Our Lady Star of the Sea Regional School

Family Handbook

2019-2020

Our mission is to unite our multicultural community through the Catholic values of academic excellence, compassionate service and respect for all. We welcome students of all beliefs who seek a Catholic school experience.

Introduction

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Our Lady Star of the Sea Regional School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community.

Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, should reflect the faith which the Church has received from her divine founder.

As a community whose primary mission is the teaching of the Faith, Our Lady Star of the Sea Regional School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school.

If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

Accreditation

Our Lady Star of the Sea Regional School is accredited through the Middle States Association of Colleges and Schools.

Academic Responsibilities

chool encourages all students to reach their full potential through the academic program.

n student is responsible for the timely and satisfactory completion of projects, class work, and homework. Grades on tests and projects should be in keeping with the student's ability.

A student who does not fulfill his/her academic responsibilities will be placed on academic probation during which time the evaluation of the student's progress is monitored.

Class Participation

Students are expected to:

- be attentive and respectful to school staff
- show respect and concern for other students
- actively participate in class by responding orally or in writing as circumstances dictate.

Curriculum

The curricula followed by the students in the parish elementary schools of the Diocese are developed by and/or approved by the Superintendent of Schools through the Department of Elementary Curriculum, Instruction and Assessment.

English Language Arts

The Diocesan Integrated Language Arts Curriculum (ELA) has strong foundations in literacy*: reading, writing, thinking, speaking, listening, and visualizing.* Skills are further developed in *critical thinking, literacy evaluation, methods of research, competency in self-expression, and metacognitive awareness*.

Reading

Anthologies, novels, and guided reading books have a range and variety of literature including non-fiction, classics and contemporary works that include options for study by theme or genre.

Writing

The writing process, with the sub-processes of *prewriting, drafting, editing, and publishing,* with both linear and recursive movements of *revision*, is the model plan for the teaching of writing. In addition, *free writing* is integrated into the *before/during/after* segments of the literacy lessons. *Writing to learn* experiences in the content areas, as well as in ELA classes, serve to increase comprehension and recall of material.

Vocabulary, Phonics, Spelling, Grammar

Components in any literature-based program include direct instructional and developmental lessons in vocabulary, phonics, spelling, and grammar. These skills, however, are not taught in isolation, but in relation to the literacy instruction/assessment classes.

Reference Skills

Strong emphasis is placed upon the reference skills strand included at each level of the ELA Program.

Mathematics and Science

The Elementary Mathematics and Science Curriculums are carefully planned programs that focus on the understanding of basic concepts and mastery of skills, and applying these skills through extensive instruction and practice. The Diocesan Mathematics and Science Curriculums focus on problem solving which is considered vital to every skill developed. Instruction in these areas also place strong emphasis on communicating mathematically and scientifically, making real-life and content-area connections, and developing reasoning skills.

Religion

Catholic Identity is integrated into all aspects of the day. All students participate in religion class, prayer services, Mass, and service projects within and outside of school.

Social Studies

The Elementary Social Studies Curriculum is based upon the National Council for the Social Studies Scope and Sequence. The goals of the Social Studies Curriculum include the development of knowledge, skills values and social participation appropriate to the children's age grade level.

Specialty Subjects:

Fine Arts: Art/Music

This area of the curriculum is designed in keeping with the National Standards for Arts Education.

Physical Education

Physical education is vital to the development of the student and is required as part of the elementary curriculum of the Diocese of Camden and the New Jersey Department of Education.

Technology

There are two major areas in the use of technology in our schools: basic technology skills and specific curricular applications of technology. Elementary Technology Guidelines include the following topics: general computer literacy, word-processing, spreadsheets, database, and telecommunications.

Students will earn a grade for cooperation/participation during all special classes.

Curriculum Modifications

Our Lady Star of the Sea Regional School is committed to providing for the needs of individual students. Classroom Modifications are designed to provide adaptations to the curriculum so that high expectations are maintained for all students. The need for curriculum modifications is determined by educational/psychological testing administered by an agent of Special Services of the City of Atlantic City or a privately engaged school psychologist. Parents then join with the teachers and/or administration to develop strategies which will best help students achieve specific goals. Any student who receives modifications will have this noted on their report card. All goals and modifications are reviewed and agreed upon by the parent, teacher, and administration.

Graduation

Eighth grade students who have completed the prescribed course of study, and have maintained a suitable discipline record, are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the eighth grade teachers.

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student participation in closing exercises if, in the view of the school, the student's conduct, academic, or disciplinary record indicate that the privilege should not be extended

Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on assignments. The following time per night is suggested for homework; this includes reading and written and study assignments:

Kindergarten	20 minutes
Grades 1 and 2	30-45 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	90 minutes

Homework may be assigned to students Monday through Thursday. Students may choose to work on long-term assignments over a weekend. No tests or quizzes (with the exception of Iowa and daily maintenance) will be given on Mondays.

Homework Absence Policy:

For short absences students should make arrangements with classmates, check assignments online or obtain them when they return to school. Students will be allowed one make-up day per each day of absence due to illness. For long term absences, please contact the teacher.

Homework Vacation Policy:

Parents are strongly discouraged from planning vacations during the academic year. While family time is certainly valuable time, interruption in the educational process can present difficulties for some children. However, when absences for vacations are unavoidable, please make an appointment with the teacher/teachers to devise a plan to remediate missed skills.

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card. The daily performance of students is assessed by the teacher. Notebooks, worksheets, and class participation are important indicators of overall effort. All students must be encouraged to use notebooks properly. Students should not tear pages from notebooks, skip pages, or use notebooks as a drawing or scribbling pad.

Progress Reports

Academic and social progress for students in grades 3-8 is available through Cornerstone, the online grading system where student grades can be viewed. Each parent/guardian receives a password at the beginning of the school year to access this site: www.cornerstone.org.

Hard copies of grades in the form of report cards are printed and sent home quarterly as indicated on the school calendar. When the need arises, parents may be contacted by their child's teacher to alert them to the following behaviors which are affecting their academic success.

Retention

Student progress is monitored throughout the school year. During the third quarter the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. The teacher/teachers will schedule a follow-up meeting with the parent/guardian. If retention is indicated, parent/guardian will receive an official notification which is to be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

Auxiliary Programs

Special Education Program

OLSS provides a specific classroom for students who have Individualized Service Plans and who would benefit from a specialized classroom to meet their learning needs. The children are required to follow all the procedures of OLSS and are mainstreamed into the regular education classes whenever possible.

Title 1

Title I is a federally funded program coordinated by the Atlantic City Public Schools and the administration of OLSS providing basic skills instruction to eligible students.

The program is designed to provide remedial, corrective, or developmental reading skill reinforcement in the areas of Math and English Language Arts. Students are considered for these programs based on their performance in the Iowa Test, grades, and classroom teacher recommendation, and/or parental request.

These services are coordinated with the classroom teacher to maximize reading, thinking, and learning potential.

Speech and Language Services

Children are selected to receive services when standards of sound production, fluency, language use, form, or content fall below normal standards for the child's age and ability. Referrals for evaluations are initiated by staff, parents/guardians, or the children themselves. Evaluation and therapy are only provided following the consent of the parent/ guardian.

ESL

A teacher is provided through Chapter 192-193 State of New Jersey to provide English as a Second Language to students in grades K-8 who do not speak, read, or write English or for whom their emerging skills preclude them from gaining full mastery. Classes are held daily to increase English fluency. Students are tested in the fall and in the spring in order to determine eligibility.

Counseling Services

The school counselor provides quality service to Our Lady Star of the Sea Regional School community by consulting with the school administration, faculty, and parents/guardians regarding individual students. Both individual and group counseling are available to the students. The counselor recommends suitable referrals when needed.

Report Cards

Report cards are issued four times a year to students in Grades 1 through 8. Pre K and Kindergarten students receive a Progress Report at the end of the second quarter and the end of the year. Distribution dates for report cards are listed on the school calendar. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- major assessments
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

Standardized Testing

Iowa Testing is administered in the spring to students in Grades 3 through 7. All data is examined by the staff and used to drive planning and instruction.

Student Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. Books, copybooks and materials are to be properly identified with a child's name and room number. The student and parent/guardian must pay for all lost or damaged schoolbooks, in full. A charge will be made at the rate at which the books were purchased. Students are expected to take care of their personal belongings, their books, and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation.

The school reserves the right to examine students' personal property and/or materials on campus when necessitated.

<u>Address Changes</u>

Please notify the office of mailing address, phone number, or e-mail address changes.

Admission

OLSS school serves the academic, social, and physical development of the students. The primary purpose is religious education and faith formation. OLSS school exists for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of faith. OLSS school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students so that they may live a full Christian life.

OLSS school admits students of any race, color, religion, national, or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, religion, national, or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The necessary forms and certificates for admission are:

a. Birth Certificate.
b. Baptismal certificate, if applicable.
c. A certificate of immunization that must be updated and available for confirmation.

istration for students entering Our Lady Star of the Sea Regional School for the first time begins in February.
ilies wishing to return to school will be asked to re-register in February.

Non-Catholic students may be admitted to our school under the following conditions:

d. The parents/guardians agree to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
e. The parents/guardians commit themselves to accept and to promote the philosophy, goals, objectives, and regulations of our school.
f. The parents/guardians agree to assume responsibility for all financial obligations.

and Dismissal

begins promptly at 8:10 AM. Students may enter the building through the cafeteria door from 7:30-7:55. After 7:55 students enter through the front door and class begins at 8:00am. Dismissal begins at 2:45 pm and 1:00 pm on most early dismissal days. Please check the school website, and calendar for days off and early dismissals.

y Star of the Sea Regional School faculty and staff work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visits on particular occasions. Teachers are not available to conference with parents before school while children are present in the classroom.

Tardy students must report directly to the office and be signed in by a parent/guardian.

eginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Calls to the school office regarding transportation changes should only be made in case of a true emergency.

Student Drop Off

If there is no teacher visible inside or outside the front door, students are either too early (front door is opens at 7:55-use cafeteria door from 7:30-7:55) or late for school. Early students (7:30-7:55) should use the cafeteria door. Late students (after 8:00) must be walked into school by an adult and signed in.

Student Pick Up

Pick-up for Pre K begins at 2:40 at the convent side cafeteria door of the school. General dismissal begins at 2:45. PLEASE DO NOT PICK UP YOU CHILD BEFORE THIS TIME. Academic activities continue until 2:40 and removing your child before this time is not in the best interest of the individual students and is disruptive to the class. Parents are to take care when maneuvering in the parking lot.

For the safety of all children, at no time should a parent pull around to pass a stopped car.

lies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

Attendance

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the State of New Jersey.

a. **Absences -** The policies regarding this area are as follows:

i. A student who has been absent from school, even for one day, is required to present a written note to his homeroom teacher which is placed in the student's health file.
ii. A doctor's certificate may be required for absence of an extended nature (3+ days).
iii. If your child is going to be absent, or arrive late at school, you are required to call the school. Please leave a message on voice mail. The number to call to report an absence or lateness is listed at the front of the handbook. Please call by 8 A.M.
If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.
iv. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
v. Any child who stays home without his/her parent's knowledge is liable for suspension. Any child who leaves school without permission will be suspended.
vi. Absences due to a funeral will be recorded except in the case of a parent, sibling or grandparent.
vii. One absence due to a high school visit will be excused during the 8th grade year.

Appointments

Student appointments for doctor, dentist, etc. made during school hours should be avoided.

Birthdays / Parties / Invitations

hdays are celebrated and a small treat may be brought to school for the class. **Treats must not need refrigeration, heating or assembly-no ice cream or frozen items, no cake or oversized cookies that need cutting and distribution, no items**

requiring the microwave or a hot plate. No balloon or flowers brought to school or delivered. Please remember that birthday acknowledgements in school are not parties.

dents are not required to wear their uniform on the day their birthday is celebrated (see casual dress). Party Invitations will only be allowed to be distributed if the entire class is invited. In the past we have seen many children slighted and hurt as a result of not being invited. The school is not permitted to give out phone numbers and addresses unless the parent approves. This will be collated by the room parent.

Cellular Telephones/Handheld Electronic Games

Cellular telephones may be carried in a backpack for emergency use. During the school day, students in grades 6-8 will store their phones in a basket or container on the teacher's desk. Students in grade K-5 keep their phones in their backpack and stored in a locker. They may not be left in an "on" position and may not be used in the school building without the permission of an adult. The school is not responsible for replacement of lost phones.

Should the child misuse the phone to place a call, send a text, etc., without permission, the phone will be taken from the student and a parent/guardian will be required to pick it up from school.. Additionally, if the text message is of a nature not in keeping with the school code of conduct, such as bullying, harassing, or use of obscene language, the student will be immediately suspended from school. The school and its employees will not be responsible for the care or protection of cell phones. No pictures may be taken and posted on any social media site.

dents may not text at anytime during the school day and in particular not to ask to be picked up if ill. They must see the nurse and the parents will be notified **by the nurse** if the student needs to go home.

Computer Acceptable Use Policy

eptable Use Policy must be signed and returned each year.

Purpose and Goals

Computers are a valuable tool for education. Students, and all users of computer technology, have a responsibility to use these tools properly and in accordance with the school policy.

Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

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General Requirements for Use of the Internet

- All users are required to take simple Internet training from the computer coordinator.
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the school and set forth below.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.

- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must ensure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden. Any breach in this area will result in suspension with possible intent to dismiss.
- E-mail accounts through the school may be restricted and will be monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the school.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- The school may impose additional rules and restrictions at any time.

Violators will be subject to suspension of computer privileges.

Student Rules

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.

Engagement in cellular phone texting and on-line blogs such as, but not limited to, MySpace, Xanga, Friendster, Facebook, etc may result in disciplinary action if the content of the student's messaging includes defamatory comments regarding the school, the faculty, other students or the parish.

Violations of any of these rules may result in either or both of the following:

- Loss of Internet access privileges
- Disciplinary and/or legal action by the school, law enforcement or other involved parties.

Conferences

nces are scheduled during the first quarter. Students in grades 6-8 must attend the conference with their parent/guardian. Attendance by students in grades K-5 is optional.

chers may not be interrupted during the school day. Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When

requesting a conference, please state the nature of the concern, so that the teacher can be prepared. The better the communication, the easier it is to direct your child in his/her educational endeavors.

todial Agreements and Student Access

the responsibility of the parent/legal guardian to present to the school a notarized copy of the court determining custody agreements. The copy will be kept in a confidential file. The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that a non-custodial parent is denied access to that information.

Discipline

OLSS School believes that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school. The basic premise is that self-discipline skills are learned and that they can be taught like any other curriculum.

For the essence of the spiritual, academic, and social development of our students, our school establishes guidelines to promote a safe, effective learning environment. These guidelines are universal to the school. However, in an extra effort to support the development of our early-adolescents from grades five through eight, the following steps will be implemented:

1. Behavioral Infractions are noted by the written warning (Accountability and Responsibility Sheet for grades 3-8) issued by a teacher or administrator. This warning is intended to assist the student with self-correcting steps toward accountability and improvement. The teacher will guide the student through the process. The infraction will be signed by the teacher and, likewise, signed and returned by the parent/guardian on the following class day. Failure to return the form the following day will be addressed by the teacher with contact to the parent/guardian.

2. Receiving three behavioral infractions will result in detention for students in grades three through eight. Detentions will be held on the assigned day after school from 2:45 PM to 3:45 PM. Transportation for students is the responsibility of the parent/guardian. Each student must be signed out, in the office, by a parent/guardian. A possible alternative to detention will be considered for Pre K, K, grades 1 & 2.

3. Three further infractions resulting in a second detention, will warrant a conference with the student, parent/guardian, teacher, and administration. A behavioral plan will be developed to be implemented within a time frame mutually agreed upon.

4. Failure to follow the above behavioral plan will result in an in-school suspension. An inability of a student to work toward improved self-discipline can result in the recommendation of an alternative school placement.

Please note that in-school suspension, removal from school for the remainder of a school day, and expulsion can be a consequence for all students in any grade.

In-school suspension is sometimes an option in lieu of out-of-school suspension. The determination between the two is at the discretion of the administration and is relative to the nature of the situation.

On occasion and depending upon the situation, parents may be called to remove their child from school for the remainder of the day. Conditions for return to school will be discussed with the parent.

It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student's behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. Comparisons should not be made.

Serious infractions such as drug, alcohol, or weapon possession, or severe physical or moral conduct could result in the immediate removal of the child from school with the intent to dismiss.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Unacceptable conduct – either by a student or a parent/guardian includes, but is not limited to, the following:

a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
b. profane or abusive language or actions
c. fighting or behavior causing physical injury
d. improper use of technology tools, cyber bullying, sexting, etc
e. bomb scares or triggering other false alarms
f. cheating, plagiarism, or forgery
g. smoking or use or possession of drugs or alcohol
h. stealing
i. intimidation, harassment or threats of any kind
j. **false alarms: The family of the student/child responsible for a false fire alarm will be fined $300.00. The child will also be subject to suspension and 10 community service hours.**

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Spitting/Biting

Spitting and biting are behaviors that are health related and are strictly prohibited. However, children over the age of three may occasionally be involved in a biting or spitting incident. The staff will observe the child to determine what elicits this inappropriate behavior in an effort to avert it from recurring. Parents are expected to cooperate with staff to help their child control this behavior. If the child's behavior persists in being harmful to the individual child or to other children, the parent will be asked to remove the child from school for the day. The parent/parents must be in communication with administration before the child can return to school.

Harassment / Violence (Statement found at the end of this document)

Our Lady Star of the Sea School is committed to providing a safe educational environment for all individuals free from all forms of improper threats, intimidation, hostile, offensive, and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to, and including, dismissal of the student. A complete copy of the policy is maintained by the principal and is available upon request.

OLSS School is committed to providing a safe environment for all individuals. Verbal/written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, in person, in writing, or on-line) face detention, suspension and or expulsion.

Expulsion /Dismissal from Our Lady Star of the Sea Regional School

a. After two (2) formal suspensions, a student may be dismissed.
g. Students who are dismissed may apply for readmission after one full year. The school will determine whether re-admittance is appropriate.
c. In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.
d. Parents/Guardians of the student will receive a formal letter of dismissal

At any time, the administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school in order to protect and preserve the wellbeing and safety of the school community.

Dress Code/Uniform

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about him/herself, he/she acts and works accordingly.

The following constitute a distraction and are not permitted:

- Nail polish or makeup
- Necklaces, bracelets or rings
- Scarves or head coverings. Hair accessories are limited to barrettes, pony tail elastics, and plain, solid headbands. No novelty or flower headbands, hair extensions, feathers, scarves, or thread wrappings are permitted. No headbands should be worn across the forehead and around the circumference of the head.
- Tattoos must be covered.

Additionally:

- Girls may wear a single, non-hoop, non-dangling, post earring in each earlobe. No part of the earring may extend below the earlobe. In addition no gauges may be worn. Boys may not wear earrings.
- Boys' hair should be neat with length not past the eyebrows or touching the collar with no mohawks or buzz lines.
- Girls' hair should be neat and out of the face.

- Belts must be worn with pants or shorts by both boys and girls.
- All shirts /blouses must be tucked in.
- Only the neckline of a plain white undershirt may be visible under the shirt.

Regulation uniforms are required dress every day, unless otherwise announced.
Summer Uniforms (the first day of school through October 31 and from May 1 through the last day of school)

Boys/Girls Summer Uniform (first day of school through October 31):
Regulation navy or khaki shorts to the knee with a belt. (Girls-navy or khaki shorts, capris, skorts, or skirts to the knee)
Shorts may not have cargo pockets.
White uniform golf shirt
Blue or white socks

Winter Uniforms (November 1 through April 30):

Boys:
Navy blue dress pants WITHOUT CARGO POCKETS (no jeans)
Belt
Light blue or white oxford dress shirt (tucked in at all times) and navy tie
Navy blue sweater (vest, cardigan, or pullover) should be worn
No sweatshirts (aside from gym day) or turtlenecks are permitted
Navy blue socks
Sensible black dress shoes (no boots)
No excessive jewelry and no earrings. Chains and crosses should be worn under shirts.

Girls:
Uniform jumper, skort, or skirt **to the knee**
White uniform blouse or oxford shirt
Navy blue dress pants (these are the same as the boys style no jeans, cargo, slim cut pants, or jeggings) Belt
Navy blue sweater (vest, cardigan, or pullover) should be worn
No sweatshirts (aside from gym day) or turtlenecks are permitted
Navy blue socks or tights. No leggings
Sensible black dress shoes (no boots, clogs, or open toe)
No make-up, nail polish, excessive jewelry. One pair of earrings (up to quarter size -no hoops or dangling styles), one bracelet, finger ring, watch. Chains or crosses must be worn under shirts.

Gym Uniform:
Grades Pre K-8 wear uniform gym suits (purchased at Our Lady Star of the Sea School or Flynn and O'Hara Uniform Company) and sneakers to school on gym day. No leggings or tights under shorts.
Sweat suits must be **solid navy blue** with the school logo.
OLSS T-shirt
Navy OLSS shorts **no trim or markings**
In addition: November 1 through April 30:
Navy Sweatshirt
Navy Sweatpant

Please Note:

- ***All students must wear either the sweater or vest from November 1st through April 30th with the regular uniform.*** *Neither is required with the warm weather uniform.*
- ***As of the 2015-16 school year all jumpers, golf shirts, sweaters, vests, gym uniforms are to bear the OLSS logo.***
- ***Sweatshirts, even OLSS, are not a part of the regular uniform and may not be worn during the school day, other than during recess. OLSS School issued sweatshirts are only worn on a student's gym day.***
- ***Gym uniforms may not have any other logo than OLSS, no stripes or markings of any kind and should be purchased from Flynn O'Hara or the school office (t-shirt and shorts)***

Boots may be worn to school, but students must bring shoes to wear in class.

Pre-K Uniform:
Summer (the first day of school through October 31 and from May 1 through the last day of school)
Regulation navy or khaki shorts to the knee with a white golf shirt or gym shorts and shirts.
Sneakers only

Winter (November 1 through April 30)
Solid navy blue sweat suit with a white golf shirt everyday
Sneakers only.

Dress Down Days
These days occur occasionally throughout the year. Participation is a privilege and is subject to proper attire. Midsections, backs and shoulders must be covered at all times. Sleeveless tops must cover all undergarments. Scoop or V necked tops must not be so low as to expose any cleavage. Pajamas are not acceptable at any time. T-shirts with words or images deemed inappropriate by school staff will be confiscated. Shoes must be flat and have a backing or strap at the heel for recess and stairwell safety. Students in Grades 4-8 may only wear shorts of Bermuda length, slightly above the knee, or longer. Capris are also an option for girls. Any student in Grades 4-8 wearing shorts not of Bermuda length or longer will be required to call home for a change or purchase OLSS gym shorts that day. Skirt length requirements mirror those of the regular uniform.

Early Dismissal
Planned early dismissals are usually at 1:00 PM. Please check the school calendar for dates.

Emergency Contact Forms
Information necessary to address student emergencies will be required at the beginning of each school year.

Emergency Dismissal/Snow Days
OLSS school is enrolled in the Blackboard Connect contact system to enhance communication with parents both during emergency dismissal situations and after regular school hours. Parents will be asked to provide updated telephone and e-mail contact information to support use of this system. After hours and before school closings will also be posted on the website and announced on NBC 10/Telemundo 62.

Extended Care
After school care is available through the school from dismissal to 5:30 PM at an additional cost. Please contact the school office or consult the website for information.

Extra Curricular Activities
Clubs/activities available to students as announced.

Family Communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Communication from school regarding emergencies, school closings and occasional normal reminders will be sent home electronically through the Blackboard Connect system. Notes from the office and associated flyers will be posted on the school website.

Field Trips

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities. Parent(s)/guardian(s) must complete the official written permission slip for each trip in order for the student to participate. Verbal permission cannot be accepted. Permission slips will be posted online for printing at home. All grades do not always have the same number of field trips.

Students participating in field trips will be utilizing the transportation arranged for the trip, by the school. Typically this is a chartered school bus or motor coach. While it is not encouraged, parents sometimes request they provide their own transportation for their child. Parents who do so must realize they are not considered chaperones and are acting independently of the school. These parents, should they wish to actively participate in the venue for the students, must make their own arrangements for admission and/or any fees that apply. Unless offered by the venue, no discounts or school rates will necessarily apply.

Since costs for class trips are calculated on venue fees and transportation expenses, children who do not ride on school provided transportation are still responsible for the full amount of the trip.

Students who elect not to participate in a field trip should report to school and will be assigned work which will be completed in another classroom. If students stay home on a field trip day, it will be marked as an absence.

A class trip is a privilege, not a right. Teachers, in consultation with Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor conduct.

Parents/guardians who wish to be considered as chaperones must have all necessary clearance items on file with the school office.

Fire/Emergency/Crisis Drills

drills and crisis drills are conducted on a monthly basis. For fire drills the students are instructed to leave the building quickly and quietly when the alarm rings according to directions posted in each area. Students are to follow and comply with the procedures for each particular crisis drill as directed by their teacher. Failure to cooperate is considered a serious matter.

ocol for Emergency/Crisis drills is reviewed and practiced annually.

staff and volunteers must evacuate the building for any fire drill and follow prescribed procedure for the crisis drill.

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Accident / Illness at School

Accidents or unusual illness occurring at school are reported immediately to the Health Office personnel. When a student becomes ill, or meets with an accident, the parent/guardian is contacted. If the parent/guardian cannot be reached, the emergency contact will be called. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

Communicable Diseases

No student, absent from school because of conditions listed below, may return to school before the specified time period.

MEASLES/RUBELLA/GERMAN MEASLES
4 days from onset of rash

WHOOPING COUGH
7 days after medication is started

SCARLET FEVER
24 hours after medication is started

MUMPS
9 days from onset of swelling

FEVER
Fever free for 24 hours

CHICKEN POX
when all pox have scabs that are dried up

PINK EYE
24 hours after medication is started

LICE
until judged non-contagious by physician or school nurse, and after treatment is given and no nits are present

STREP
24 hours on medication

Medical Records/Immunization

The State of New Jersey has mandated that all children entering Kindergarten or First Grade present documented proof that the following immunizations have been received:

DT (Diptheria/Tetanus) 4 doses - one after the fourth birthday
Polio, 3 doses
MMR (Measles, Mumps and Rubella) 2 doses – one dose after 12 months of age
Hepatitis B, 3 doses of vaccine- last dose after 6 months
Varivax (Chicken Pox) - 2 doses (or documentation of live disease)

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. For students entering 7th grade, one dose of tetanus, diphtheria, accellular pertussis (Tdap) is required if it has been more than 5 years since the last tetanus immunization and one dose of meningococcal conjugate vaccine (MCV) is also necessary. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

Dentist and Physician Reports, along with an Elementary School Student Health History form, are required for students entering Kindergarten or any student entering from out of state. Subsequent examinations and forms are required from the Dentist in grades 3 and 7 and from the Physician in grade 6 (scoliosis exam is also due at this time.)

Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it will be administered by the nurse or in the main office. Parents/guardians are required to sign a medication authorization form if the student must take medication at the school.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is recommended that students not carry a full prescription bottle to be taken back and forth daily.

Nurse

A school nurse is provided to OLSS School on a part-time basis through a grant from Chapter 226.. The nurse is not to replace the family doctor for medical/dental exam requirements. Please do not advise your child to seek the nurse to diagnose illnesses or injuries that occur at home.

The nurse is responsible for checking the height, weight, hearing, and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid, in accidents or illness, until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the state-mandated program. The sixth grade students are also screened for scoliosis.

The State of New Jersey requires that each student have a physical examination on file. If a child is entering school for the first time he/she MUST have a physical examination performed by a physician. Any student transferring from a school within the State of New Jersey can obtain documentation of their physical from their previous school and it will be accepted for their records. If your child is transferring from a school out of state a physical must be performed by a doctor in New Jersey. Documentation of a physical must be presented to the nurse within 30 days of admission. Students entering school from another country with a high incidence of Tuberculosis must have a Mantoux test, a skin test to determine exposure to Tuberculosis. The nurse will contact if the need exists and will require a copy of the test results.

If your child has a specific medical problem, please notify the teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that there is an up-to-date emergency number on file in case of an emergency during the school day involving your child.

Nothing containing peanut or peanut products may be brought to school to be shared.

Physicals

All students in grades 6-8 who wish to participate in intramurals, basketball or track are required to have a yearly physical.

Internet and Electronic Communications

The use of our school's technology, including Internet use, is a privilege, not a right.

The Internet has become a global and ubiquitous reality. It offers access to a wealth of knowledge which can be extremely beneficial to students. The Internet can also be dangerous. Because the Internet offers the opportunity for anonymity, there is the possibility for cyber bulling and other harmful acts and for sexual predators to have access to minor It is important for students to maintain appropriate boundaries with respect to other students and the adults in the school. This is for the protection of both students and adult. The internet and other electronic communications pose unique challenges in this regard. Computer use, including use of non-school equipment and use outside of the school, can have harmful effects on students and the school community. Any person who makes inappropriate use of the Internet, cell phones, or other means of electronic communications that is harmful to the good order and discipline of the school, its religious mission or its educational objectives, is subject to disciplinary action. This document establishes guidelines for the appropriate use of the Internet, electronic mail, and telephone for student.
Acceptable protocol includes the following:

- If students must correspond with school personnel by e-mail, only school matters or matters appropriate to be discussed in school should be communicated.
- Students should remember to write as if others are certain to read what is written. E-mail communications can easily be shared with others for whom the communication was not intended. Unacceptable activities include but are not limited to the following:
- Bullying or harassing another student, parent, teacher, administrator, school employee or other member of the school community.
- Posting statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to a student, parent, teacher, administrator, school employee or other member of the school community.
- Using the school seal (logo) or motto without written permission of the principal.
- Creating a website or webpage account, blog or like designed to look like it was created by or belongs to another student, a teacher, administrator, school employee or other member of the school community without the express written consent of that individual.
- Creating a website or webpage designed to look like an official school posting.

Lunch/Recess Schedule

RECESS	LUNCH	
11:30 – 11:55	12:00-12:25	PRE K, K, Grades 1-4
12:05 – 12:25	12:30-12:50	Grades 5, 6, 7, 8

The website lists all offerings under **Lunch.**

Office Telephone Use

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school office when necessary, and they will be given to the appropriate teacher.

Release of a Child

A child will not be released to a parent/guardian who does not have physical custody, without the **written** consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file. Anyone who is not listed on the Emergency Form but has been granted permission by either a written note or phone call to the school office by the parent/ guardian must produce proper identification before they are able to take the student.

igious Formation

Christian atmosphere, our students receive daily education in religious truths and traditions. Liturgical services, prayer services, and other forms of devotion suitable to the needs of the students are also included in our Religious Education Program. All students are required to take the religion courses and participate in any religious service conducted as part of the regular school program. Reception of the Sacraments First Penance, First Holy Communion, Confirmation Parents/Guardians are the primary educators of a child in faith. It is our expectation that families who choose to enroll their child/children in our schools are involved in a faith community. For a Catholic family that is the parish.

families are expected to report a religious affiliation. For Catholic families, you will be asked annually to keep your parish registration information current. The reception of First Holy Communion, Reconciliation, and Confirmation are at the

parish church. Our Lady Star of the Sea School will inform parishes of registration information so that the parish can communicate with the families about important faith formation opportunities.

ents/Guardians are the primary educators of a child in faith. It is our expectation that families who choose to enroll their child/children in our schools are involved in a faith community. For a Catholic family that is the parish.

Safety/Security

All visitors and volunteers must report to the school office.

The doors of the school building are locked at all times. The main door by the office is the ONLY entrance door. Please come to the main door and ring the bell. Parents/guardians and visitors are not permitted in the halls or visit any instructional area during the school day, unless permission has been obtained from the principal. Anyone entering the building must sign in and receive a visitor badge and then sign out when leaving. No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors for lunch recess.

This policy is in place to provide a safe environment and one that is conductive to the academic atmosphere of the school.

School Office Hours

The School Office is open on school days from 7:30am until 3pm. The office is open until 1:30pm on early dismissal days.

Smoking

The school premises are a smoke-free environment. No smoking is allowed in the school building or on the adjoining property.

Tuition Policy and Enrollment

At Our Lady Star of the Sea, support of Catholic education is a high priority. It is the parents' responsibility to assess their individual financial capability to make tuition payments over the life of their children's attendance and make a decision accordingly.

OLSS does offer financial assistance. If a temporary financial need occurs, contact the Principal to discuss options.

For those who decide to send their children to OLSS, two rates of tuition are developed each year-parishioner and non-parishioner. There is a substantial difference between the full annual cost of education at OLSS and the subsidized tuition rate charged to "participating parishioners". In order to take advantage of the subsidized rate, OLSS requires that a family qualify as a "participating parishioner". This means that a family should place a high priority on regular attendance at mass, participate in parish activities and support the parish financially through weekly collections.

In order to complete enrollment registration for the following school year, tuition accounts and all other school fees must be up to date. Enrollment will not be considered complete even if the non-refundable deposits have been made as long as the account is not current. All financial obligations for all students must be met by May 20th of the school year. For graduating students, records will not be transferred to high school until all accounts are current.

Transfer and Registration

If a student is transferring to another school, parents should contact the school office to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and all financial obligations have been met. School records will be forwarded to the child's new school upon request from that school.

Transportation

eginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Calls to the school office regarding transportation changes should only be made in case of a true emergency.

rsement is available from your local Board of Education for any student who resides 2.10 or more miles from school. Forms are available in the school business office.

Bicycles

School is not responsible for bicycles. If one is brought to school, it should remain locked.

For the safety of all children, at no time should a parent pull around to pass a stopped car.

Tuition

vent that tuition payments are in default and the principal has not been contacted, the child/children will not be permitted to continue the current school year until tuition is paid up to date.

bligations are not met, it will result in a child's report card and RenWeb's grading being inaccessible.

rds will be transferred to a new school until such time as the account is paid in full. In those cases where the student is in the eighth grade, the student will not be permitted to participate in graduation ceremonies and any activities until tuition is paid.

ent year tuition is to be paid in full before the last day of the school year or the student's place for the upcoming school year will not be guaranteed.

Guardians must sign and cooperate with the tuition policy/contract provided at the time of registration.

Visitors

ors must report to the school office and sign in the Visitor's Log when entering the building.

Unless previous approved by the administration, no visitors may go to classrooms or see teachers at any time during the school day. Visitors are welcome by appointment. To arrange for a visit, contact the school office.

coming to school to bring forgotten articles or to relay messages must come to the school office. Classes may not be disturbed for these reasons.

Volunteers

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community.

Fingerprint checks must be on record with school office in order to volunteer in the school building. Criminal Record checks (fingerprinting) are good for three (3)years. Volunteers must also attend a Protecting God's Children class within 60 days and receive a certificate of completion to be filed in the school office.

Anti-Bullying and Harassment Policy

The harassment and bullying of students and/or employees by students, school employees and volunteers is not tolerated by Our Lady Star of the Sea School in the school or at school related activities. This school is committed to providing all staff and students with a safe and civil environment in which all members of the school community are treated with dignity and respect. The school prohibits harassment, bullying, hazing, or any other type of victimization of students or staff based upon the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political beliefs, socioeconomic status, or familial status. This policy is in effect while students or employees are on property within the jurisdiction of Our Lady Star of the Sea School; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds and beyond school hours if the misconduct directly affects the good order, efficient management and welfare of the

school. If, after an investigation, a volunteer, student or employee is found to be in violation of this policy, the person shall be disciplined by appropriate measures up to and including disciplinary actions (detention, letter of discipline to be placed in personnel file, etc.), suspension, expulsion, or firing. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer will not be permitted to serve the school in any capacity. "Volunteer" means an individual who has regular and significant contact with students and does not receive payment for his or her time and services.

Behaviors that Constitute Harassment and Bullying

Harassment and bullying constitute any sustained (repeated behavior which is conducted over a period of time) electronic, written, verbal, or physical act or conduct toward a student or employee which is based on any actual or perceived trait or characteristic of the student or employee and which creates an objectively hostile school/work environment and that meets one or more of the following conditions:

- Places the student or employee in reasonable fear of harm to their personal property;
- Has a substantially detrimental effect on the student's or employee's physical or mental health
- Has the effect of substantially interfering with the student's academic performance or the employees work performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Electronic" means any communication involving the transmission of the information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, 7 internet-based communications, social networks, pager services, cell phones, electronic text messaging, and/or similar technologies.

Further Conditions that Constitute Harassment and Bullying

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose of effect of causing injury, discomfort, fear or suffering to the victim; and/or:
- Unreasonable interference with a student's performance or an employee's work product that results in the creation of an intimidating, offensive, or hostile learning or work environment.
- Conduct that is consistently performed over a period of time in which the offender persists, despite being asked to desist, in the offensive behavior thus offending the person or persons in the presence of the conduct (i.e., telling inappropriate jokes, racially inappropriate remarks, etc.)

Sexual Harassment means unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and is considered harassing when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or beliefs;
- Submission to or rejecting of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile or offensive educational environment.
- Conduct is consistently performed over a period of time in which the offender persists, despite being asked to desist (e.g., telling inappropriate jokes, using inappropriate language, making inappropriate gestures, inappropriate touching, etc.).

In situations between student and school officials, faculty, staff, or volunteers who have direct and consistent contact with students, bullying and harassment may also include the following behaviors:

• Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the target student's education or participation in the school programs or activities; and/or
• Requiring submission to or reaction of such conduct as a basis for decisions affecting the student.

Reporting Incidents of Bullying or Harassment Individuals who feel that they have been harassed should:

• Communicate to the harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the harasser, the individual can rely upon witnesses to help where witnesses have firsthand information regarding the behavior in question and are willing to do so. The student can also ask a teacher to intervene in the problem.
• If bullying or harassment continues, the student must report harassment or bullying to his or her teacher. The teacher must intervene if the student is not comfortable telling the harasser that he or she expects to stop his or her behavior. The teacher may assign consequences for the bully's behavior as is appropriate and/or report the behavior to the principal and/or the designee. The teacher must record this incident and remain attentive to mitigate the reoccurrence of the behavior.
• If the teacher's intervention does not stop the behavior, the student/teacher should then report the incidents to the principal or the designee.
• When a staff member is aware of persistent incidents of bullying and/or harassing behavior they must intervene to stop it. If their attempts to stop the behavior are unsuccessful, then the teacher must report the problem to the principal or the designee. • The term "designee" may include but not be limited to: the teacher in charge, the pastor, and/or the principal.
• Determination of consequences and actions due to bullying not outlined in this document, or in addition to those outlined in this document may be decided by the principal and/or vice principal and/or the pastor and/or the head teachers.
• A staff member or volunteer who is a victim to bullying and harassment must report the behavior to the principal or pastor.

Immunity from Liability for the Reporting of Bullying or Harassment

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action as determined by the principal and/or the designee. Retaliation, against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is prohibited.

Investigation of Incidents

The school will promptly and reasonably investigate allegations of bullying or harassment. The Principal or designee will be ultimately responsible for handling all complaints by students or employees alleging bullying or harassment that are ongoing and persistent and that have not been mitigated by the teacher. Based upon the investigation of the allegations, the principal will take appropriate actions with the intention of mitigating and correcting the situation. Appropriate actions may include but not be limited to: counseling, mediating, assigning a consequence, memorializing the event(s) to be placed in permanent/personnel folders, or removal from the school. The principal or designee will determine the need to bring allegations of bullying or harassment to the attention of the Pastor(s). Harassing and bullying involving threats will be brought to attention of law enforcement.

Filing False Complaints

An individual who knowingly files a false harassment/bullying complaint and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy.

Retaliation

A student found to have retaliated in violation of this policy shall be subject to measures up to and including, suspension or expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to and

including termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including, exclusion from school grounds and activities.

Anti-Bullying Training Programs for Students, Staff, and Volunteers The principal is responsible for organizing training programs for staff, volunteers, and students. This training will include how to recognize harassment and what to do in case a student is harassed. Our Lady Star of the Sea School uses the Protecting God's Children Program, in compliance with Camden Diocese Policy, as the training program for all staff and volunteers who come into contact with children to ensure a safe environment for all children. All volunteers or staff members must participate in Protecting God's Children training session once every five years. Students will participate yearly in an anti-bullying and harassment program. The school will publish this policy annually. The school will review this policy with the children annually. This policy may be published by, but not limited to, the following means:

- Inclusion in the student handbook, which requires that students and parents sign that they have received and reviewed the materials.
- Inclusion in the faculty handbook, which requires that staff signs that they have received and reviewed the materials.
- Inclusion in registration materials, as a courtesy for new families that they may see that Our Lady Star of the Sea School takes Anti-Bullying and Harassment seriously.
- Inclusion on the school's website, as a point of information.

Anti-Harassment/Bullying Investigation Procedures

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual can rely upon witnesses to help where witnesses have firsthand information regarding the behavior in question and are willing to do so. Also the student can report harassment or bullying to his or her teacher and the teacher can intervene if the student is not comfortable telling the harasser that he or she expects to stop his or her behavior.
- If the harassment does not stop, the student should then report the incidents to the principal or the designee. Staff responsibilities regarding reports of harassment or bullying:
- Staff should be sensitive to ongoing reports of bullying and harassment
- When a staff member is aware of persistent incidents of bullying and/or harassing behavior they should attempt to intervene to mitigate the harassing behavior. If their attempts at intervention do not result in a successful resolution, they must report the problem to the principal or the designee.

Complaint Procedure

An individual who believes that he or she has been harassed or bullied will notify the teacher or the principal who will conduct an investigation. The person who is investigating the situation may ask the victim to fill out a Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, pictures, web information, and any other materials that will support the allegations. Information received during this investigation is kept confidential to extent possible. The investigator can be a teacher, head teacher, principal or a principal's designee. The investigator, with the approval of the principal if appropriate, has the authority to initiate an investigation in the absence of a written report complaint.

Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview the witnesses as deemed appropriate. Upon completion of the investigation, the investigator may make written findings. The investigator, if not the principal, will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following the investigation and the findings, the principal, applicable parties and/or the designee will determine if the allegations are true. Students, volunteers and staff who are found to have engaged in harassing or bullying behavior will be subject to consequences. The consequences listed above may or may not include the full array of possible penalties for

engaging in this behavior and the decision for appropriate consequences rests solely with the principal and applicable parties. Decisions regarding consequences are binding.

Principal's Disclaimer

The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing this handbook implies limits the principal's authority to interpret and apply the rules. Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, should the principal conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion. The principal and pastor reserve the right to amend this handbook and the school policies and procedures without prior notice for the safety and will being of everyone. Every effort will be made to notify students and parents/guardians of such change via memo or e-mail.

Website : www.olssac.org