

# STUDENT-PARENT HANDBOOK



2017-2018

# *We create the future with each passing day!*

The statement of the OLH mission and philosophy has never been more dynamic or relevant than it is at this time- the beginning of the thirty-fifth year of the regionalization of Catholic education on the East End!

The demands placed upon today's schools to be places of morals, family values, discipline and excellence are emphasized in every area and are measured by new and challenging educational standards and expectations.

Since its regionalization in 1981, Our Lady of the Hamptons Regional Catholic School has continually sought to provide academic excellence within the context of strong Catholic values and practices, a visible parent community and a clear vision for the future.

During the past years, we have tailored our physical facilities and programs to meet the new standards of the State of New York and the goals already applauded by the United States Department of Education with the 1994 designation of OLH as a nationally recognized Blue Ribbon School of Excellence. This is viewed as both an accolade and a challenge!

The addition of the second story (1998) to the original school building was the continuation of a commitment made in 1961 as Our Lady of Poland School was built.

After three full years of self-study and self-evaluation, complete with a site visitation and accreditation reports, OLH was awarded full accreditation by the Middle States Association of Colleges and Schools in 2002. This self-study was viewed as an affirmation of the programs and vision of the school and a challenge to implement the school's plan to grow in self-knowledge, continued impact on the community and overall excellence.

Re-accreditation was granted in May 2012. The "project" upon which this award was based was "A Sound Mind in a Sound Body", the framework for a program of health and wellness initiatives, tied in with the building of the new Wellness Center in 2014.

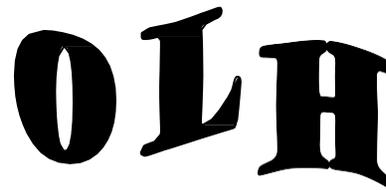
The process of plant development, in support of the school's initiatives, continues this year as we move on the acquisition of adjacent property that will, hopefully, lead toward the creation of a long-awaited outdoor playground space.

The faculty, parents and students are now challenged once again to build on the strong foundation of faith, hope and love that has made Catholic education on the East End so visible.

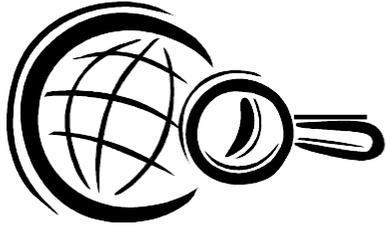
Let us begin this new academic year united in prayer for

- ***our pastors:*** that they continue to lead their parishes to the realization that their Catholic school is a sound investment in the future of the Church
- ***our parents:*** that they may continue to grow, along with their children in the knowledge that true learning is, indeed, a family affair
- ***our teachers:*** that they be strengthened in the knowledge that their daily efforts are rewarded by the smiles and understanding of their students.
- ***each other:*** that we may continue to be a true family!

The community of Our Lady of the Hamptons is not centered around any one person or one individual philosophy or teaching style. It is simply a kaleidoscope of talents, opportunities and efforts that, when blended together create one cohesive, strong, beautiful image that reflects the Catholic values we embrace along with the collective generosity and spirit of our school family!



## *The future is now...and the future is ours!...Let us begin!*



## GOALS

**Spiritual**-to provide students with an awareness of their Catholic religious heritage by:

- preparing them for full participation in the sacramental and liturgical life of the Church.
- teaching a knowledge of Catholic faith and

Gospel values through a developmental presentation of doctrine and experience in prayer and liturgy.

- endeavoring to bring students to an understanding of their own value as persons so that they may be free to love, value and respect themselves and others and come to know the God who has first loved them.

**Academic** -Learning proceeds most effectively and tends to be most permanent when the learner is self-motivated, that is, has a stake in the activity being undertaken. Learning is facilitated when it proceeds under conditions in which the learner experiences satisfactory personality adjustments and social growth. Our Lady of the Hamptons strives to implement this by:

- striving to motivate students for learning in all subject areas with respect for the varying degrees of capability.
- providing a curriculum based on New York State Curriculum Guide and the Rockville Centre Education Department Curriculum Guides.
- emphasizing the communication skills in order that they be relevant to the student's needs and interests.
- assuring measurement of success for each student by assisting each student to develop his or her full potential.
- encouraging critical thinking skills, independent thinking and responsibility.

**Social** -At Our Lady of the Hamptons, we endeavor to integrate academic skills and social awareness by:

- providing learning and cultural experiences both in curriculum and community
- fostering a sense of reverence for all of God's creation and inculcating respect for different races, cultures, religions and ways of thinking.
- stressing the importance of self-discipline and respect to all members of our school community, faculty, staff, parents and each other.

## CURRICULUM

Since Our Lady of the Hamptons is a *Catholic* school, there is a strong emphasis on the knowledge and practice of the Catholic faith. Families are urged to participate fully in the sacramental and social life of their respective parishes and to work closely with the pastors and teachers to develop the heritage and values of

the Catholic Church. Family participation in the Eucharist is essential to the development of the religious nature of the child.

## RELIGION

An aura of God's love permeates the entire school which includes both our faculty and students. Religion is taught through living examples and study.

- From Pre-School throughout all grades, the children become aware of God the Father's love, God the Son's humanity and God the Holy Spirit's powers. They become aware of the word FAMILY --Home, School, Church and Community Family. They are taught Doctrine --The Beatitudes, The Ten Commandments, The Sacraments, Christian Values, Church History, Holy Days, Liturgy, Morality and Prayers.
- The Sacraments of Reconciliation and the Holy Eucharist are received in the second grade and the adult commitment of the sacrament of Confirmation is received in the seventh or eighth grade (depending on the parish).

## ENGLISH

- Strong emphasis on each grade level is put on grammar, composition, and vocabulary, literature and thinking skills. Good usage becomes apparent in the student's speech and creative writings.
- Using resource materials, library and technology becomes second nature and all study skills learned are an aid in all subjects.
- Informal plays, recitation of poetry, the study of daily newspapers, classroom speeches and debates are combined with opportunities to develop dramatic and public speaking skills.

## MATHEMATICS

- Addition, subtraction, multiplication, and division are taught in each grade with an ongoing continuity. In addition, each grade level emphasizes and develops the different areas in math.:
- The concept of more-less, first-last and an introduction to fractions, money, time, introduction to metric measurements, odd and even numbers word problems, place value system, story problems, further metric measurements, geometric shapes.
- Long division, perimeter, volume, geometry, use of protractor and compass., Roman numerals, sets, decimals., negative numbers, exponents, ratios, probability, proportions, measurement, area, perimeter, circumference, ratio and percent, number theory, measurement, volume, surface area, perimeter, circumference, percent, introduction to algebra.

Students in grades five through eight are grouped according to mathematical ability. Acceleration leading toward the basic programs offered in high school may be offered to eighth graders. Qualified eighth graders will take the Integrated Algebra Regents examination in June.

## **READING**

The Reading Program is comprehensive and extends from Grade K through Grade 8. Classes are organized according to reading ability giving each child the opportunity to progress without frustration or boredom.

The goals of the program focus on comprehension with development of basic skills appropriate for each grade level and the appreciation of reading for life's demands as well as for recreational activity. Parents are a great asset in achieving these goals by encouraging both required reading and pleasure reading during free time at home.

## **SOCIAL STUDIES**

Through the Social Studies program, our students become aware of people and communities. They study, local, world and New York history as well as American History to the present day. They are encouraged to read the newspapers to keep up with current events and are given the knowledge of the use of maps, graphs and reference materials.

## **SCIENCE**

The Science program is objective oriented and based on guidelines established by the New York State Education Department and the Diocesan Education Department. Students are encouraged to explore and learn about the world around them through a variety of approaches both traditional and innovative in nature.

The program is divided into two phases --elementary (Grade K-6) and secondary (Grades 7-8). The elementary phase is developmental and coordinated from grade level to grade level so that all topics are treated without unnecessary repetition or deletion.

The secondary phase is individualized and requires students to investigate problems in science through the use of research, classroom lecture, experimentation, data gathering and organization of information into reasonable conclusions. Students are encouraged to become active participants in the scientific process and are given the opportunity to choose projects and activities which will help to satisfy their established goals. The major objective of the secondary phase is to establish a sound foundation upon which the student may build in future years.

A Science Honors program in Regents level Living Environment, is offered to qualified eighth graders.

## **ART**

The students develop an awareness, understanding and appreciation of the order and beauty of God's creation and man-made works of art. They are encouraged to share their vision for art expression through a variety of materials and media. Young artists are taught to recognize and use wisely their special talents and to respect the talents of others.

## **MUSIC**

The students are introduced to the instruments of an orchestra and are taught to recognize them in musical works. Elements of notation, sight reading and performance are taught.

Enrichment is available through an instrumental instruction program, membership in choir, chorus, drama and dance. An opportunity for private study in dance and instrumental music is available on an individual basis.

## **Band/Orchestra**

Students have the opportunity to participate in either the band program through the Paul Effman Music Service, or in Suzuki strings lessons. Students will be required to take part in a music lesson for their instrument which will occur during the school day. It is the student's responsibility to make up any and all classwork they may miss while attending a music lesson.

## **PHYSICAL EDUCATION**

All students from kindergarten through eighth grade take organized physical education once a week. The program objectives follow the guidelines issued by the New York State Education Department. The school also participates in the President's Council on Physical Fitness.

In the spring the elementary grades participate in Field Day where they get an opportunity to compete with each other in outdoor activities designed for complete class involvement.

## **FOREIGN LANGUAGE**

Study leading toward at least one full year of high school credit in Spanish is offered. Immersion in Spanish conversation, grammar, culture and literature is begun in Kindergarten and continued through grade eight. An awareness and appreciation of Spanish is a goal.

## **TECHNOLOGY**

Our Lady of the Hamptons Regional Catholic School has a responsibility to graduate students who are equipped to enter and succeed in a global society which is increasingly dominated by technological tools that nurture students' abilities, revolutionize the way they learn, encourage them to become creative thinkers and problem- solvers and give them access to the world.

The goals of the program include:

- Integration of technology with the PK-8 curriculum
- On-going appropriate staff development to ensure the seamless integration of technology with curriculum, instruction and assessment
- Establishment of a technological information highway throughout the school. People in all classrooms, Library Media Center and offices will have the ability and confidence to communicate electronically throughout the world .

This plan is designed to be dynamic. Each year of implementation brings new achievements and opportunities for change. This strategic planning process is ongoing and requires annual review and modification.

- Parents and students are required to sign a technology contract permit.

### **KINDERGARTEN**

The Kindergarten program involves the following:

**Religious Readiness** -(Learning prayers, and to work with the class as a family, as well as become aware of God in his/her own life.)

**Reading Readiness** -(Color recognition, printing letters, identify sounds of letters, blend sounds to form words.)

**Math Readiness** -(Identify numbers, write numbers, identify four basics and introduce concepts of more, less, first/last, small, smaller, smallest)

**Social Readiness** -(Learns to develop a sense of "me", learns to make friends and to work and play with peers as well as to have control in a given situation.)

Kindergarten hours are 8:25 a.m. to 2:40 p.m.

### **PARENTAL RESPONSIBILITIES AND COMMUNICATION**

*"The primary right and duty to educate rests with the parents...So decisive is their role as educators that scarcely anything can compensate for their failure in it."*(Declaration on Christian Education).

In the home, parents should teach, especially by their example, reverence for God and respect for the dignity of others. Moreover because the auxiliary instruction provided by the school is necessary for the child's fullest development,



parents should instill in their children a high regard for the pursuit of learning and a deep respect for those who devote themselves to their education.

**Parent- Teacher Conferences** -held at least twice a year for the distribution of the first and second trimester report cards to discuss student progress.

**September Grade Level Meeting** -in order to familiarize all parents with the academic program and routine, and for their children to help assure an excellent beginning to the school year, every parent must attend these meetings.

**Parent-Principal Interviews** -if an interview is desired, parents are asked to call the school office (283-9140) during school hours to set up an appointment convenient for

both parents and principal. (Class-related problems should be referred first to the teacher. )

**School Board** is comprised of representatives of each supporting parish and selected by the respective pastor. The Board is advisory to the pastors and principal in matters pertaining to school policy, growth and direction.

**Parents' Association** claims every parent as a member. Leadership of the group is in the form of event chairmanship. Each family is urged to join at least one action team.

**Attendance/Lateness** -regularity of attendance and punctuality are important in the academic progress of the child and in his character training. The State Education Law lists the following as legal absences: Sickness of the student  
Death in the family  
Unsafe travel conditions resulting in lack of bus transportation  
Required presence in court  
All other absences are classified as unlawful detention on the part of the parent or truancy on the part of the child.

**On the first day of absence**, the parent is asked to call school (283-9140) stating the child's name, grade and reason for absence. This should be done between 8 and 9 A.M. A written excuse from parent or guardian must be presented to the teacher upon returning to school. Child **will not** be re-admitted without this written note.

**No student shall be released before dismissal time** unless a written request is presented to the office. The student must be picked up and signed out by a parent or guardian at the Secretary or Nurse's Office. Parents are never to go directly to classrooms for students or to speak to teachers during class time.

Dental and medical appointments during school hours should be avoided. Vacation time is provided during the year. Additional time taken for pleasure trips disrupts learning and is discouraged. Families are urged to adhere to the scheduled calendar.

A student who is late must report to the office before going to class. Habitual lateness is disruptive to class and cannot be tolerated.



### **STUDENT RESPONSIBILITIES**

#### **School and Class Behavior**

Our Lady of the Hamptons Regional Catholic School strives to encourage and enrich our tradition of Christian Faith in which it is essential to maintain a creative, disciplined atmosphere conducive to learning. Respect and mutual concern must be at the root of all aspects of school life. An integral part of education is that children be taught the ideals of Christian life, thereby treating each individual with love and respect. These principles should be extended to all members of our school community

including faculty, staff, administration, clergy, self, peers, parents, bus drivers, volunteers and visitors to the school.

### Care of School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. A student who disfigures property will be required to pay for the damage.

### Code of Conduct

The following behaviors are unacceptable and may result in one or more of the following consequence(s): demerits, detention, reflection hour, conference with parent (s), forfeiture of the privilege of participation in special school events (i.e. field trips, dances, sports matches, evening events, field days, etc), suspension, or, in extreme cases, expulsion.

- Disrespect shown to any member of the school community (teachers, staff, other students)
- Fighting, physical or verbal
- Abusing school property
- Misusing, tampering, or damaging with the settings and/or wiring of the school computers/ technology or any school property (chairs, desks, etc.)
- Foul language or gestures
- Disruptive behavior in class, lunchroom, in the schoolyard, or on the bus
- Disrespectful behavior in class, lunchroom, in the schoolyard, or on the bus
- Repeatedly missing homework
- Talking during fire drills or transitional times
- Repeated uniform violations
- Chewing gum on school property
- Repeated lateness
- Failure to do required homework and/or classwork
- Failure to cooperate with assignments or group projects
- Any act of vandalism to school property or the property of another student

### Gum Chewing

Careless disposal of gum presents health and maintenance issues. Therefore, gum chewing is never permitted in the building or on school grounds.

### Textbooks

Textbooks are provided through the local school districts and Eastern Suffolk BOCES. They should be treated as personal property and treated with respect and care. All books should be covered. Any books that are lost or damaged must be paid for. Students and parents are responsible to the school district/ BOCES for any books which are lost, destroyed, or ruined in any manner.

### Transportation

Transportation by bus is provided by the public school district in which the child resides. **Students are not permitted to ride any bus from another school district.**

All requests for transportation for the following school year must be submitted to the public school district by April 1. The application must be filed yearly. Parents are notified, prior to the opening of school, about the location of their child's bus stop and the time of pickup.

### Bus Conduct

- Students are to observe the following rules and regulations while riding the bus: Respect the bus driver's authority; do not distract him/her or show any disrespect. Follow directions of bus monitors, drivers, and older students on the line and the bus.
- Sit on the bus in age and grade order. Older students will assist younger children with seating.
  - Be at the bus stop on time. Bus drivers will not wait for latecomers.
  - Face traffic when walking to and from your bus stop.
  - Respect private property at the bus stop.
  - Go directly to your seat; remain seated until the bus stops.
  - Fasten your seat belt and keep it buckled at all times while on the bus.
  - Do not block aisles with books or other items.
  - Keep the bus clean; no eating or drinking on the bus.
  - Keep arms, hands and head inside the bus.
  - Show respect for one another by keeping voices moderate and not touching anyone else's belongings.
  - Take proper care of the bus; no writing on or defacing any part inside or outside of the bus.
  - Do not shout, push, or shove anyone while boarding, sitting on, or exiting the bus.
  - When crossing the street to reach or after leaving the bus, walk at least 10 feet ahead of the bus while the driver holds traffic for you.
  - Do not touch any part of the bus as it pulls away.

Behavior that is disruptive to the driver, disorderly, or disrespectful to anyone including the driver and other students will result in a verbal warning. If the problem persists or if the driver has too many complaints about a student, the bus company and the school have the right to suspend the transportation privilege for a period of time.

### Absences

When a child is absent from school, **New York State Law requires that the child bring a dated note from a parent or guardian with a clear explanation for the absence upon the child's return to school.** Please call the school office in the morning before 9:00a.m. any day your child will be absent. A doctor's note is expected for an extended absence. Since we are preparing our students to become responsible citizens, lateness and excessive absenteeism is strongly discouraged. Students will be expected to make up all work missed while they were out of school. Excuses for absence are as follows:

Excused	Code	Unexcused	Code
Sick	ES	Trip/ vacation (family, CYO,etc)	UT
Medical appointment (limited hours)	EM	Music lesson	UM
Religious observance	ER	Take child to work day	UW
Family sickness/ death/ emergency	EF	Visit to high school	UV
Court appearance	EC	Problem with car/ ride	UP
Weather/ impassable roads	EW	Other (not deemed acceptable)	UO
District transportation	ED		
Other (documented/ noted)	EO		

### Lateness

A student who walks or is driven to school is considered late if not in school by 8:25a.m. Students who are late must report to the Main Office upon their arrival to receive a late pass. Students arriving late without an excuse may receive disciplinary action and/or require a parent conference. **Three lateness will equal a detention.**

### Field trips

Field trips are part of well-rounded educational program and will be planned at the discretion of the classroom teacher with the approval of the principal. Since field trips are planned for during the school day, every child is expected to participate as they are a part of the academic curriculum. Our field trips are carefully planned to meet the standards of both New York State and the Diocese of Rockville Centre. Although trips generally occur off school property, students are still expected to behave in a manner fitting to our Catholic ethos and ideals. **YET, participation in a field/class trip is a privilege,** and therefore students who are not in good academic, behavior, and attendance standing may be ineligible to participate in such trips without administrative approval. The Principal may deny a student the right to participate on a field/ class trip. **(Class field trips are not optional when they are aligned to the curriculum.)**

## HOMWORK POLICY

In our effort to provide a quality education, which will meet the needs of our students, it is the policy of the school to assign some directed homework beyond the regular school day.

Homework is an integral part of the learning process. It is intended to reinforce learning, meet individual needs and instill in students a sense of responsibility. It is a necessary component for strengthening concepts and materials covered in class.

Homework is a process which should encourage the development of self-discipline, study skills and the ability to work independently.

When no written homework is assigned, the students are expected to spend some time studying and reading. Great emphasis is placed on the **important role of the parents** in providing the child with **a time and place that is conducive to study**. Homework must be completed neatly and orderly.

Students are expected to complete all assignments and hand them in on time. All missed work when a student is absent must be completed and submitted to the teacher.

Suggested time allotments:

Grades 1 and 2: Approximately 20 to 30 minutes.

Grades 3 and 4: Approximately ½ hour to 1 hour

Grades 5 and 6: Approximately 1 hour to 1 ½ hours.

Grades 7 and 8: Approximately 1 ½ hours to 2 hours.

### PLAGIARISM IS ILLEGAL:

It is defined as using any material taken directly from books, periodicals or the internet, not properly cited, and claiming said information as student's work. Homework, school reports, and research papers are not to be taken from the original source and turned in as the child's work. The student may read, and summarize such material. If using said work, credit must be given to the original author. If a student plagiarizes work s/he will receive a zero as a grade.

### Lunch/Recess

Lunch and recess are scheduled between 11:40a.m and 12:40p.m.daily. Each student is required to bring their own bag lunch each day. Hot lunch or pizza are available each Thursday for a small fee. All money for hot lunch is due by Wednesday morning of that week in the morning mail. If a student forgets his/her lunch, an effort will be made to contact parents in the morning to have lunch delivered. At no time is fast food permitted for lunch. Ice cream is available for sale on Fridays during lunch.

### Lunchroom

Students are expected to observe orderly behavior and good manners at all times in the cafeteria. This includes:

All lunchroom staff, including teachers on duty, parents at hot lunch, and older students on assigned duties should be courteously spoken to and obeyed at all times.

Students must remain seated while eating.

Only low to moderate tones of voice should be used.

Each student is responsible for disposing of their individual garbage and cleaning the table and floor in their area.

Students may not go back to their classrooms during lunchtime.

Talking should cease when the bell rings so all may hear announcements/ directions.

Students may not leave the cafeteria until they have been dismissed when the bell rings.

### Recess/ Playground

All students are expected to go outside for recess any time it is not raining/ snowing and the outside temperature is above 32° Fahrenheit. Parents are urged to be sure that their child(ren) are dressed appropriately for the weather, particularly when it is colder outside. Behavior at recess is expected to conform to the following:

Staying in the yard, in designated areas, unless directed to re-enter by the teacher or staff member on duty.

Obeying teachers on duty.

Fighting and aggressive behavior is never permitted.

Students may not return to the building without permission.

There is to be no disrespect shown by the students to the teacher(s) or anyone else on duty.

### Electronics

All electronic devices such as cell phones, iPods, MP3 players, and handheld video games systems (DSi's, etc), are not permitted in school. Any student found to have these in their possession will have them confiscated and may face disciplinary action (i.e. phone call to the parents, demerits, detention, reflection hour, suspension, etc).

## Student Technology Use and Behavior Policy

Our Lady of the Hamptons Regional Catholic 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. The school's right to review is extended to any use by the student's parents and/or legal guardian of the school's computer resources in accord with the school's policy for review of student records and/or work.

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.

### **Uniform**

As a Catholic School, we have a strict uniform policy. All students are expected to be in full uniform each day, unless a special Dress-up day has been announced or permission for additions to the uniform has been granted for the day. All uniform items are available through Flynn and O'Hara School Uniform Company. Clothing may be ordered online, at special uniform measuring days at the school, or at the uniform retail store at **Flynn & O'Hara Uniforms** in Plainview.

**BOYS, GRADES K-3-** Navy blue uniform slacks, white long or short- sleeved dress shirt with uniform plaid tie, navy blue v-neck vest or sweater with embroidered OLH logo (kindergarten boys **ONLY** may wear a white long or short-sleeved uniform knit golf shirt with embroidered OLH logo as an alternate option). Navy blue socks with brown or black loafers or oxfords. Black or brown belt.

**BOYS GRADES 4-5-** Navy uniform dress slacks, white long or short- sleeved dress shirt with uniform plaid tie, navy blue v-neck vest or sweater with embroidered OLH logo. Navy blue socks with brown or black loafers or oxfords. Black or brown belt.

**BOYS GRADES 6-8-** Charcoal gray uniform dress slacks with pleated front, White long or short-sleeved dress shirt with uniform solid navy tie; navy blue v-neck vest or sweater with embroidered OLH logo. Navy blue socks with brown or black loafers or oxfords. Black or brown belt.

**GIRLS GRADES K-3-** official plaid uniform jumper with embroidered OLH logo, long or short-sleeved uniform white blouse with Peter Pan collar; red v- neck cardigan sweater with embroidered OLH logo, navy blue knee socks or navy blue tights. Black or brown loafers or oxfords. Heel no higher than one-half inch.

**GIRLS GRADES 4-5**- official plaid uniform jumper with embroidered OLH logo, long or short-sleeved uniform white blouse with Peter Pan collar; Hunter green v-neck cardigan sweater with embroidered OLH logos, Navy blue knee socks or navy blue tights. Black or brown loafers or oxfords. Heel no higher than one-half inch.

**GIRLS GRADES 6-8**- official gray and navy plaid uniform kilt, long or short-sleeved uniform oxford (button-down collar) white blouse, Navy or gray v-neck cardigan with embroidered OLH logo, Navy blue or gray knee socks or tights. No nylons. Black or brown loafers or oxfords. Heels may NOT be higher than 1/2 inch.

**GYM UNIFORM**- Gym uniform for all students is the official OLH navy blue sweatpants, sweatshirt, and gray OLH gym tee-shirt. White socks and sneakers. Sneakers are to be worn on gym days only. No high tops sneakers.

**MAKE-UP AND JEWELRY**- The wearing of make-up of any type is never acceptable with the school uniform or gym clothing. Since OLH has a strict uniform policy, we insist that any jewelry be limited to one wrist watch or bracelet, one ring per hand and one simple chain (worn inside the blouse).

Young ladies may wear one simple post-style earring in each ear. Gentlemen may not wear earrings at any time.

In the interest of safety, no jewelry of any type may be worn during any athletic activity, Physical Education class, or dance class.

Colored nail polish, tattoos, artificial nails or excessive jewelry may not be worn at any time.

### **HAIR-**

**GIRLS**: Hair should be neat and properly groomed. Girls may only wear the uniform headband or barrettes in natural, navy blue, or white. No other hair accessories, ribbons, or barrettes may be worn. Fad hairstyles or unnaturally colored hair are not permitted.

**BOYS**: Boys' hairstyles must be appropriate for the school setting. The hair length must be above the collar and ears. Fad hairstyles or unnatural hair coloring are not permitted.

## **DISCIPLINE**

The discipline of Our Lady of the Hamptons School, reflects the spirit of Vatican II, as expressed in the documents on Christian Education and Religious Liberty. Discipline in a Catholic school in an aspect of moral guidance, not a form of punishment or repression. The purposes of discipline are:

\*To promote a genuine pupil development.

\*To develop the individual as a human person who respects himself and others and thereby increases respect for duly constituted authority.

\*To promote character training, that is, to cultivate the virtues that insure right living and to redirect disorderly tendencies.

\*To provide a classroom situation conducive to learning.

The general purposes, underlying teaching programs at Our Lady of the Hamptons School are mutual respect, examples of teachers, development of self-discipline in students and stimulation of the educational process.

In grades K-8, classroom management and disciplinary action is worked out by the individual teachers by the use of a demerit system. Detention and Reflection periods are held as a possible consequence.

The most important thing about our education is that we all learn to work together to "build a community" of caring and kind people. We must try to take responsibility for our own actions. In this light, then, we begin a system that will encourage good behavior and kind actions toward others and deter us from doing things that cause other inconvenience or pain.

Consistent achievement and positive influence will be rewarded by a "merit" notation attesting to good character and example.

Disciplinary infractions will lead to a pupil receiving a demerit. DEMERITS CAN BE GIVEN OUT BY ANY TEACHER.

Demerits may be given out by the discretion of the faculty, but may be given out for;

Demerits will be sent home and need to be returned to school signed by a parent or guardian.

Three demerits will lead to detention or reflection hour.

Students in grades 4-8 will serve an after-school detention period. The student in question is obligated to attend this session (and have transportation arranged privately). No exceptions can be made for practices, appointments, or other commitments. Students and parents will always be notified of detention at least 4 days in advance.

Students in grades K-3 will serve an in-school reflection period. This reflection period will take place during the lunch/recess period. Students will be asked to sit and reflect on their behavior. They will stay inside with the classroom teacher assigned to that week's reflection hour. No exceptions can be made for practices, appointments, and other commitments. Students and parents will always be notified of reflection at least 2 days in advance.

Any child that has received three detentions or reflection periods, will have a administrative meeting with the principal and parent. This meeting may result in further consequences including suspension or expulsion from school, or the dismissal from after-school activities and/or sport teams.

### **SPECIFIC DISCIPLINARY INFRACTIONS INCLUDE:**

- Chewing gum at any time. .
- Disruptive behavior in class or in the lunchroom
- Disrespectful behavior in class, lunchroom or playground
- Fighting or foul language
- Failure to do required homework
- Failure to wear the proper uniform at any time
- Wearing of make-up or excessive jewelry or make-up. (Jewelry is limited to one watch or bracelet,. Girls may wear post earrings only (no hoops or danglers; boys may not wear earrings.)
- Disrespect to the bus driver or other adults in charge of the students
- Un-Christian-like behavior toward anyone in the classroom or play yard
- Bad example given to younger children on the bus or in the yard
- Any act of vandalism to school property or the property of another student.
- Failure to cooperate with assignments or group projects
- Possession of a personal cell phone, iPod, texting device, camera. beeper or electronic device anywhere on school grounds. (Electronic devices will be confiscated)

### **EMERGENCY CARDS**

It is the responsibility of parents and guardians to provide specific information, especially home and emergency phone numbers and emergency medical data. The cards provided are retained in the main office as well as the medical office.

### **EMERGENCY CLOSING OF SCHOOL**

In case of inclement weather conditions, or other emergency, school closings will be announced through radio station WLNG (92.1FM), NEWS CHANNEL 12 , Channel 2 and 4 and on the school website: www.olh.org. Please do not call the rectory , convent or school.

The decision to close the school is usually made by the principal in conjunction with Southampton School District. In cases where the school is already in session, the emergency telephone chain will be activated by the class mothers.

### **EVALUATION**

Assessment of student progress is based on the achievement of objectives for a particular subject at each instructional level. The mark on the assessment card is a comprehensive judgment of student achievement based on a variety of measurement tools:

Class work

- Tests and quizzes
- Homework assignments/reports/projects/oral presentations
- Comprehensive semester tests

Report cards are distributed on a trimester basis (December, March, and June). Parent-Teacher Conferences will be scheduled at the end of the first and second trimester for the purpose of issuing and discussing the assessment report.

**Parent- Teacher conferences** are encouraged. They are an excellent opportunity to share insights that will benefit the child. A parent may request a teacher interview by calling the school office or writing a note to the teacher. Parents should recognize the teachers as professional personnel and respect their suggestions and recommendations regarding their children.

### **FIELD TRIPS**

Trips which are both educational and enjoyable are planned at the discretion of the class teacher with the approval of the Principal. Written consent of parent or guardian is required for all trips. A student not accompanying the class on a trip must report to school on that day.

Parents may be called upon to chaperone field trips. Only those who have been certified in the diocesan Virtus program are eligible to accompany a class trip.

### **LUNCH**

Students bring their lunch each day. Milk is available daily and is paid for by the term in September and January .

- Hot lunch is served each Thursday with a pre-announced menu.
- It is recommended that student lunches be carried in disposable brown bags or soft-fabric lunch boxes.

\* Special lunches (such as McDonald's) may not be "sent in" at lunch time. Ice cream is available weekly.

### **PROGRESS REPORTS**

Progress reports are sent home approximately one month before trimester report cards to inform parents or guardians of students whose work is below par .Please sign and return the attached cut-off to teacher and request an interview if necessary .

### **SCHOOL INSURANCE**

All students must be covered by diocesan accident insurance. A low cost accident insurance is offered as a school service through the Diocesan Insurance Department. This \$15 fee is added to tuition and fees.

## PUPIL SERVICES

**SCHOOL NURSE** The services of a full-time school nurse are provided through the Southampton Public School District. As well as keeping all medical records, the nurse cares for minor accident victims and ill students. At the beginning of the school year, each family is asked to file an **EMERGENCY CARD** stating pertinent information that may assist in the treatment of the child as well as the names of medical and emergency contacts.

### **PSYCHOLOGIST**

Each district provides a school psychologist on a needs basis who is available on call to test and evaluate any difficulty a child is having.

### **REMEDIAL READING**

Under Title 1 we are provided with a part-time Remedial Reading teacher through the local school districts. Testing and parental consent are required prior to services.

**SPECIAL EDUCATION** services are provided on site by teachers from the local public school district to students who have been screened, assessed and whose progress is monitored by an IEP. Parents are expected to follow Teacher/Principal recommendations of testing by the Local School Districts.

### **SPEECH**

Through the local school districts speech evaluation and testing is also provided. Speech therapy is given to those students who qualify.

### **OCCUPATIONAL THERAPY**

Through the local school districts, services as recommended through district testing, are provided.

**TESTING PROGRAM** as prescribed by the Diocese of Rockville:

**OCTOBER**: Iowa Tests of Basic Skills (ITBS) administered to grades 2-7

Cognitive Ability Tests (COGAT) administered to grades 4 and 7

**APRIL**: COGAT to grade 1

**NEW YORK STATE TESTING PROGRAM**

**Grade 4 and Grade 6--**

New York State Science Program Evaluation Test administered in **May**

New York State Language Arts Examination administered in **May**,

New York State Mathematics Examination administered in **May**

**Grade 8** New York State Assessment tests in English and Mathematics and Science administered in **May** and **June**.

### **PROMOTION/RETENTION**

Promotion at the end of the school year is based on the average for the year as shown in the fourth column on the assessment card and the discretion of the teacher in confer-

ence with parent and principal. The most important issue is what is best for the student.

Experience has shown that the most appropriate time for retention is before completion of the primary grades. Although the Principal always acts in consultation with the student's teacher, the final responsibility rests with the Principal.

Students who fail one or more subjects may be promoted on the condition that they attend summer school or receive qualified tutoring at home. Documentation of the above must be received before re-admittance in September.

### **TRANSPORTATION**

Students in grades Kindergarten through eight are transported via school bus by their respective school districts. Bus applications are filled out by the parent in March of the year and are submitted by Our Lady of the Hamptons. All scheduling of buses is done by the districts themselves.

Pre-kindergarten children are transported by their parents.

### **TEXTBOOKS**

Children in grades Kindergarten through eight receive all textbooks through the school districts as administered through BOCES. Forms must be submitted (as per our directives) by the parents in April of the year. Students bear the responsibility to keep and maintain these books during the year and then return them as directed by the school district. Lost or defaced books are the responsibility of the individual student.

All notebooks, consumable supplies, etc. are purchased by the individual students. The school does maintain a general supply room where notebooks, paper, rulers, and school supplies may be purchased as needed.

### **TUITION**

Tuition is paid over a period of ten months. Tuition can be paid in one payment prior to October 15th, 2 payments in September and January, or in monthly payments, **if approved by the principal.**

- All tuition is due on schedule. Periodic reminder notices will be sent as needed.
- No student may take final examinations or participate in graduation exercises without full payment. Similarly, students may not be passed on to the next grade unless all bills have been paid for the current year.
- Each student is charged a fee which includes stationery and supplies, library and computer use, some activity fees, testing, magazines and many other areas, in addition to tuition.



## **ADMISSIONS GUIDELINES**

Admission to **Our Lady of the Hamptons** School is based upon availability of seating, academic needs, and the willingness of the family to work within the structure of the school community. Families are urged to begin their children's Catholic education in pre-school to guarantee the fullness of curriculum.

Admission to the **pre-school program** is based on the individual's age, readiness for school and a first come first serve basis. Placement in the pre-school does NOT guarantee automatic admission to Our Lady of the Hamptons Kindergarten.

In the interests of curriculum and social development, it is strongly urged that children attend OLH from the beginning of Pre-K 3. This prepares the foundation of the curriculum and acquaints the family with school policy and procedures.

Admission to Kindergarten is based upon availability of seating and proper placement for an individual child and his/her needs.

Admission to grades one through eight will be considered only if there is seating available and if the child's school record indicates suitability for the academic programs at OLH.

Since Our Lady of the Hamptons is a Regional School, it is necessary to select students in the following order of priority:

- Children of registered, supporting members of Our Lady of Poland, St. Rosalie or Sacred Hearts of Jesus and Mary parishes.
- Children of present members of Our Lady of the Hamptons family.
- Children of Catholics from other parishes, or non-registered or non-supporting parishioners.
- Children of non-Catholics.

The pastors verify all applications (with regard to parish status). All questions with regard to parish status should be referred directly to the appropriate pastor.

## **PROCEDURE FOR APPLICATION**

Parent requests the formal application by mail, by telephone or through the website any time after January 15. (Waiting list and late admission requests may be received at any time.)

Upon receipt of the application, a formal interview is scheduled with the school principal. Those seeking admission above grade Kindergarten must provide copies of transcripts and necessary documentation. It is necessary for the child to attend the interview.

- A formal interview with the appropriate pastor is then scheduled by the parent. The pastor will notify the principal of the status of the applicant's family and make recommendations.
- Parent will be notified of status by mail. At that time, a copy of the birth certificate, baptismal certificate and updated immunization record must be submitted. Those notified of acceptance will submit a check for \$350 ( \$150 one-time registration fee and one month's advanced tuition.) This is non-refundable and is applied toward the tuition bill for June of the following school year.
- No registration is finalized without all of these steps fully completed.
- Forms for transportation and textbooks will be provided upon payment of the registration fee.
- Uniform measuring is scheduled in the spring for as is vision and speech screening.

## **ADMISSIONS 2018**

**Three year old program:** Child must be THREE years old before December 1, 2018.

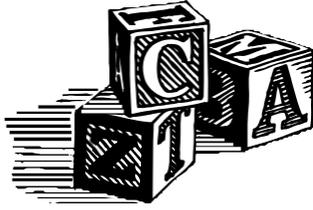
**Four year old program:** Child must be FOUR years old prior to December 1, 2018.

**Kindergarten:** Child must be FIVE YEARS OLD PRIOR TO DECEMBER 1, 2018

**Grade 1:** Child must have completed one full year in a licensed, approved Kindergarten program.

**Grades 2-8:** Child must have passed all subjects in previous school and have full proof of immunizations, health record and record of standardized testing.

We do not encourage transfers into grades seven or eight except in cases of relocation. Exceptions may be made only by the principal for valid reasons.



### **Pre-school hours**

**3 year olds:** Tuesdays and Thursdays

Mornings 8:45-11:15

Afternoons 12 Noon-2:30

**4 year olds:** Mondays, Wednesdays and Fridays

8:45AM –11:15 and 12 Noon-2:30PM

Our Lady of the Hamptons Regional Catholic School's Pre-school Program has the general philosophy that the pre-schooler be placed in a positive, Christian environment that enhances self-respect, self-assurance, independence and a desire to explore, discover and create. The curriculum is planned to provide for development of social, intellectual reasoning and the physical skills of each child, and to give opportunities for participation in group learning experiences. We seek to develop the maximum potential of each child. The program was designed so that parents should see a steady growth from age 2 – 5 and to make the first three years of school an enjoyable, natural, learning process.

**Our Lady of the Hamptons Regional Catholic School** .....The experience begins with the **Almost Three** students followed by the three and four year old classes at the bright, open indoor and outdoor facilities at **St. Rosalie's Parish Center in Hampton Bays**.

**The Almost Three Program** is designed so that the children will have a positive first school experience by interacting with others, experimenting with art and music and enjoying hands on activities. Toddlers meet once a week.  
(Toilet training is not required at this level.)

**The Three Year Old Pre-School** is designed to promote independence, self-confidence, and strong social skills. The daily routine enhances language development through stories, art, musical movement, and outdoor play. Three year olds meet two half days a week.  
(Toilet training is required for all three and four year olds.)

**The Four Year Old Pre-Kindergarten** is designed to develop a love of learning, self-esteem, independence and readiness skills needed for Kindergarten.

**Active Play** provides opportunities to engage in large muscle activities. Children delight in climbing, lifting, pushing and pulling. They develop skills of balance and coordination. Through active play, children build confidence in their motor ability, learn to solve problems, explore on their own and enjoy the companionship of their peers.

**Creative Art** helps children express feelings, ideas and interests through a variety of art media. Art activities develop coordination, manipulative skills and aesthetic awareness.

**Block Play** contributes greatly to the physical, social, emotional and intellectual growth of young children. It provides opportunities for manipulation and coordination while aiding the development of initiation and independence, creative expression and imagination. Block play leads to cooperative play and encourages language development. Basic mathematical concepts are developed as children explore the relationship of unit block sizes and shapes.

**Science** encourages the children to ask "why" and "how" of things in their environment. They make discoveries as they experiment with materials such as magnets, measuring cups and prisms.

**Classroom Library** provides opportunities to become aware of the joy of reading through book and story experiences.

**Dramatic Play** helps the child come to terms with the world. The Housekeeping Corner is one of the most important centers for such play. Children enjoy expressing themselves as they dress up and act out a variety of roll and familiar situations.

**Outdoor Play** is an important part of our daily routine. Through their imagination, children jump, hop, swing, climb and dig as they build fine and large motor skills. Children also have opportunities throughout the year to observe the changing outdoor environment.

**Snack** (nutritious) snack is provided by the school each day in coordination with learning.

**Clothing** includes simple, practical clothes worn to school to enable children to participate freely in all activities.

**OUR LADY OF THE HAMPTONS REGIONAL CATHOLIC SCHOOL** is a unique community of students, teachers and parents. The school, located at 160 NORTH MAIN STREET, SOUTHAMPTON, NEW YORK, is a fully accredited elementary school for young people in grades Kindergarten through the Eighth Grade and, as such, is a part of the New York State Education Department and the Diocese of Rockville Centre. A fully licensed pre-school program for three and four year olds operates at St. Rosalie's Parish Center in Hampton Bays.

A CATHOLIC school, Our Lady of the Hamptons is attended and supported by three parishes: SACRED HEARTS OF JESUS AND MARY (Southampton), OUR LADY OF POLAND (Southampton), and ST. ROSALIE'S (Hampton Bays). The union of these three parishes was established in 1982 and named OUR LADY OF THE HAMPTONS.

The school is administered by the Sisters of St. Joseph of Brentwood, and staffed by a fully accredited faculty of religious and lay teachers.

In an attempt to create a family spirit, the interaction of all family members is encouraged through service, socials, special events and family-oriented activities.



**MISSION STATEMENT:**

- Conscious of the uniqueness and importance of each individual child to God, to self and to society:
- Convinced of the need of our Church and our world to develop mature, educated Christians;
- Committed to the belief that an individual's potential is his or her greatest asset;

We, the administration and faculty of Our Lady of the Hamptons Regional Catholic School, fully dedicate ourselves to utilize our personal and professional gifts and talents for the total education of our students so that they may become aware of their place in the future as Christians and citizens of this country and the Kingdom of God.

# OUR LADY OF THE HAMPTONS REGIONAL CATHOLIC SCHOOL

## FACULTY 2017--2018

### Pastors

Reverend Janusz Lipski, Administrator , **Our Lady of Poland**  
Reverend Michael Vetrano, **Sacred Hearts of Jesus and Mary**  
Reverend Edward Sheridan, **St. Rosalie's**

Sister Kathryn Schlueter, CSJ      **Principal**  
Mrs. Barbara Van Houten      **Secretary to the Principal**

Mrs. Eileen Shimkus, School Nurse      Mrs. Shelley Borkoski, Special Education Director      Dr. James Elflein, School Psychologist

### PRE-SCHOOL FACULTY

Mrs. Jennifer Wegman  
Miss Erica Rojas  
Mrs. Danielle Berlin

### PRIMARY COMMUNITY

Miss Susan Kennedy      Mrs. AnnMarie Koleoglou, Kindergarten  
Miss Lauren Valle      Mrs. Katelyn Stukas      Grade 1  
Miss Teresa Torres      Miss Madeline Price      Grade 2

### INTERMEDIATE COMMUNITY

Miss Kacey Schick      Grade 3  
Mrs. Jennifer Gross      Grade 4  
Miss Jennifer Coyle      Grade 5  
Mrs. Beth Distefano, Mathematics  
Mrs. Emily Powell, Science

### PREP COMMUNITY

Mr. Peter Lynch      Prep 6  
Mrs. Valerie Hanley      Prep 7  
Mr. Christopher Scapellati      Prep 8  
Mr. Robert Giglio, Science  
Mrs. Emily Powell, Science  
Mrs. Barbara Gaias, Spanish

### SPECIAL AREA COMMUNITY

Mr. Joseph Basar, Music  
Mrs. Elyse Curro, Dance and Wellness  
Mrs. Marcia Krenzel, Dance  
Ms Alexandra Muller, Band Director  
Mrs. Melissa Pedersen, Library  
Mrs. Alicia Seckel, Art  
Mrs. Song A Shaughnessy, String Program  
Mrs. Erin Stadelman, Technology  
Mr. Ben Turnbull, Physical Education

# IMPORTANT NUMBERS

OUR LADY OF THE HAMPTONS OFFICE 283-9140

OLH SCHOOL WEBSITE [www.olh.org](http://www.olh.org)

SCHOOL FAX: 631-287-3958

CONVENT.....283-9110  
OUR LADY OF POLAND .....283-0667  
ST. ROSALIE'S..... 728-9461  
SACRED HEARTS OF JESUS AND MARY ..... 283-0097  
SOUTHAMPTON DISTRICT.....283-6800  
HAMPTON BAYS DISTRICT..... 723-0021  
TUCKAHOE DISTRICT.....283-3550  
RIVERHEAD DISTRICT.....727-8080  
BRIDGEHAMPTON DISTRICT .....537-0271  
EAST QUOGUE DISTRICT.....653-5210  
SAG HARBOR DISTRICT ..... 725-1550  
EAST HAMPTON DISTRICT.....324-4100  
FLYNN & O'HARA UNIFORM.....800-441-4122

## SCHOOL BOARD MEMBERS

### ST. ROSALIE'S PARISH

Shawn Leonard

Jane Handal

Brian Nydegger

John Saville

### SACRED HEARTS PARISH

Catherine Allan

John Bennett

John Cuccia

### OUR LADY OF POLAND PARISH

Jacqueline Scerbinski

Robert Marcincuk

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/or your review and/or inspection at the within the main administrative office of the school building.