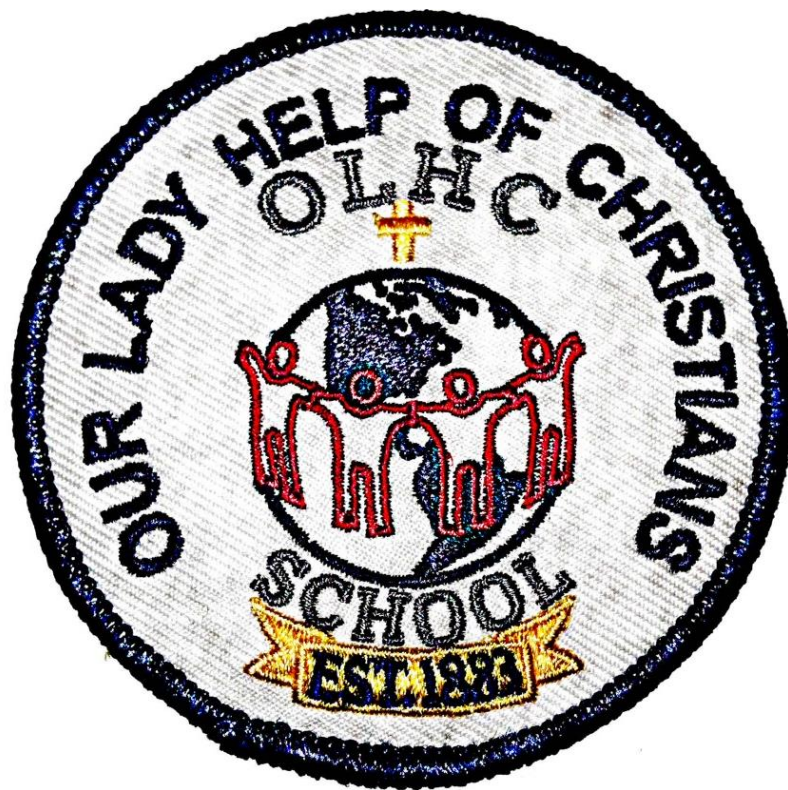


Revised 2013-2014

OUR LADY HELP OF CHRISTIANS SCHOOL



PARENT/ STUDENT HANDBOOK

**OUR LADY HELP
OF
CHRISTIANS SCHOOL**

**23 North Clinton Street
East Orange, New Jersey**

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September 1997
June 2002
Revised 2013-2014

Distribution of the Handbook

The Handbook should be reviewed by families online, each parent/ guardian will be asked to sign a paper acknowledging that the Handbook’s contents govern in all circumstances. This signed acknowledgement will be kept in the Principal’s Office throughout the school year. Paper copies can be purchased (\$) in the main office.

A. The Policy of Non-Discrimination:

NON-DISCRIMINATION POLICY

Our Lady Help of Christians School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. Our Lady Help of Christians School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

B. Binding Effect:

PURPOSE AND USE OF HANDBOOK

This Handbook exists to foster the efficient operation of Our Lady Help of Christians School. To meet this objective, the School administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/ guardians.

AMENDMENTS TO HANDBOOK

This Handbook is subject to change at any time when determined to be necessary by the School Administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

C. Address, Telephone and Fax Number of School:

Our Lady Help Of Christians School
23 North Clinton Street
East Orange, New Jersey 07017
(973) 677-1546 (main office phone)
(973) 677-3939 (fax)

www.njolhc.com (website)/ info@njolhc.org (e-mail)

D. Philosophy:

Our Lady Help of Christians is Catholic Elementary School strongly dedicated to quality education, social, cultural, and physical development of each child.

We believe that, faculty and school have been entrusted with this great responsibility “the development of their total person”.

Our School is designed to create a Christian atmosphere in which an individual may know, love, and serve God, leading each student to the realization of his or her own dignity, exploring their abilities through confidence and self –esteem for their own betterment and that of the world.

Parents are strongly encouraged to lead their children in home prayer, reading the Bible and attendance at the place of worship of their faith. We choose to inspire total growth in an atmosphere of creativity, sensitivity, sensitive to our many cultures, where care and respect of self and others is a main consideration.

This interaction of parents, administrators, teachers, student and the resources made available by the community is considered to be an integral part of the formation of each child in order for him/her to realize that learning is taking place in a positive environment where pride and leadership emerge.

E. Mission Statement

The mission of Our Lady Help of Christians Catholic School is to provide the spiritual and educational services that are conducive to the full development of the students, faculty, and families in our multicultural community.

The staff of Our Lady Help of Christians School is committed to making all our students aware of the existence of God and HIS unconditional love. We are dedicated to nurturing positive Christian Catholic Values. We strive to encourage a healthy Spirit of competition through an evolving curriculum in academics, technology and physical activities.

Belief Statement

Our Mission is accomplished as we continue to:

- encourage the positive contributions of each student through his/ her unique God-given talents,
- instill in each student the love of God and the love of all God's people,
- provide the framework for building one's self-esteem and their success in a changing world,
- promote the development of respect and good conduct among its students body and the community, and
- encourage the establishment of respectful parent-teacher-student relationships.

ADMISSIONS

A. Policy on Admission of Students:

Our Lady Help of Christians School gives preference to:

*siblings of students already enrolled at OLHC

*Registered parishioners of Holy Spirit /Our Lady Help of Christians Parish who currently have siblings or non-siblings in the school and are using church envelopes.

*Catholic student registered in parishes other than Holy Spirit/ Our Lady Help of Christians Parish and who currently have sibling or non-siblings in the school

*Non-Catholic students of our local communities.

B. Technical Requirements:

1. Age:

- The Pre-Kindergarten child must be two and one half (2^{1/2}) years of age and toilet trained.
- A birth certificate must be submitted for proof of age of all students.

2. Health & Immunization Requirements

IMMUNIZATION REQUIREMENTS

DTaP/DTP

a minimum of four doses, provided at least one dose is given on or after the fourth birthday or a total of five doses.

OPV

a minimum of three doses, provided at least one dose is given on or after the fourth birthday or a total of four doses

Measles

One dose can be administered to any child 15 months or older entering a child care setting. 2 doses are need if a child is entering Kindergarten with at least a month between doses.

Rubella and Mumps

One dose of each live mumps & rubella- containing vaccine on or after the first birthday

Hepatitis B

Three doses for children K- Grade 12 who have received the vaccination before their 11th birthday or two doses of an adolescent formulation if

Mantoux Test

Within the past six months

Haemophilus Influenzae B (Hib)

One to three doses before pre-Kindergarten

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

- Children entering Kindergarten are required to have a complete physical examination before admission, please provide proof at registration.
- Copies of “shot”/ immunization record (as required by state law) are mandatory at the time of registration.

3. Testing:

- Children entering Kindergarten and new transfer students are required to be tested yearly. Please submit copies of their most current test results.

4. Catholic Applicants:

- If Catholic, a baptismal certificate is necessary, and verification of reception of any additional sacrament(s) is required.

5. Transfer Students:

- In addition to requirements listed above, please provide a copy of report card(s) and standardized test scores from the previous two years, as well as a transfer card from the sending school. In Grades 6th – 8th a letter of recommendation is needed.

FINANCIAL OBLIGATIONS

A. Fees:

There is a non-refundable registration and activity fee which is collected at the time of registration.

B. Tuition Obligation:

A tuition contract is signed at the time of registration which describes the total obligation of each registered family. All fees must be kept current. If tuition payments are in arrears students will not take exams and the school reserves the right to require students to stay home until payments are made to keep up with the tuition agreement.

C. Tuition Reimbursement:

Most families pay tuition in monthly installment; making reimbursements unnecessary. If a family does pay in full however reimbursement would be determined by the number of months remaining until the end of the school year and the time the student is officially withdrawn from the school.

D. Parental Service Obligations:

All parent/guardians are strongly encouraged to give service in addition to the payment of tuition. Some roles including teacher helper, class parent, HSA Officer. Each parent/guardian is valuable to the school.

ATTENDANCE

A. General Statement:

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

B. Absence:

POLICY REGARDING STUDENT ABSENCE

A parent/guardian must call the School no later than 8:15 a.m. to report a student's absence. If no call has been received by 8:15 a.m., the school will make a reasonable effort to reach a parent/ guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, he/she must present a written excuse from a parent/guardian stating the student's name together with the date(s) and reason for the absence. An absence of **three consecutive days requires a doctor's note**.

Children are eligible for Home Instruction if unable to attend classes for 2 weeks or more and are under a doctor's care.

C. Excessive Absence:

Prolonged or excessive absence resulting in poor performance can result in retention.

D. Supervision:

The school's responsibility for supervision of students begins at 7:00 a.m. and ends at 3:00 p.m. Students (**official**) enrolled in the School's After-care program, are the school's responsibility beginning at (3:00 p.m.) dismissal and ending at 5:30 (with a 15 min grace period parents should arrive no later than 5: 45 p.m.). Parents who expect to be late for any reason should contact the main office A.S.A.P.

E. Arrival Lateness/Tardiness

A child is considered late if he/ she is not on the playground by 8:00 a.m. Tardiness three (3) times will result in a warning notice and further lateness will result in detention

Be on Time Be on Line by 8:00 a.m.

F. Absence from School and Participation in School Activities:

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.

If a student is absent from school for a reason other than illness or disciplinary action, the School reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

G. Family Vacation/Personal Days

It is the responsibility of the student to make up any missed work and test when he/she returns from a family vacation. The teacher and the Principal are to be notified in writing prior to any vacation and/ or personal days.

Vacation when possible should be planned to coincide with those listed on the school calendar.

H. Truancy:

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/ guardian, is considered truant. Habitual truancy will be reported to the Attendance Officer of the child's district of residence. A student who is chronically truant will be subject to disciplinary action.

I. Early Dismissal, Emergency Closing and Make-up Days:

- Planned early dismissals are indicated on the yearly and monthly school calendar (and when needed are subject to change). Monthly faculty meetings are normally scheduled for the 1st Friday in any given month and usually are early dismissal days. "Half-days" (early dismissals) are at 1:00 p.m. (or after the last lunch period of the day).
- Planned closings are noted on the school calendar.
- Unplanned emergency early dismissal, resulting from unforeseen occurrences (i.e. boiler breakdowns, inclement weather, no water) are handled through the School Main Office by telephone calls to parents/guardians and in subsequent school

years by School Reach Program. No child can be dismissed until and authorized person is contacted. **For this reason amongst others parent/guardians should make sure all contact information is up-to-date with the main office.**

- Unplanned emergency closings, resulting from inclement weather, high and unusually absenteeism due to flu, etc. will be handled through the School Reach Program. Parents are also asked to watch New 12, Fox or ABC. **OLHC will generally follow the closing of the E.O. Board of Education.** An automated call system will handle all future occurrences of emergency closings as well as general school announcements (i.e. report card nights, fundraiser pick-up, and school performances).
- If a student is not picked up at 1:00 p.m. on Early Dismissal/ Faculty Meeting day, he/she will be placed in the school After-Care Program and a bill for the day forwarded to the parent/ guardian.

J. Dismissal Rules:

Early dismissal of an individual student will be granted only in extraordinary circumstances. The school request that all regular medical and dental appointments be made after school hours, Saturday or if possible school vacations. All day absenteeism is **not** permitted for appointments.

No Child is permitted to leave the school upon a telephone or writing request (even if made by a parent or guardian). A parent/ guardian or authorized designee (whom if unfamiliar to school staff may be asked to present proper identification) must personally pick up a child.

No parent is to go directly to the classroom upon entering the school building instead they should present themselves to the School Office and in the case of early pick-up sign the child out of school. The child will be called to the office with his/her belongings.

K. For Safety at Dismissal:

- Children must cross at crosswalks
- No Double parking.
- Do not beckon children to cross in the middle of the street.
- Caution children to go directly home after dismissal. Visit to neighborhood stores are to be discouraged before and after school hours.
- The school will be responsible for the children after dismissal; placing them in the After-School Program for which the school will bill parents.
- Parents/Guardians are asked **not** to park or drop off students at the entrance to the parking lot and to observe *the one way* signs that indicate the entrance (North Clinton) and exist (William Street) to the parking lot of the school. This is a safety hazard!

HOME-SCHOOL COMMUNICATION

A. Appointment with School Personnel:

Parents who wish to meet with the Principal, a teacher, or any member of the School Staff must contact the Office to arrange a mutually convenient appointment. For the sake of good order in the school, parents may not approach staff members before or during the school day without an appointment.

Staff members who wish to communicate with the parents of a student may do so by phone, letter, electronic communication (i.e. e-mail) or a mutually convenient appointment. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties.

When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all stakeholders are appropriately prepared.

B. Regular Communication with All Parents:

Our communication system (Administrative-Teacher-Parent-Student) uses a handbook, calendar s (yearly & monthly), newsletters, weekly memos, scheduled conferences (either by telephone or in person), e-mail, progress reports and report cards as a means of informing the parents of student progress.

C. Children Bringing Money to school:

Money that is sent to school should be placed in a sealed envelope and identified with the child's name, grade, the amount enclosed and its purpose.

D. Home-School Association (Parent Group):

Parents are obliged to attend all General Meetings of the Home-School Association. At least 3 are scheduled per year. The meetings will be listed on the monthly calendar. The benefits of home and school partnership are so evident that all parents should be made aware of their duty to be full partners with the school. In this cooperation, there is a kind of reciprocal accountability; of school to parent and parent to school, an d of communication between parents and teachers.

E. Custodial and Non-Custodial Parents:

1. School Records:

PARENTAL RIGHTS TO SCHOOL RECORDS

Our Lady Help of Christians School abides by the provisions of applicable law (Buckley Amendment) with respect to the right of non-custodial parent. In the absence of court order to the contrary and upon request, the School will provided the non-custodial parent with access to the student’s essential academic records.

2. Court Orders Affecting Parents:

COURT ORDERS

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

3. **Pick-up from School:**

The School will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable. A signature and time is required in the “Sign-Out Book” in the School Office.

ACADEMIC POLICIES

A. Curriculum or Course Offerings:

The school curriculum is the total effort of the school to bring about desired outcomes in school and in out-of-school situations. The curriculum is the sum total of the school’s efforts to influence learning whether in the classroom, on the playground or out of school.

Our Lady Help of Christians School curriculum guidelines of the Archdiocese of Newark. These guidelines allow for instruction in the following areas:

Religious Education; Education in Human Sexuality(Protecting God’s Children) /Health;
Mathematics: Language Arts(Grammar, Literature; Reading); Science; Social Studies; Music; Art;
Technology(Computer); Spanish; Physical Education; Phonics and Handwriting in the Primary
and Intermediate Grades.

Books: All textbooks provided by East Orange Board Education and the School must be covered. Lost/
damaged books must be paid for by the parent/guardian.

B. Religious Education/ Religious Service/Social Concerns:

Religious Education is a major subject in all Archdiocesan Schools. Taking Religion
yearly is considered a graduation requirement. No Student will be exempt from taking
this subject on any grade level.

Formal Religion classes are not the only occasion for religious instruction. Time will be
provided for liturgical celebrations with student and faculty participation. Parents are
welcome.

Daily Prayer is regularly scheduled once in the morning and once in the afternoon. Other
types of religious programs are designed to foster and exemplify the faith we share.

Caring for our brothers and sisters in need is a major concern and commitment, through
prayer and yearlong service projects for charitable causes.

C. Sacramental Program:

Students requiring the Sacraments of Reconciliation, Holy Eucharist and Confirmation
receive extra classes.

D. Technology Services:

The use of computer services at Our Lady Help of Christians is a privilege, not a right.
Students are expected to make responsible, ethical and appropriate use of Information
Technology. Information Technology include: use of personal and school computers and
peripherals, the Internet, campus and/ or email and all associated software. **Students
should realize that technology is costly and when items or services are abused they
may be subjected to restriction.**

Our Lady Help of Christian School holds specific expectations for students at each grade
level regarding their use of technology before, during, and after school in either the
computer laboratory or in the classroom. The following Rules of Conduct apply to
information services:

Students:

-may only use their password

- may not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authority.
- may not unlawfully copy software or information.
- may not use illegal software.
- must cite all information from electronic sources that is used in their assignments.
- are held responsible for all activity conducted on his/her account or under his/ her password.
- may not run non-instructional games on any school-owned computer, server or network system.

Failure to comply with these standards or acceptable use of technology will result, in the very least, suspension or withdrawal of network privileges.

Parents/Guardians will be required to sign a “Child Protection Act Permission Form” and “Acceptable Use Agreement for Technology” Form before their child may use the computer network services. Parent/Guardians must also give permission to Our Lady Help of Christians School to issue an account for each child.

E. Homework Requirements:

Students will be receiving homework on a daily basis. The time allotments should be as follows and does not include time students should spend studying for test or quizzes.

Pre-Kindergarten.....	15- 20 minutes daily
Kindergarten.....	30- 40 minutes daily
Grades 1 & 2.....	45- 60 minutes daily
Grades 3 & 4.....	60- 90 minutes daily
Grades 5 & 6.....	90- 120 minutes daily

F. Progress Reports, Failure Notices, Report Cards (Power School):

Progress reports are distributed half way through each of the (3) three trimesters and *must* be signed by a parent/guardian and returned the next day to the homeroom teacher. Students’ grades (attendance) are recorded by the teachers into the Power School Portal, for the remainder of the 2013-2014 school year these grades will be recorded, printed and distributed to parent/guardians. After that grades will be recorded and made available to parents/guardian via the internet. More information will be sent home regarding website and log-in. Teachers will contact parents/guardians at any time if there is an immediate concern with regard to a student’s academic performance or behavior.

- An average of A, A+ / E (92-100) is required:
- D, U and/or I in any area(s) including Personal Development and Physical Education will eliminate a student from the Honor Roll.

Requirements for Second Honors (Kindergarten, Grades 1-8)

- Satisfactory Behavior
- An average of B, B+ / E & S(83-91) is required:
- D, U and/or I in any area(s) including Personal Development and Physical Education will eliminate a student from the Honor Roll.

A Certificate in Effort will be distributed to all students who tried their best in all areas of learning. Certificate is distributed as Honorable Mention at Teacher's Discretion.

Other Academic Awards:

The Honoring of the Principal's Award & Bishop Francis Scholarship will have been selected from the top students in the graduated class. Requirements will include academic success, personal demeanor, school spirit, leadership, community/school involvement.

I. Records and Transcripts:

A parent/guardian has the right to view his/ her student's academic record, academic standardized test results, health records and emergency sheet. These records can be made available upon request. No other records concerning the student should be included with these items.

Records attached to publicly funded services provided through the Local Board of Education such as Child Study Team reviews, Comp. Ed., Speech, ESL, etc. are the property of the Board. A parent/guardian who wishes to examine these records or to procure additional copies for his/ her own use must apply to the Board. The school is not permitted to distribute this information to any, not even a parent/ guardian.

Transcripts of academic and health records may **not** be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. Parental permission must be secured before request of transcripts are completed.

J. Promotion Policy:

Student will be promoted if they have successfully completed the course work in a given grade.

K. Retention Policy:

Grades K-3: A student will be retained if failing marks are received in mathematics, reading/phonic or language arts for the year.

Grades 4-8 A student will be retained if failing marks are received in any three major subjects (e.g. Mathematic/ Pre-Algebra, Language Arts,) for the year will result in retention.

Summer School: If a student received a failing grade for the year in two major subjects, he/she must attend summer school.

L. Tests:

All tests are to be signed by the parents and returned the following school day. Please be aware that proper grammar, punctuation, spelling and penmanship are required. Points will be taken off for all errors.

M. Special Service:

Supplemental Instruction for identified student in need are available by parent/ guardian application in these subjects: Reading, Mathematics, Speech and E.S.L Services. Parents who may have a question about these services should contact the School Office. Title I is also available.

FIELD TRIPS

Each year, Our Lady Help of Christians School will sponsor field trips for the spiritual and educational enrichment of the students. Participation in field trips is a privilege. No student can participate in any field trip unless the school has a permission form signed by a parent/guardian. In the event that an outing/event is postponed the school may need to have parent/guardian sign and date a new permission form. **Permission forms will be provided by the school; each form will contain information about the outing/event, including cost (if any), date, time, when and where.** Forms will be sent home prior to such outing, to allow sufficient time for collection.

A. Behavior:

All students will be expected to demonstrate appropriate behavior during field trips. If, however a student is constantly disruptive at school, or has displayed inappropriate behavior on a previous outing, he or she will not be permitted to attend the field trip. The student must still come to school; they will not be excused for the day and arrangement will be made for their supervision. These outings are a **Privilege, NOT a Right.**

B. Chaperones:

If parents, are needed they will be informed in advance of the trip. (also see pg. for further requirements)

HEALTH & SAFETY

A. Fire & Security Drills

Fire and Security Drills (lockdown, intruder) are to be held twice a month. Proper conduct, ways of exit, and other regulations involved in a safe exit from the school or location of safe place in the building are taught to the students. Violations of the safety codes during these drills are cause for disciplinary action.

B. Emergency Forms

Emergency forms are given out during the first week of school. Two forms must be completed for each child. All information should be completed and accurately filled in by the parent/guardian. If a child becomes ill or is hurt during the school day, parents will be notified first. **In case of illness or serious injury, the school cannot assume any responsibility (at the hospital or medical facility) for the child without permission from the parent or guardian.**

C. Medication

POLICY ON ADMINISTRATION OF MEDICATION

Our Lady Help of Christians School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under School supervision, the following procedures apply:

1. A parent/guardian should come to the School and personally administer the medication.
2. If this arrangement is not possible, the School Nurse or Principal (or his/her designee) will administer the Medication:

Continued on Next Page

- A. The medication must be given to the School Nurse or Principal by the parent/ guardian
- B. The medication must be in the original pharmacy-labeled container.
- C. The student's physician along with the parent/guardian must complete and sign an "Authorization for Administration of Medication in School" form. This form is available from the School.

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

D. Medical and Dental Appointments:

Dental and medical appointments should be made for after school hours, Saturdays or on free days. If it is absolutely necessary to make the appointment during school hours, a note must be presented to the classroom teacher the day before the appointment.

E. Student Accident Insurance:

Each student is covered by an Archdiocesan Insurance Plan which protects each student during the hours and days when school is in session, and while attending or participating in school-sponsored and supervised activities. This coverage has been purchased on a full excess basis which means that in the event of any injury to your child, **you must first claim benefits under any other insurance you carry.**

F. Suspected Child Abuse or Neglect:

New Jersey law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services.

G. Asbestos Management Plan:

The School's Asbestos Management Plan is on file in the School office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is updated yearly and available upon request for examination.

H. Smoking/Tobacco Paraphernalia:

As an expression of the school's concern for the health of the students, and as an inflexible Rule of Discipline, students are not permitted to smoke at any time on the school premise, or on the way to or from school. Matches, lighters or smoking materials of any sort may not be kept in the possession of any student.

A student caught smoking, or holding a cigarette, pipe and/or cigar at any time during the school day subjects himself/ herself to the following: Suspension, with parental notification.

DRESS CODE/ ATTIRE

Students are required to wear uniform at all times unless otherwise specified.

Uniforms are to be purchased from:

Flynn & O'Hara Uniforms (Pacific Pavilion Shopping Center)
317 Route 46 East @ Edwards Road, Parsippany, NJ 07054
(973) 882-0833

Directions: Store is located on Route 46 E @ Edwards RD. East of 287.

A. Girls Uniform:

Pre-K, Kindergarten & Grades 1-4

The uniform consists of a navy blue plaid jumper, a light blue blouse w/ uniform tie, navy blue knee socks (tights), navy blue sweater, and an Oxford tie shoe or loafer in black, or navy blue.

Grades 5

The uniform consists of a navy blue plaid skirt, a light blue blouse w/ uniform tie, navy blue knee socks (tights), navy blue sweater, and an Oxford tie shoe or loafer in black, or navy blue.

Grade 6-8

The uniform consist of a navy blue plaid skirt, light blue oxford blouse with tie, navy blue blazer with logo, navy blue knee socks(tights), and an Oxford tie shoe or loafer in black, or navy blue.

B. Boys Uniform:

Pre-K, Kindergarten & Grades 1-5

The uniform consists of navy blue trousers, a light blue shirt with school tie, gray sweater or vest with school logo, navy blue socks, a navy blue/black belt and an Oxford tie shoe or loafer in black, or navy blue.

Grade 6-8

The uniform consist of gray slacks, a light blue oxford shirt with(blue/red/grey) stripe tie, navy blue blazer with school logo and an Oxford tie shoe or loafer in black, or navy blue.

C. Fall/ Spring School Uniform

Girl's Uniform: Navy blue short-skirts (culottes) and light blue polo shirt with school logo

Boy'sUniform:

Navy blue dress shorts and light blue polo shirt with school logo

D. Gym Uniform

Kindergarten, Grades 1-8

October-April

Navy blue sweats pants and sweat shirts with a logo

Light blue t-shirt with school logo

White socks and sneakers

September, May & June

Navy blue gym shorts (instead of sweats)

Light blue t-shirt with school logo

White sock and sneakers

Students may wear their gym uniform to school for the entire day on their homeroom's assigned gym day.

E. School Shoes:

Children are permitted to wear dark (black or navy blue) loafers or oxford tie shoes. **THEY ARE NOT TO WEAR BLACK SNEAKERS OR ANY TYPE OF SHOE-BOOT IN SCHOOL.** Girl's shoes should have a heel no **higher than one inch.** Sneakers are only to be worn by students on their classes assigned gym day.

F. Hairstyles/ Jewelry/ Nails:

Boy's haircuts should be short and neat. Trendy hairstyles are **not** permitted for boys. This includes braids, twist of any kind, "locks," etc. Girls may wear small beads or barrettes in their hair that do not interfere with their vision. Girl's hair ornaments must be appropriated and color coordinated with the school attire. Any coloration of hair is not permitted; neither are sideburns or facial hair.

The only jewelry allowed for girls are small post/hoop earrings. ON GYM DAYS ONLY POST-EARRINGS may be worn. **BOYS MAY NOT WEAR EARRINGS.** The wearing of neck chains are not permitted during gym.

Colored nail lacquer and make-up may not be worn. If female students wish, a clear top coat can be worn on the natural nail, which should be kept neat and short. Artificial (i.e. acrylic) nails are not permitted.

G. Headgear:

Hats, fitted caps, scarves, or any other form of head covering may be worn to and from school, but not in school.

ALL STUDENTS MUST BE IN PROPER OUR LADY HELP OF CHRISTIANS SCHOOL UNIFORM. Students may not change out of their school uniforms in to "street clothes" after school

Uniforms from a prior school are **not** to be worn in place of the approved uniform. Only the uniform sweater of **Our Lady Help of Christians School** is to be worn.

Not In Compliance

- FIRST OCCURRENCE – A call will be made to the parent/guardian to bring in clothes. A letter will be sent home reinforcing the uniform policy.
- SECOND OCCURRENCE – Call home to have parents bring in uniform and remind them that student must adhere to the school uniform policy.

- THIRD OCCURRENCE – Parent is notified and student will receive detention.

Non-Uniform Days

On days where special permission is given to dress out of uniform, students should not wear jeans. Shorts of at least knee length or capris are acceptable.

We appreciate the opportunity to give the students a special day where they may relax a bit and wear the clothes they are accustomed to wearing outside of school; however, if the above guidelines are not adhered to, the opportunities will be far less frequent or not at all.

MISCELLANEOUS ADDITION REGULATIOS

A. Textbooks:

All textbooks must be covered. All clothing, book bags and lunch boxes must be labeled with the student’s name and grade.

B. Food Services:

Parents may purchase lunch for their child either by the month, week or day. Parents may specify how these funds are used by their child, either lunch only or lunch and al-carte. Cash may be brought to the food service cashier for a student’s use or a student may pay cash on a daily.

Free and Reduced-Price Meals

Free and reduced-price meals are available, to students unable to pay the full price of menus, according to criteria based on household size and income. Applications are made available to all households in the beginning of each school year. Students qualifying for reduced-price breakfast and lunch will receive these meals free. The meals are subsidized by the Federal Lunch Program.

C. Supplies:

A variety of school supplies can be purchase from the school’s main office. A price list is available upon request. Students who wish to purchase supplies can do so daily in the main office. Teachers in the Primary grades (Kindergarten, Grade 1-3) prefer if parents purchase the theme tablets/notebooks directly from the school; the number of notebooks and their cost will be given to each student at

the begin of the school year. Parents can come in and buy the supplies or can send the monies in an envelope with their child's name, grade and "For Supplies".

D. Book Bags:

When acquiring book bags for student use please be conscious of safety. Currently the school has no bans on book bags, but administration reserves the right to adjust this policy in order to maintain safety in the school community.

E. Celebrations:

In-school celebrations will be arranged with the consent of the Principal.

Birthday celebration cleared with the principal should then be coordinated with student's homeroom teacher.

Teachers will send home memos for approved holiday celebrations, so that parents are informed in advance about what is expected

Distribution of invitation/ fliers/ letters for events not **sponsored by the school** can only be done with the **written consent of the school Principal.**

F. Visitors/Volunteers

Security

Parents and visitors are welcome to Our Lady Help of Christians School. All visitors are asked to use the front entrance, come directly to the main office and sign the visitor's book in the office.

No parent should go to a classroom in the morning. Once the students are in the classroom, they are the teacher's full responsibility; therefore teachers should not be distracted by parents stopping in for just a minute. Parents who wish to discuss any matter with a teacher should make an appointment to meet with the teacher at a time that is mutually convenient.

In an effort to foster student responsibility, parents are asked to refrain from bringing forgotten articles to school. (In emergency forgotten articles can be dropped off in the main office).

Once the students leave the building at dismissal, no one will be allowed to re-enter the school to get anything (books, sweater, bag, etc.) that he/she has forgotten. This is a major point of student responsibility. Therefore, parents are asked not to bring children back to school after hours.

Telephone Calls

Students are not permitted to use the office telephone without the permission of the Principal. **Students may not receive or make calls on a cell phone during the school day.** Students should not rely on the use of the school phone to compensate for their forgetting homework, gym clothes, etc.

Volunteers

Our Lady Help of Christians recognizes the value of volunteers in the overall function of the school and encourages their involvement. These volunteers enrich educational experiences. OLHC welcomes talented individuals with skills, knowledge, services and time to share with students and staff. Through their service, great motivation and stimulation are fostered, additional learning is provided and professional staff members are assisted. All parents, volunteers, or class trip chaperones who engage in activities with the students of OLHC are also requested to comply with the philosophy and policies of OLHC. This includes attending a workshop (Protecting God's Children), having a Background Check performed and being fingerprinted before serving as a volunteer. This process is a requirement of Arch diocese of Newark for anyone who works or is a volunteer for the Diocese. Volunteers and guests are asked to sign in and out at the office. Volunteers may be parents, grandparents, high school and college students or any other interested persons. They play a vital role in the total educational program of OLHC

Chaperones/Supervisors

Chaperones are an important part of the total educational experience. Varied on-site and off-site experiences cannot be offered without the services of adult supervisors. All chaperones/supervisors must comply with the policy for volunteers. Chaperones will receive orientation from the teacher that will inform them of their expected duties, school rules and consequences for breaking rules, and of their responsibility to enforce the rules.

G. Use, Possession and Distribution of Controlled Dangerous Substances:

Definitions:

Controlled Dangerous Substance are defined in Sections I through V of the The New Jersey Criminal Code. They include but are not limited to marijuana, heroin and anabolic steroids. The term controlled dangerous substances shall also include alcohol.

Under the Influence: A student is judged to be under the influence whenever she/he exhibits physical or physiological symptoms (including but not limited to

unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances.

Possession is defined as knowingly or purposely obtaining or possessing, actively or *constructively, a controlled dangerous substance or drug paraphernalia.

- a) on or off school property
- b) on the person
- c) in an accessory(included but not limited to purse, book bag, gym bag or knapsack)
- d) in a desk or locker, and
- e) in a privately or school owed vehicle

*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/ paraphernalia even if he/she does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drug(s)

Distribution is defined as sharing, selling or dispensing a controlled dangerous substance:

- a) on or off school property
- b) with or without receiving payment: and
- c) to individuals enrolled or not enrolled in the school.

Possession with Intent to distribute applies regardless of whether or not a student intended:

- a) to receive payment;
- b) to distribute the controlled dangerous substance to individuals enrolled or not enrolled in the school
- c) to distribute the controlled dangerous substance on or off school property

Student Behavior:

Each student is expected to behave in a Christian manner. Respect is to be shown at all times, for all faculty and staff members, as well as for other students and adults. Students are expected to conduct themselves in a manner that above reproach and their every action to reflect the principals of leadership, citizenship and good moral conduct expected of every student in attendance at OLHC. Students should remember that they are ambassadors for their school and their behavior is a reflection of said school.

The following will **not** be tolerated/ “Zero Tolerance Policy.”

- use of drugs, alcohol or tobacco,
- disrespect,
- defacing and damaging school property and the property of others,
- fighting, foul language, gum chewing
- bullying
- weapons of any type or sort, and
- Cheating on academic work
- any other behavior deemed inappropriate for school-age children.

All students are required to keep their books, desks and supplies in good order and are expected to assume the responsibility for the replacement of any damaged or lost books, equipment or supplied.

The following items are **NOT** to be brought to school: any exceptions require the permission of the Principal.

- radios (AM/FM, CDs or tape players), iPods, or mp3 players
- handheld gaming devices
- beepers/pagers
- toys (especially those that resemble weapons)
- dangerous paraphernalia (i.e. firecrackers, tobacco)
- cell phones(if a student must have the phone, it is to be given to the teacher until the end of the school day)

The administration reserves the right to suspend any child for inappropriate behavior that affects his/ her well-being or that of any other person. A conference will be held with the parents or guardians. The principal is the final recourse in *all* disciplinary situations.

I. Detention:

Students who are required to service detention will remain with the teacher from 3:00 p.m. to 4:00 p.m. Parents will be notified at least one day in advance of the detention.

GENERAL DISCIPLINE POLICY

A spirit of Christi-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Our Lady Help of Christians School. Students are expected to act with courtesy and take their obligation to develop lifetime habits of self-control and concern for the well-being of others seriously. Home and School will work together to help student to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the School or violates a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings, punishment assignments, denial of privileges (graduation, field trips, etc.), detention; in-school suspension, out of school suspension, or expulsion.

Action which violate the, threaten or cause harm to other students or staff members, disruption that impede the welfare and progress of the School Community, or bring discredit to the School will not be tolerated. Such actions or other severe violations of School rules may result in immediate expulsion. If a student persists in violating basic obligation of courtesy, consideration, respect, cooperation or safety, a Principal/Parent/Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied readmission.

Sister Patricia M. Hogan O.P

Offerings

OLHC offers a variety of activities including: Basketball, Girl Scouts, Student Council, and Praise Dance, Drum & Bugle, Chess, Art Club, Prayer Group.

The school attempts to provide equal sports opportunities for boys and girls. Students may participate in these extra-curricular activities if they show effort in classes, and have an acceptable attitude. Coaches or teachers have the right to request that a student be suspended from sports activities, and the Principal will have authority to take the necessary action after consideration of the facts.