must show. Boys are not allowed to wear earrings or non-religious jewelry. No other body piercing is allowed. The principal has the authority to decide what is appropriate and acceptable in all uniform and grooming questions.

Parents are responsible for seeing that students comply with the dress code of Our Lady of Wisdom Regional School. Faculty members share the responsibility for enforcement. The school reserves the right to decide whether a student's grooming is in accordance with the school's standards. Those in violation of the uniform and personal appearance (including personal cleanliness) codes will be given notices of infraction and parents contacted. Parents will be called to rectify any deviations from the uniform regulations. All students will wear uniforms from the first day of school until the close of the school year. Notices of exceptions to this rule (free dress days) will be sent home, announced in school, or both.

OLOW uses Flynn and O'Hara for the school uniform program. The Student Dress Code is as follows:

Girls Grades K - 8

- Regulation long sleeved or short sleeved uniform blouse
- Regulation jumper (grades K - 5)
- Regulation skirt (grades 6 - 8)
- Both jumpers and skirts should be knee length
- Regulation knee-high socks (black or navy tights may be worn during cold weather)
- Black or navy supportive school shoes with rubber soles, and a strap (no boots, sneakers, sandals, open-heeled or open-toed shoes allowed). Heels should be no higher than one inch
- Crossover tie (grades K-5)
- Regulation red cardigan sweater or crew neck pullover (grades K-5) from 10/15 – 4/15.
- Non-uniform jackets and coats are permitted to be worn outside of the building at recess, on school trips, during outdoor P.E. days, etc.
- Only school-issued (OLOW logo) sweatshirts are permissible while in the building. These are permitted to be worn between 10/15 and 4/15 as well as during times when the classroom teacher deems it necessary.
- Regulation walking shorts (K-4), with regulation knit shirt are optional before October 15 and after April 15. Girls have the option of a regulation skort (K-4)

Boys Grades K – 8

- Regulation long-sleeved or short-sleeved shirt
- Navy slacks with a black or navy belt
- Navy blue or black crew socks
- Regulation cardigan sweater or regulation pullover vest (grades K - 5) from 10/15 – 4/15
- Black supportive school shoes, with rubber soles (no sneakers, boots or slip-ons)

- Regulation tie
- Only school-issued (OLOW logo) sweatshirts are permissible while in the building. These are permitted to be worn between 10/15 and 4/15 as well as during times when the classroom teacher deems it necessary.
- Regulation walking shorts (K-4) with regulation knit shirt are optional before October 15 and after April 15
- Non-uniform jackets and coats are permitted to be worn outside of the building at recess, on school trips, during outdoor P.E. days, etc.

PE Uniforms - All students

- Sneakers with good support are required for all grades.
- All students must wear appropriately sized, regulation navy gym shorts or walking shorts and regulation navy T-shirt with school logo.
- During the winter months, students may wear regulation navy sweat pants and sweat shirts (with or without hood) with school logo imprinted.

Free Dress Days - (chosen at the discretion of the Principal)

- Shoes and socks/nylons must be worn. No boots, sandals or open-heeled/open-toed shoes allowed.
- Jeans may be worn provided they are not frayed, too tight or have too low of a waist.
- Tank tops, t-shirts with distasteful slogans/pictures, see-through tops, crop tops, halter/spaghetti strap tops, leggings, miniskirts, or short shorts are not allowed (only walking shorts, or skort, cut 2" above the knee, or longer, are allowed). Clothing must be decent and in good taste. No midriffs should be showing at any time.
- Parents will be called to rectify any deviations from the regulations.

Hair Code

Boys

- Front - hair may not touch the eyebrows. Back - hair may not touch the collar of the shirt. Sides – hair must be cut above the ears
- Hair must be kept clean and combed at all times.
- Hair cannot be bleached, highlighted, colored or cut in an inappropriate style.

Girls

- Hair must be kept out of the eyes. Hair may not touch the eyebrows.
- Hair must be kept clean and combed at all times.
- Hair cannot be bleached, highlighted, colored or cut in an inappropriate style.
- Hair ornaments must be small and in colors that match the school uniform.

Progressive Discipline Policy

In an effort to help students adhere to the school's policies, we have set forth a program of infractions in grades 4-8. Infractions may be given to any student who does not adhere to the policies set forth in the Handbook and to the policies set forth by each classroom teacher. In order to avoid receiving an infraction, parents and students should become familiar with the discipline guidelines. It is the school's intention to help students to improve their behaviors so as not to receive an infraction. Some of the methods that the school may use to achieve this goal include, but are not limited to:

- Reemphasize behavioral expectations at the time the student misbehaves.
- Employ behavior contracts to establish and reinforce behavioral expectations.
- Involve parents in discipline issues.
- Hold a meeting with the student, parent, and teacher to provide feedback on misbehavior.
- Conflict mediation or resolution by teacher or principal.

- Require students to attend workshops on anger management or building self-esteem, with parent consent.
- Refer misbehaving students to a counselor, social worker, mental health counselor, mentoring agency, or behavior interventionist, with parent consent.
- Require students to attend in-school detention during recess.
- Require students to attend after school detention, with parent consent.
- Adjust the student's class schedule or placement, if possible, to maximize academic and behavioral improvement.
- Require students to meet with a student or adult mentor at school with whom they can check in periodically.
- Require students to engage in a reflective activity, (i.e. writing an essay about misbehavior, and choose an appropriate way to apologize, make amends to those harmed or offended, etc.)

Three minor infractions lead to a recess detention. Subsequent infractions could lead to a 45 minute after-school detention. Minor infractions may be given for the following, but not exclusively for:

- Disruptive classroom behavior
- Use of vulgar language
- Improper/incomplete uniform
- Improper behavior in the schoolyard, bus room, bathroom, or any other school area
- Reported improper behavior on the bus
- Failure to complete homework assignments or coming to class unprepared
- Failure to follow school rules regarding cell phones / electronic devices / toys brought to school

Detentions will immediately be given for the following reasons:

- Disrespect towards faculty or staff member (answering back, cursing, obscene gestures, etc.)
- Fighting on school bus
- Bullying of any kind
- Cheating, stealing, forgery, vandalism

Students will be sent home from school early and suspended pending the review of the details that pertain to:

- Fighting in school, hallways, schoolyard or bathrooms
- Pushing, tripping, shoving, or any other physical action which may cause injury
- Excessive occurrences of actions listed in the two prior sections (minor infractions / detentions)

Staff will fill out necessary slips. One copy will be sent home for a parental signature, another copy will stay with the teacher's records and a third will be sent to the office. After-school detention will take place once a week from 2:45-3:30 p.m. Parents are responsible to pick up the students at 3:30 p.m. Full cooperation is expected from parents in regard to pick up time.

Student Expectations

Below is a list of student expectations for **ALL** grade levels. Failure to follow can result in disciplinary action. Disciplining children is the responsibility of the parents. The parents delegate a certain amount of this responsibility to school staff during school hours. The school accepts this responsibility as long as it does not interfere with the educational process. The school principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Christian principles of respect for the rights of others will govern the actions of all. Students are expected to follow all of the explicit and implicit rules of good order, and to accept the consequences for failure to do so. Each teacher will post room rules and review them the students. The teacher will explain general school rules, such as the ones that follow, to the class also.

- Students must be respectful at all times to all adults and fellow students. (Improper language is not allowed.)
- Students must be attentive, reverent and active in all school liturgies.
- Students must keep all school property unmarked, clean and litter free.
- Students must respect the property of others.
- Students are expected to follow all school rules (classroom, playground, etc.), bring all necessary materials to class, follow all teachers' instructions, and complete all class and homework assignments in a timely fashion.
- Students must allow the learning process to continue uninterrupted.
- Students are not allowed to chew gum in school, on school property or during school sponsored events.
- Students must avoid activities and actions away from school that would bring criticism or negative publicity to Our Lady of Wisdom Regional School.

Each teacher is responsible for discipline in the classroom. The teacher and/or the principal will communicate with the parents by note or phone call when the student's behavior does not meet standards. Since parents' cooperation is essential for effective correction, any non-cooperation will be considered grounds for student dismissal (expulsion).

Expulsion is an extremely serious matter. The school will make reasonable efforts to seek other possible solutions with the parents prior to student expulsion. Immediate expulsion can take place when a student is selling or distributing a harmful substance, has a weapon in his / her possession, or causes injury to a student or a member of school personnel.

Dignity for All Students Act

The New York State Dignity for All Students Act (The Dignity Act) was signed into law in September, 2010 and became effective July 2, 2012. All children have the right to attend school in a safe, welcoming, and caring environment free from harassment and discrimination. The Dignity Act ensures this for all New York State public school students. Although religious and private schools are exempt from the Dignity law, much of what has been signed into the Dignity Act has been and continues to be practiced in our Diocesan schools.

The school curriculum and programs are built on strong Catholic principles that underscore the goal for our students to be more like Christ in their thoughts, words and deeds. Instruction in civility, citizenship and character education is standard curriculum in our schools, with a strong emphasis on principles of honesty, tolerance, personal responsibility, respect for others, observance of the laws and rules, courtesy, and dignity and respect for all.

Faculty, staff, volunteer, and student behavior is expected to conform to values consistent with the Catholic faith.

Medication

By law, medication may not be administered by school personnel without a medical provider's prescription and parent/guardian signature. This includes both prescription and over-the-counter medicines. All medicines should be brought to the Health Office in the original, unopened and labeled container. The school will not be held responsible for any medication that is taken by a student when not under the supervision of the school nurse or other legally identified school personnel.

Health Services Screenings

Grade level required screenings for vision, hearing, scoliosis and height/weight will be conducted by the school nurse unless performed by a private physician and received by the Health Office. Grade level required well-child and sports physicals will be arranged with the school physician, and conducted at the school, during school hours, unless a medical provider's examination is received by the Health Office within the specified time frame. Any questionable screening and school physician findings will be sent to

the parents along with a request for medical follow-up. A dental card for specific grade level examination will be sent home to be taken to your personal dentist and then returned to the Health Office.

Physicals

New York State requires all new students, Nursery, Pre-Kindergarten, Kindergarten, 2nd, 4th, and 7th graders to have a physical exam. Documentation must be in the nurse's office prior to October 15th or the exam will be performed by the school physician. All students entering the 6th grade must have proof of Tdap vaccine and Varicella (chickenpox) vaccine or documentation by their physician of having the illness. Any student entering the 6th, 7th, or 8th grade that plans on participating in an after school sports program MUST have a sports physical completed by your physician prior to the first practice. Physicals are good for one year. Forms may be picked up at the nurse's office.

Food Allergy Policy/Celebrations

OLOW has been, and will continue to be vigilant in preventing food allergic reactions. Our staff is aware of the food allergies for children in their classroom, and will be diligent in their efforts to prevent any sharing of food items between students.

- 1) Food and beverages are not to be shared or exchanged between students. Food or beverage is not to be eaten, shared or exchanged on the school bus. The same applies while in the school building and on school-sponsored events such as field trips, after-school programs, dances, etc.
- 2) All food or beverages brought into the school for consumption by any student other than your own must be commercially produced, or be from a licensed food provider, in protective packaging, and with an ingredients list as provided by the manufacturer or licensed provider. Mixed food items contained in a single package are not acceptable due to the possibility of cross-contamination.
- 3) A standardized letter, which needs to be signed and returned to the classroom teacher, will be distributed by the classroom teacher and used to inform parents of all special occasion events where food or beverages are to be served. Any food or beverage that is delivered to the classroom before this letter is sent, signed, and returned, by the child's parent/guardian, will not be served. (See below for more information).
- 4) Parents with children who have food allergies are asked to file a current and updated Food Allergy Action Plan with the Health Office.

Birthdays and holidays are important to every child. Children like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude those children who have food allergies or other dietary restrictions. In addition, frequent sugary snacks do not contribute to achieving our goal of healthy bodies and healthy eating habits for all students. **As such, Christmas and end-of-school-year celebrations are the two times when food celebrations are permitted.**

- Please remember to choose healthy treats.
- Class parents and classroom teachers in tandem, will be responsible for providing an ingredient list to the school prior to the event.
- Celebrations must be approved by the principal prior to permission slips going home.

Below are some suggestions for alternatives to food treats for your child's celebration at school. **Always check with your child's teacher first** to see what he/she finds acceptable for their classroom and be sure to provide advanced notice to ensure a birthday celebration fits into their schedule.

- Read a book to the class.
- Send in supplies and directions for a craft for the students to do. Come into to school to help out with the craft.
- Ask the teacher if you can have a show and tell time for your child on their birthday.
- Make a crown or sash for your child to wear to school on their special day.

- Decorate a box and send it into the classroom. Also send index cards. Have the teacher ask each child to write something nice about the birthday student or draw a picture and put it into the box. The birthday student gets to take the box full of birthday wishes home at the end of the day!

Please feel free to come up with your own creative ideas on how to celebrate food-free. As a reminder, **always check with your child's teacher first.**

Cell Phones/Electronic Items/Toys

Cell phones or other electronic items (including iPods, Gameboys, handheld video games, PDA's, computers, toys, etc.) may not be used during school hours.

For security purposes, students are not allowed to have cell phones with them while in school or on school-sponsored trips. If parents wish to have their child carry a cell phone for use after dismissal, the student is to keep the phone powered off and in the child's backpack until the school day ends. The phone should be labeled with the student's name. OLOW does not accept any responsibility for cell phones, electronic devices, or any other personal items brought to school or to a school-sponsored event.

Fire / Shut Down Drills

Fire drills will be held in accordance with the State of New York regulations. These drills are coordinated with the local Fire Department and fire monitoring company. Lockdown, evacuation, and shut-down drills are also held periodically.

Health Program

The Health Office is staffed by a Registered Professional Nurse provided from the Port Jefferson School District under the direction of their school physician. The New York State Education Department, the Department of Health, the profession of nursing and our Education Department of the Diocese of Rockville Centre provide the standards under which the health office operates. Health forms and other information can be found on the school's website.

The function of the school nurse is to evaluate and strive to maintain the health and safety of the school population. This is accomplished through immunization survey, record keeping, provision of basic first-aid, health needs referral, and education in basic or specific health information and practices. The school nurse coordinates health office functions with the administration, faculty, school staff and parents.

Student Technology Use and Behavior Policy

Our Lady of Wisdom Regional School (the "school") has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

- There is NO RIGHT TO PRIVACY when using the school's technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration.
- There is NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH when using the school's technology resources, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.
- All access to the school's technology resources will be permitted only under the supervision of a member of the school staff.
- The student agrees that all information transmitted through the use of the school's technology resources (e-mail, web page publication, or other Internet postings) will be sent or received only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.
- The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

- The student agrees never to transmit via the school's technology or personal technology resources the personal information (name, age, gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.
- The student agrees never to arrange for a meeting with any person at any time using the technology resources.
- The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.
- The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.
- The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.
- The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.
- The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.
- The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.
- The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).
- The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.
- The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks. Student behavior is expected to conform to values consistent with the Catholic faith.
- The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.
- The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.
- The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member. The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.
- The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.
- The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.
- A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

- Social Networking - Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.
 - Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
 - Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

BRING YOUR OWN DEVICE POLICY

The Bring Your Own Device (BYOD) Policy is an addendum to the Technology Use and Student Behavior Policy. Our Lady of Wisdom Regional School has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Technology Use and Student Behavior Policy. Both the BYOD (Bring Your Own Device) Policy and the Technology Use and Student Behavior Policy must be signed by the student and parent / guardian.

- The student takes full responsibility for his or her personal devices. The school is not responsible for the security or care of personal devices.
- The student is responsible for the proper care of his or her personal devices, including any costs of repair, replacement or any modifications needed to use the devices at school.
- The school reserves the right to inspect and/or confiscate a student's personal devices if there is reason to believe that the student has violated school policies, has used such devices in connection with any inappropriate conduct, or in any way poses a danger to himself, herself or others.
- The student will comply with any teacher's request with regard to personal devices and will only use devices in an area that is visible to and under the supervision of a school faculty and/or staff member.
- The student may not use the devices to record, transmit or post photos or video of a person or persons on the school campus. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of the administrator (principal) at the school.
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day. Cell phones may only be used by students in an emergency with the consent of the responsible adult in charge.
- Personal devices used in school are not permitted to connect to the Internet through 3G, 4G, or other content service providers. Devices used in school must access the Internet via the school's content filtered wireless network.
- Students will only use appropriate educational applications on their devices under the direction and supervision of a teacher and/or staff member.
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- Cell phones and other devices will be taken from the student if used without permission of the responsible adult in charge, and will be held in the office until picked up by the parent/guardian of the student.

Please note that, unless specifically directed to do so, students are never required to bring in personal devices to school. All students will continue to be able to utilize the school technology equipment for educational purposes, and will not be left out of the instruction practice.

As a student I understand and will abide by the above policy and the Technology Use and Student Behavior Policy. I further understand that any violation of the above may result in the loss of my device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him, and they understand the responsibility they have in the use of their personal device.

Print student's name: _____ Student's grade: _____
 Student's Signature _____ Date _____
 Parent's (Guardian's) Signature _____ Date _____

School E-Mail Guidelines for Parents

Please refer to the following guidelines with regard to school e-mail correspondence.

- While the transmission of electronic correspondence is nearly instantaneous, staff members and teachers may not be able to read and or respond to your message immediately. Please allow 48 hours for a response.
- Teachers, in particular, will not generally be able to check and/or respond to e-mail during the school day. As a result, please do not use e-mail for communication of an immediate nature, such as “Is my child out of uniform tomorrow?” or “Can you help me with my child’s homework tonight?” or “My child will be absent today.”
- E-mail contact between parents and teachers is not intended to supplant the personal responsibility that students have of communicating their homework and other important school-related messages to their parents.
- Please include a clear and concise subject at the beginning of your e-mail message.
- Please keep e-mail messages short and to the point.

Photo Permission Consent

I hereby grant permission, without reservation, to _____, and to those authorized by _____, to take photographs and to make recordings of my child or children (names outlined below), and to use them in original or modified form in all media now or hereafter known, with or without name or information, solely for the promotion, public education, and/or fundraising activities of _____. I understand and agree that I am entitled to receive no compensation for the above.

I release _____, its officers, directors, agents, employees, independent contractors, licensees and assignees from all claims that I now have or in the future may have, relating to the above. I further agree that _____ will be the sole owner of all tangible and intangible rights in the abovementioned photographs and recordings, with full power of disposition.

I am the parent or guardian of the minor(s) named below, and I hereby consent to the foregoing on behalf of the minor(s) and myself.

Name(s) of Child/Children _____

My name: _____ Signature _____

Sexual Harassment

Sexual harassment shall be defined as any behavior, intimidating or disrespectful action, word or gesture that causes undue trouble, worry or discomfort. The deciding factor is whether a particular phrase, gesture or behavior is unwelcome by the student(s) receiving it or witnessing it. Sexual harassment is illegal and violates state and federal law.

Types of sexual harassment include, but are not limited to:

- Written sexual harassment - letters, notes, invitations or drawings of a sexual nature, or any computer, phone or text messages of a sexual nature.
- Verbal sexual harassment - offensive words and comments, spoken privately to a person or in front of others. Examples include comments about a person's body, name-calling, sexual jokes, using sexual orientation as an insult, sexual suggestions or spreading rumors of a sexual nature about a person.
- Nonverbal sexual harassment - making gestures of a sexual nature, writing a person's name along with a sexual remark, facial expressions (winking, kissing, etc.), suggestive looks, leering, or staring at another person's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.
- Physical sexual harassment - any pats, squeezes, touching, pinching, repeatedly brushing up against another person's body, assault or blocking movement.

With this in mind students are prohibited from engaging in public displays of affection on school property. Any student who thinks he/she has been the victim of sexual harassment should tell the harasser directly to stop and then report the conduct to a teacher, teacher's aide, nurse or principal. Any person coming forward in good faith will be free from any retaliation.

Controlled Substances

The use of illicit drugs and the unlawful possession or use of alcohol is wrong and harmful. A student is subject to immediate removal from class and may be suspended, expelled or referred for prosecution if, while on school property or while attending a school-sponsored or school-related activity on or off school property, there is question of:

1. Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana or a controlled substance).
2. Acting under the influence of an illegal drug: alcohol, narcotic, marijuana or controlled substance.
3. Medication misuse or over-dosage.

Upon removal from class the principal will:

1. Report the incident to the superintendent/police
2. Notify parent(s)/guardian immediately and request a conference

After the conference with the parent and student, the student may be suspended until proof of family therapy has been received in the school office. At the completion of the suspension, the student will return to school with a contract to continue the therapy until the therapist and school feel a complete recovery has been made. Parents in keeping with the Volunteer Code of Conduct have agreed to abstain from all of the above while attending school-related activities, on or off school property, where students are in attendance.

NYS Mandated Reporting

In accordance with NYS law, all teachers, school personnel, and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. If you suspect something, log it and report the incident to the Principal. If the Principal is not available, please contact the Nurse. If you prefer, you can call Child Protective Services directly. You may wish to visit the NYS Office of Children and Family Services website at ocfs.ny.gov website for additional information.

No Smoking Policy

Due to the health hazards associated with smoking and in accordance with state and federal law, Our Lady of Wisdom Regional School prohibits smoking or other tobacco use in all school buildings, on school property and at school-sponsored activities.

ACADEMICS
Assessment

The purpose of assessment is not to discourage a child from learning nor to panic parents but rather to:

- Alert the teacher as to what needs to be re-taught
- Alert the students as to what needs to be practiced

Curriculum

OLOW follows the curriculum standards set forth by New York State and our Diocese of Rockville Centre.

Desks and Chairs / School Furnishings

Desks and chairs are the property of the school. Students should keep their desks and surrounding areas neat and clean. Students may never leave personal items in their desks. School classrooms are regularly used by other entities during non-school hours. OLOW does not accept any responsibility for personal items brought to school or to a school-sponsored event.

Final Exams

Final exams are given to students in grades 6-8 at the end of the school year.

Homework

Homework assignments are given to reinforce the material taught to the students during the day. Homework should foster a habit of independent study. The student is responsible for written as well as study assignments. We ask that parents cooperate by providing the necessary quiet time and place. Proper study habits develop when the student has a regular time and place each day to do this work, especially if parents encourage their child to put forth their best effort. Agenda books are required for students in grades 4-8. They must be checked and signed daily.

Liturgical Celebrations

Children participate in the celebration of the Eucharist at least once each month. The entire school celebrates special feast days and commemorations of special events. Daily prayers in the classroom are a part of the religion program. All students, Catholic and non-Catholic alike, are expected to participate in all religion classes and celebrations. The only exception to this rule is, of course, reception of the Eucharist. Each month, an All School Mass is held. Each grade level hosts one of the Masses and prepares students to read and assist with different parts of the Mass.

Media Center

The Media Center exists to serve the educational needs of the students. Each student and parent will review and sign a policy statement acknowledging appropriate use of the Internet, technological devices, and other services of the Media Center. OLOW has restricted access to inappropriate material on the Internet for the safety of its students and staff.

Promotion / Retention

A student is promoted to the next grade if, considering his/her abilities, he/she has satisfactorily completed the work of the current grade level. Any child who does not meet grade level expectations will be considered a candidate for retention. Summer school may be recommended to children whose academic accomplishments in one or two major subjects do not meet grade level expectations. Documentation of the above must be received before re-admittance in September.

Religion Program

Following the spirit of "To Teach as Jesus Did," the faculty and staff strive to instill within students a knowledge of our Catholic faith. This is done in many ways, including but not limited to: experiencing the Holy Eucharist, developing respect for all peoples and cultures, becoming aware of the needs of those around them, participating in prayer services, and responding to these needs in service.

Sacramental Preparation

Religion is taught on a daily basis. Students in grade two receive preparation for the Sacraments of Reconciliation and Eucharist. Regulations can be obtained from the Religious Education office in their respective parish.

Confirmation will be received during the 6th, 7th, 8th or 9th grade year according to the respective parish regulations. Some preparation for reception of the Sacrament is given in school, but the parent and student hold responsibility for meeting the requirements.

School Supplies

A supply list is sent home towards the end of each school year. Students are expected to have all needed items on the list at any given time during the year. Parents must replenish depleted items.

Special Testing/Child Study/Resource/Remediation

It is the goal of Our Lady of Wisdom Regional School to work closely with parents and the school districts to obtain the necessary services for students. At times, some students may benefit from special testing. If the administration feels that it is appropriate, a conference will be held with parents to help them throughout the process. Any paperwork needed by the testing agency will be mailed directly to the representatives of the testing agency. Parents are expected to follow Teacher/Principal recommendations of testing by the local district. Parents must share information about the results of the testing with the school so that the school may better meet the needs of the child.

For those students who have not yet been evaluated, or who may not qualify for services, written permission may be obtained from the parents for the child to participate in our school-based remedial program(s). These programs include having the student:

- attend extra help sessions before and / or after school
- participate in instruction with our math remediation teacher
- meet with the school psychologist

Standardized Testing / The New York State Tests / The Iowa Test of Basic Skills / Cogats

Our Rockville Centre Diocese follows New York State's testing policies. The State of New York has determined that evaluation of students in particular subject areas at certain grade levels be undertaken. OLOW follows the program and schedule mandated by the state and our Diocese. In grades 4 and 6 the ELA and Math exams are given. In grades 4 and 8 the science exam is given.

Rockville Centre Diocese has mandated that the Iowa Test of Basic Skills be used in grades 2-8. Tests are administered in October and are meant to provide the teachers and the principal with information regarding the natural abilities as well as the educational growth of the students. The Cognitive Abilities Test is given in grades 1 (in the Spring of each school year), 4 and 7 as required by our Diocese.

Textbooks

Children in grades K-8 receive textbooks through BOCES. Textbooks chosen conform to Diocesan curriculum guides and the New York State standards. The student is responsible for the care of textbooks, which are government property. Books are to be kept covered at all times, and returned to BOCES at the end of the year. Lost or defaced books are the responsibility of the individual student. Parents are responsible for writing in the child's name, date and condition of book – and to check the ISBN number and copyright date.

After-School Activities

There are various after-school activities offered for students. Students must be pre-registered and pre-paid for these activities. At the end of each session, students must be picked up on time from these activities. Leaders of these activities must check in with the school office before the start of their activity each day. Copies of registration forms and permission slips must be filed with the school office with updates submitted when applicable. Leaders of these activities must have a completed Volunteer Ministry form on file in the school office, Virtus training, volunteer code of conduct, and background

screening. ***Attendance in school through the end of the school day is a requirement for students wishing to participate in that same day's extra-curricular events. Participation in After-School Activities may be denied if school tuition and fees are not up-to-date.***

Band

The Paul Effman Band Program is available to students in grades 1-8 during school. A special fee is charged for this activity. Students whose tuition and fees are not up to date may not be permitted to participate in this program.

Building Use

Permission must be obtained from the principal in order to use any classroom or other facility including the Parish Center during school hours. All after-school programs must be completed by 3:45pm each school day. Programs that wish to run on weekends and after 3:45pm on weekdays must also receive permission from Infant Jesus Church.

Distribution of Material

No flyers, unsolicited material, birthday or invitations, etc. of any kind shall be distributed on the property of Our Lady of Wisdom Regional School without the prior approval of the Principal.

Emergency Contact Form

It is the responsibility of parents/guardians to properly complete the emergency contact form sent home at the beginning of each school year. Since it is important that these forms are up-to-date, any changes in information during the school year, especially phone numbers, should be sent to the school office.

Each year a Health Office Emergency Contact Card is sent home to be filled out by the parent for each student. It is important that this card be returned and that the school is notified, in writing, of changes in the child's medical condition, and/or emergency information.

Field Trips

- Field trips are an educational and cultural experience planned by the teachers.
- Field trips are privileges. Students can be denied participation if they fail to meet school guidelines.
- Each student will be required, prior to the time of the trip, to pay a fee to cover the transportation, admission expenses, or both. A parentally-signed permission form is required prior to each trip. This slip indicates the parent's consent to have the child participate.
- All field trips will be chaperoned. The number of chaperones will depend on the age of the students and the type of trip. Parents may be requested to chaperone a class on a field trip. Parents, as chaperones, may not bring additional children on a field trip nor deviate from the planned activities. No parent or guardian will be allowed to accompany students on field trips if they have not undergone background screening, completed a volunteer code of conduct, and attended Virtus training.
- Any student not participating in a field trip is required to attend school as usual or be counted absent. The student is to have a note from the parent explaining why the child is not participating.
- The school shall not be held responsible for any accident or mishap that may occur on a field trip. Parents will be expected to pay for any damages incurred by their child on any field trip.
- Student field trip privileges may be suspended if tuition and fees are not up-to-date.

Lost and Found

It is the parent's responsibility to see that the child's personal belongings are properly marked. OLOW will not be held responsible for any lost articles. Unclaimed articles are given at the end of each trimester to organizations that might benefit from their use.

Messages / Phone Calls

The office staff is available to serve you in an emergency, but will not be responsible for non-emergency messages to the student. Children will not be allowed to make or receive phone calls from the office except in emergency situations. To minimize instructional disruptions, any items left in the office for students will be delivered to them by an office staff member during non-instructional times.

Please direct all initial questions about classroom activities, behavior, schoolwork, etc. to the teacher first. Once the teacher has had an opportunity to speak with the parent the Principal will conference with all parties involved if need be.

Pesticides

Pesticides may be used at school or on school grounds if deemed necessary. A visual inspection by a licensed exterminator is done once a month. Necessary treatments will be applied after school hours on Friday afternoon.

School Pictures

School pictures will be taken in the Fall. Uniforms will be required for individual and class pictures in the Fall. Parents will be notified in advance of Picture Day. There will be individual pictures taken in the Spring and free dress will be allowed during the Spring picture session for those students involved.

Special Events

Parents are encouraged to participate in various programs each year. These programs will be noted in communications to parents. Teachers may require student attendance at some of these functions, for example: band/choir/concerts, academic contests, community service projects, plays/pageants, moving-up and graduation programs, Parent Association programs, etc.

Transportation

Most students in kindergarten through eighth grade are transported to school via school buses provided by the student's respective home school district. Bus applications are filled out by the parent in March and are submitted to the public school district for the upcoming year. The districts handle all aspects of the busing process. Students are to follow all rules set forth by the bus driver and the transportation company while on the school bus. Students are not permitted to ride a different bus home other than the one that they are assigned to through their public school district.

All discipline problems on the school bus will be handled by the bus driver and the transportation company. This information will then be communicated to the district, parents and principal.

BUS REGULATIONS The following basic rules are reviewed by the teachers and bus personnel. Please impress upon your child the importance of the following bus rules:

- Arrive at the bus stop on time
- While waiting for the bus, be careful not to damage anyone's property
- Line up in a single line to board the bus; no pushing or shoving
- Wait until the bus comes to a full stop before boarding
- Remain seated with seat belt on while bus is in motion
- Follow the instructions of the driver at all times
- Students can only ride on their assigned bus
- Eating and drinking is not permitted on the bus

Failure to follow the above rules will result in school district behavior reports:

First offense: Warning notice given to student. Copy sent to parents from bus driver. Copy given to school. School speaks w/ parents to discuss the situation.

Second offense: Letter of apology from students who have misbehaved to bus driver and to other student(s) involved, if any. Student's seat on bus gets changed.

Third offense: Temporary suspension from bus

Fourth offense: Suspension from bus for remainder of school year

DROP-OFF / DISMISSAL / PICKUP PROCEDURES

Drop-off: All K – 8 students being dropped off by parents or large bus enter through the two white doors in the front of the school building. Students arriving by mini-bus enter through the 2 doors facing the recess area.

Drop-off: All N and PK students being dropped off by parents enter through the 4 doors at Montfort Hall facing the teacher parking lot by the Parish Center.

In all cases, parents should neither escort their child into the school nor should they seek to drop their child off in the classroom. Parents who have other business to conduct at school after dropping off their child must sign in at the main office and speak with the secretary.

K – Gr. 8 parent pickup location – Dismissal from white doors by 4th and 5th grade hallway.

N and PK parent pickup location – Dismissal from 2 doors facing the recess yard.

K – 8 bus dismissal location – Assemble in assigned bus-room, then exit building through doors that are closest to the bus that will be boarded.

All: Please have photo ID available when picking up a student at dismissal time. Students being picked up from the pickup area must have submitted a written, dated, and signed note from their parent or guardian indicating such. The name of the person picking up the student must also be included in the note. Please avoid changing dismissal plans mid-day whenever possible. Please avoid making dismissal arrangements via phone call or email to the school.

No student will be permitted to leave school early without a written request from their parent/guardian. Any parent/guardian picking up their child early must sign out their child at the school office. Photo identification will be required when picking up a student. *Attendance in school through the end of the school day is a requirement for students wishing to participate in that same day's extra-curricular events.* Please avoid making early dismissal arrangements via phone call or email to the school.

Parking

Port Jefferson Village Constables regularly assist with student arrival and dismissal. With this in mind, please keep the school side of Myrtle Avenue clear of cars. This will ease student arrival and dismissal procedures as well as make it more convenient for the school to receive deliveries. Please park on the opposite side of Myrtle Avenue or park on a side street where permitted.

Asbestos Management Plan

In accordance with 40 CFR §763.84.c, regard this statement as the school's annual notification to all workers, students and or their legal guardians that the school continues to maintain its Asbestos Management Plan (AMP) which documents all performed or planned asbestos related inspections, response actions, and post- response action activities, including periodic reinspection and surveillance activities within the school campus. A copy of this AMP is available for your review and or inspection within the main Administrative Office of the school.

Amendments

The Principal retains the right to amend the handbook for just cause. Parents will be provided notification if changes are made.