



PARENT/STUDENT MANUAL

2018-2019 ACADEMIC YEAR

ACADEMY OF OUR LADY OF GRACE
A MIDDLESTATES ACCREDITED SCHOOL



ACADEMY OF OUR LADY OF GRACE
400 KAMENA STREET
FAIRVIEW, NEW JERSEY 07022
201-945-8300

The Academy of Our Lady of Grace is a Middlestates Accredited school that works in conjunction with:

- Archdiocese of Newark Department of Education
- Catholic Organization of Development Executives for Schools
- Communication Board
- Middle States Association of Schools and Colleges
- National Catholic Education Association
- National Council of English Teachers
- Association for Supervision and Curriculum Development
- National Association of Elementary School Principals



NOTICE OF NON-DISCRIMINATORY POLICY

The Academy of Our Lady of Grace admits students of any race, color, national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. The Academy of Our Lady of Grace does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of their educational policies, admissions policies, scholarships, loan programs, athletic programs and other school-administered programs.

PURPOSE AND USE OF HANDBOOK

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

AMENDMENTS TO HANDBOOK

This handbook is subject to change at any time when deemed necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified.

Revised September 2018

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ABOUT AOLG

MISSION STATEMENT

Our mission is to provide opportunities for our students to develop creative and active minds, inspire a sense of understanding and compassion for others and motivate them to exceed their potential in a safe and nurturing educational atmosphere. It is the aspiration of the school to encourage the students to thrive past the problems of today and be prepared to meet the challenges of tomorrow. Through academic excellence, trust and the practice of Christian morals and values, it is our mission to instill a mutual respect for all members of our multicultural community.

PHILOSOPHY

We believe all students should be encouraged to practice Christian morals and values. It is our hope that the students will be inspired to live out the moral and philosophical teachings of Jesus, like St. Vincent Pallotti did. The transmission of faith and cultural values is a primary responsibility of education.

Our program is committed to challenge our students to learn, grow and accomplish academic, social and vocational goals. We strive to meet this through the mutual collaboration between students, teachers and parents, which enables mutual respect and trust within our multicultural population.

We believe that it is imperative students learn in an environment that is safe and conducive to the growth of their individuality. This allows them to gain self-esteem to meet the challenges of tomorrow by developing creativity and critical thinking skills. Therefore, our priority and continual focus centers on the undertakings that will prepare them to be life-long learners in an ever-changing society.

SCHOOL GOALS

- To achieve a higher level of learning through critical thinking skills.
- To provide a safe and positive environment that is conducive to learning.
- To enrich the Christian values in each student to follow Jesus' teachings.
- To instill the qualities of leadership and citizenship while encouraging students to reach out and provide service to the community.
- To promote an awareness and appreciation to respect diverse cultures within our American society.
- To enhance the aspects of each student's intellectual, psychological, social, emotional and spiritual development in order to become a well-rounded individual.

- To maintain dialogue with the parents and promote involvement in every aspect of their child's education.

MESSAGE TO PARENTS

Education belongs primarily to the parent. The function of the school is to supplement and assist the parent in this fundamental duty; therefore, parents should make every effort to prepare their children to become mature and responsible Christian adults. Since the school may be called the parents' co-partner, in order to obtain the best results, it is necessary that parents:

1. Become acquainted with the school philosophy and objectives.
2. Uphold the regulations and traditions maintained by school authorities.
3. Supervise and scrutinize their child's study habits, school attitudes, and social activities as objectively as possible.
4. Examine carefully and respond immediately to school reports, admonitions, and commendations.
5. Cooperate with school authorities in matters of behavior, dress code, and social attitudes.
6. Observe Christian moderation and discretion in granting permission for social activities such as dating, etc.

The Academy of Our Lady of Grace student makes every effort to integrate the following principles into their years of development:

- That faith allows them to reach out to others and to God with enthusiasm, taking part in the worship of God with sincerity and freedom, characterizing the sons and daughters of God;
- That they seek true friendships among their peers and practice Christian courtesies which often go beyond those accepted by our society;
- That they strive to understand themselves and their developing emotional abilities, thus giving them the capacity to understand and therefore cope more easily with others – peers as well as adults.

To develop the fullest potential of its students, The Academy of Our Lady of Grace makes the following recommendations to parents:

1. Help your child formulate and adhere to a regular study schedule. A minimum of one hour should be devoted nightly to homework.
2. Control use of television, video games, radio, wi-fi, internet, and telephone to avoid unnecessary distractions during the homework period.
3. Show an interest in the progression of your child by helping with a lesson or giving a vocabulary quiz. Remember you are the one your child loves best, and your love and interest are what they need the most.
4. Doctors' and other appointments should not be scheduled during regularly scheduled school hours. If a child leaves school for any doctor's appointment during the school day, a doctor's note must be presented upon return to school.

5. Insist upon regular eating and sleeping habits; provide for annual medical and dental check-ups.
6. Discourage the use of tobacco, alcohol, and drugs particularly by good example at home.
7. Encourage in your children the habits of personal cleanliness, neat dress, polite speech, courtesy and respect for themselves and for others.
8. Instill in your child a respect for property: personal, school, and others.
9. Nurture your child's growth and development, their character, and spiritual life by assisting them in developing a true sense of values and in becoming responsible for their actions.
10. Refuse to write any notes of excuse for incomplete work, lateness, or absence which do not adhere strictly to the truth. Good example will promote integrity.
11. Investigate claims that homework has been completed during independent reinforcement time.
12. Encourage good reading habits; subscribe to worthwhile magazines and do not tolerate obscene literature in your home.
13. Feel free to contact the school office or administration if a problem arises; in turn, they will advise further consultation, if necessary, with faculty members.



CONTACTING THE SCHOOL

CONTACT NUMBERS

School Office: 201-945-8300
Nurse's Office: 201-945-1201

SCHOOL WEBSITE

www.aolgfairview.org

All teachers can be reached via email by simply addressing the email to:
(teacher's last name)[@iolgfairview.org](mailto:teacher@iolgfairview.org)

PROCEDURE FOR REQUESTING A MEETING

Parents who wish to meet the principal must contact the office to arrange a mutually convenient meeting time.

Parents who wish to meet with teachers regarding their child must e-mail the teacher directly. E-mail accounts are listed on the school website. Please give the teacher a twenty-four to forty-eight hour turnaround for a response. For the sake of good order in the school, parents may not approach staff members during the school day without arranging an appointment beforehand.

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

Parents who have conferences must come to the office to sign-in before meeting with the teacher.

Whenever problems arise, a parent should **FIRST MEET WITH HIS/HER CHILD'S TEACHER** by appointment. If a resolution is not met following that meeting, only then should the next step be to meet with the principal or an administrator.

SCHOOL COMMUNICATION WITH PARENTS

The Academy of Our Lady of Grace will communicate with a monthly calendar and newsletters which will be available to parents on the school website.

Notices and reminders concerning activities, scheduled meetings, school letters and forms, updates and additional important information will be sent home when necessary via Schoolmessenger, placed on the school's Facebook account, and/or distributed via written forms.

Grades can be viewed daily on PowerSchool through the Parent Portal option on the school website.

Homework assignments and class notices are placed on individual teacher webpages within the school website.

SCHOOLMESSENGER

Schoolmessenger is a trusted online platform utilized by all schools in the Archdiocese of Newark that allows schools to communicate instantly with its parents. Messages sent through Schoolmessenger will be delivered in the form of a phone call, text message or email. Dependent on the urgency of the message, there may be some cases where all three forms of media will be used to deliver the same message.

As a result, please make sure the Academy of Our Lady of Grace consistently has the most current contact information. Also, please make sure to have info@aolgfairview.org and scc@aolgfairview.org on your list of accepted emails in order to prevent any kickback or any instances where the school messages are automatically sent to SPAM.

TELEPHONE CALLS

Please contact the office ONLY when it is important. Most information parents seek can be found on the school calendars, written notices, and school website where information is consistently updated and readily available. Additionally, specific changes to your child's daily schedule, such as doctor's appointments or change in pick-up, should be discussed prior to the school day to avoid having to contact the school regarding immediate amendment to same-day issues.

Please do not ask the office to give students personal messages. This action requires that an office staff member interrupt instructional time. Consequently, this takes time away from other responsibilities, interrupts the classes, and at times, when the office is very busy, a message might not be given.



ACADEMICS

Students are required to master the subject matter for each grade level before being promoted to the next level.

If a child is not achieving academically, behaviorally or conducting themselves properly the school maintains the right to not re-register him/her or request removal from the school.

REPORT CARD/ACADEMIC SCORING

At The Academy of Our Lady of Grace, the curriculum consists of the following subjects:

Major subject offerings include:

- Religion
- Reading (Includes: Spelling and Vocabulary)
- Math
- Language Arts
- Science
- Social Studies

Minor subject offerings are:

- Art
- Computer/STEM
- Physical Education
- Music
- Foreign Language

ACADEMIC CODE FOR GRADES 1-3

A. The Marking Code for the subcategories under religion, communication arts, mathematics, social studies and science is:

E = Exceeds	(High Understanding)
S = Secure	(Understanding Demonstrated)
D = Developing	(Growth Demonstrated)
B = Beginning	(Beginning Stages)
N = Not Yet Performing	(Assistance Required)

B. The Marking Code for art, health, introduction to world language, music, physical education and technology is:

E = Exceeds	(High Understanding)
S = Secure	(Understanding Demonstrated)
D = Developing	(Growth Demonstrated)
B = Beginning	(Beginning Stages)
N = Not Yet Performing	(Assistance Required)

C. Explanation of Marking Code:

E = Exceeds	(High Understanding) Student demonstrates a high level of skill, knowledge and performance.
S = Secure	(Understanding Demonstrated) Student has a solid understanding of concepts, skills and knowledge.
D = Developing	(Growth Demonstrated) Student demonstrates progress but lacks full understanding.
B = Beginning	(Beginning Stages) Student demonstrates an emerging interest in concepts being taught.
N = Not Yet Performing	(Assistance Required) Student lacks understanding and requires teacher support.

Honors for Grades 1 – 3 are as follows:

First Honors	E in all major subjects. No N's, B's, or D's
Second Honors	E's and S's in all major subjects No N's, B's, or D's

ACADEMIC CODE FOR GRADES 4-8

A. The Marking Code for the subcategories under religion, reading, language arts, mathematics, social studies and science is:

A+ = 97-100	B = 83-87	D = 70-72
A = 92-96	C+ = 78-82	U = Below 70 Failure
B+ = 88-91	C = 73-77	

B. The Marking Code for art, health, world language, music, physical education, computer and STEM is:

- O = Outstanding
- S = Satisfactory
- I = Improvement Needed
- U = Unsatisfactory

C. The Marking Code for the PERSONAL DEVELOPMENT section of the report card is:

- O = Outstanding
- S = Satisfactory
- I = Improvement Needed
- U = Unsatisfactory

D. Additional codes will be used to determine the academic standing in particular areas of a subject. The codes are as follows:

- + Strength
- √ Satisfactory
- Weakness

HONORS FOR GRADES 4 – 8 ARE AS FOLLOWS

Principal's List

- A+ in all major subjects
- No I's or U's in the Personal Development section of the report card
- No I's or U's in the courses of art, music, health, physical education, computer or STEM

First Honors

- A or A+ in all major subjects
- No I's or U's in the Personal Development section of the report card
- No I's or U's in the courses of art, music, health, physical education, computer or STEM

Second Honors

- B+ or higher in all major subjects
- No I's or U's in the Personal Development section of the report card
- No I's or U's in the courses of art, music, health, physical education, computer or STEM

Final Examination Marks:

- Examinations shall be given at the end of the year in grades 5-8.
- The examination grade is weighted 20% (1/5th) of the 3rd trimester average.
- Examinations are optional in other grades.

Yearly Average is calculated by adding the three trimester grades and dividing by 3.

The Academic Code on the report card and the permanent record card shall be the same.

Students in 7th grade will receive Pre-Algebra; students in 8th grades will receive Algebra

SUMMER SCHOOL

Students who fail major subjects WILL be required to attend summer school or successfully complete 25 hours of private tutoring approved by the principal for the subjects failed. At the completion of the appropriate summer classes or tutoring, all work and documentation MUST be presented to the principal for review before the student will be passed on to the next grade.

For grades K-3, summer school will be determined collaboratively by the teacher and administration based on the number of B's, D's and N's that appear throughout the student's report card without any significant signs of growth or improvement.

For grades 4-8, a student must attend summer school for any major subject that he/she has a yearly average lower than a 70.

In the case of 8th grade students, all work and documentation MUST be presented to the school office before the student will receive his or her diploma.

RETENTION

Inadequate academic performance may require withdrawal from the school.

For grades K-3, a student will be retained if failures are received in math and reading/language arts for the year. These are basic required subjects and a failure in these areas will place the student at a disadvantage in the following grade.

For grades 4-8, a student will be retained if he/she fails three or more major subjects. No pupil in the 8th grade will receive a diploma at graduation unless he/she passes all major subjects. In the case of failure in one or two subjects, the student will receive his/her diploma ONLY after successfully completing those subjects in summer school.

Excessive absences may also result in retention based on NJ State educational policy.

NOTIFICATION OF RETENTION

Retention should be very rare, and only when it is evident that the student will benefit from repeating the year.

In the case of retention, it is the teacher's responsibility to notify the principal first and then the parents by at least mid-semester. After monitoring progress, another report should be given to the aforementioned people no later than May 15 unless failure is contingent upon a grade such as a final exam.

Teachers noting a child's behavior or learning difficulties, which might indicate consultation with guidance services or evaluation by The Child Study Team, should confer with the principal.

Consultation with the principal as early as possible is necessary to discuss appropriate action. Verbal statements should always be backed up with written duplicate anecdotal style letters.

DELIVERY OF REPORT CARDS

Report cards are distributed three times a year for grades 1-8. Prekindergarten and kindergarten receive three progress reports a year.

ENRICHMENT AND SUPPLEMENTAL PROGRAMS

The Academy of Our Lady of Grace has the following state programs which give supplementary help to students who need tutoring:

E.S.E.A. TITLE I is a federally funded remedial program. Presently, we are providing a reading and language experience in grades K-8 for those students who are in need of remediation.

Compensatory Education 192-193 Supplementary help in reading, math, writing, speech, and ESL given to any student regardless of the town in which he/she resides. Achievement test scores are used to determine who is eligible for aid.

HOMEWORK

Some reasons for homework include:

- to practice skills
- to complete the day's work
- to gather information for a project
- to complete assigned research
- to present challenges
- to reinforce skills and concepts

As it pertains to homework, please note:

- Each teacher will have his/her own methods of requiring and collecting homework from his/her students.
- Each student should have an assignment pad in which to write his/her daily homework assignments.
- Homework usually involves either a workbook and/or a hard-covered text. If during the year, any school book is lost or damaged, a replacement fee will be charged.
- Homework for the child will always be displayed daily in the classroom and on the teacher's school webpage by the start of each week.



ADMISSIONS

ADMISSION POLICY FOR STUDENTS

The Academy of Our Lady of Grace gives preference to:

1. Registered parishioners of Our Lady of Grace Church who currently have siblings in the school.
2. Registered parishioners of Our Lady of Grace Church who currently do not have any siblings in the school.
3. Catholic students registered in parishes within the Archdiocese of Newark who currently have siblings in our school.
4. Catholic students registered in parishes within the Archdiocese of Newark who currently do not have any siblings in our school.
5. Non-Catholic students who will cooperate in religious functions and respect the tenets of the Catholic Faith.

A waiting list will be maintained for one academic year only.

TESTING

All pre-k and kindergarten students will go through a screening process.

PARISHIONERS

To qualify for parishioner status, you must agree to contribute at least \$364 to the parish. At least \$182 must be verifiable in church records from July through mid-October and another \$182 must be verifiable from mid-October through mid-January. Your weekly contribution would be at least \$12 in order to achieve the total of \$364 between July and January. Failure to abide by this policy will result in your status being changed to non-parishioner and your tuition being raised to the higher rate. Please note, all contributions must be enclosed in the Church provided envelope, or an appropriately labeled envelope, in order to qualify towards your parishioner status.

CATHOLIC APPLICANTS

Catholic applicants are required to have a Baptismal Certificate and verification of reception of any additional sacraments. We strongly urge all Catholic parents to see that their children attend Sunday Mass and Mass on Holy Days of Obligation.

NON-CATHOLIC APPLICANTS

The non-Catholic student is welcome at The Academy of Our Lady of Grace. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services scheduled for the students during the school year. Parental cooperation is expected in this area of student growth.

Non-Catholic applicants, who are accepted by the school, must cooperate in religious functions and respect the tenets of the Catholic Faith. These students must take religion as an academic subject and receive passing grades in this area of the curriculum. Activities, which are religious in nature, must be attended by these students; e.g., the Christmas Pageant, Communion and Confirmation preparations and classroom prayer services.

TUITION

Pre-K:

Pre-K2-4 (1 child)	\$5,400.00
Pre-K2-4 (2 children)	\$8,100.00
Pre-K2-4 (3 children)	\$10,800.00

Grades K-8:

Parishioner		Non-Parishioner	
K-8 (1 child)	\$4,100.00	K-8 (1 child)	\$5,025.00
K-8 (2 children)	\$6,150.00	K-8 (2 children)	\$7,538.00
K-8 (3 children)	\$8,200.00	K-8 (3 children)	\$10,050.00
K-8 (4 children)	\$10,250.00		

Tuition must be up to date and current. Payment in arrears of two weeks will necessitate the student to immediately be removed from the school and classes.

From June through March, tuition will be collected periodically using the online school tuition payment plan, FACTS Tuition Management.

To set up your FACTS payment plan, go to <https://online.factsmgt.com/signin/3JTCB>

EARLY WITHDRAWAL

Please note that if at any point in the school year you withdraw your child from the school, you will be charged the current month tuition as well as one additional month tuition.

TECHNICAL REQUIREMENTS FOR ADMISSION
(IMMUNIZATION, HEALTH, ACADEMIC, PERSONAL, & SPIRITUAL)

Age:

- A birth certificate must be submitted as proof of age.
- Students must be the correct age for the correct entering grade by or before October 1 of that school year.

Immunization Requirements:

- DPT / DTaP- A minimum of four doses, provide at least one dose is given on or after the child's fourth birthday.
 - Tdap booster - for all students born after 1997 and entering the 6th grade after September 2008.
- IPV - a minimum of three doses, provided at least one dose is given on or after the child's fourth birthday.
- Measles Vaccine - Two doses, with one dose administered on or after the child's first birthday; children who were immunized before their first birthday must be re-immunized.
- Rubella Vaccine - One dose, with one dose administered on or after the child's first birthday; children who were immunized before their first birthday must be re-immunized.
- Mumps Vaccine - One dose, with one dose administered on or after the child's first birthday; children who were immunized before their first birthday must be re-immunized.
 - (2 doses—MMR vaccine satisfies this requirement spaced at least 1 month apart)
- Hepatitis B - complete 3 dose series
- Varicella - one dose on or after the first birthday
- Meningococcal - one dose for all children born after 1997 and entering 6th grade after September 2008.
- An applicant whose immunization record is incomplete will not be admitted.

Health Requirements:

- New students must have a complete physical examination, including eye and dental examinations, before applying for admission.
 - NOTE: Sports Physicals must be current within one year of the first day of practice of the sport to participate.

Catholic Applicants:

- A Baptismal certificate and verification of reception of any additional sacraments is required.

Transfer Students:

- In addition to the above items, a transfer notification and most recent report card from the previous school is required. An interview and submission of standardized test scores are also required. The acceptance of all transfer students will be at the discretion of the principal. All transfer students are admitted on a probationary period. Each student's record is reviewed and a final determination is made at the discretion of the principal.

POLICY ON PERSONAL CLASSROOM REQUESTS

Please note that the Academy of Our Lady of Grace reserves the right to not honor a parent's personal request for the placement of their child(ren) in a specific classroom.

TRANSFER OF STUDENTS

In addition to all of the above items, a transfer notification, standardized test scores, and most recent report card from the previous school are required. The parent/guardian must schedule an interview with their child present. No transfers will be accepted during the final year before graduation. This policy will be at the discretion of the principal. A release paper must be signed to allow access of records from a previous school.

TRANSFER OR WITHDRAWAL FROM SCHOOL

Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in writing by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the "sending school."

All financial obligations must be met before a transcript of the school record is mailed to the school to which the student is transferring. All textbooks must be returned and checked by the individual homeroom teacher. Any recreational books borrowed from a classroom or the school must be returned to the teacher/office. The student must empty his/her desk before leaving the building.

PARENTAL RIGHTS TO SCHOOL RECORDS

The Academy of Our Lady of Grace abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

A request can be made to obtain specific academic records such as your child's report cards, progress reports, and disciplinary referrals. To do so, please contact your child's teacher through email or written request. Please note the school cannot provide duplicates of a child's original artwork, project, or classroom assignment.

COURT RECORDS

Court Orders Affecting Parents

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "Custody Section" of the

Divorce Decree if it contains information which may be useful to the school in fulfilling its obligations.

Pick-Up from School

The school will permit only the custodial parent/guardian or his/her designee to pick up the child(ren) during or at the end of the school day. The non-custodial parent will not be permitted to remove the child(ren) from school during or at the end of the school day unless there is a written authorization from the custodial parent/guardian. In an emergency, a clearly defined, one-time telephone authorization will be acceptable. Whenever possible, a change of routine should be shared with the child before they leave for school and for Pre-K - 4, notify the teachers in writing. Call school in emergency situations only to change plans as soon as possible.

Compliance with Law

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



AFTERCARE

AFTERSCHOOL PROGRAM

The Afterschool program at Academy of Our Lady of Grace is available for students in grades pre-k through fifth grade. Students in sixth grade and up will need permission from the principal in order to attend afterschool. The Afterschool Program begins on the first full-day Monday of September.

At 2:50 PM if your child is not picked up because of your tardiness, he/she will be sent to after school and you will be charged. There will be no exceptions to this.

Please be aware of the following guidelines for the After School Program:

Hours: 2:50 PM to 6:00 PM on regular school days.

FEES

TIME	(PER DAY) EACH CHILD
2:50 PM - 3:30 PM	\$ 6.00 - Express Check Out
2:50 PM - 4:00 PM	\$11.00
2:50 PM - 6:00 PM	\$16.00

FIRST FRIDAY / HALF DAY DISMISSAL FEES

TIME	(PER DAY) EACH CHILD
12 NOON – 3:00 PM	\$15.00
12 NOON – 4:00 PM	\$18.00
12 NOON – 6:00 PM	\$25.00

Late Fees: The program ends at exactly 6:00 PM. Parents must be at school before 6:00 PM to take their child home. If this pick-up time is not adhered to, there will be a late charge of \$1.00 for every minute that a student is left waiting with the teacher. This will be strongly enforced due to the past abuse in this area. If you are aware that you could possibly be late, please contact us at 201-945-1201 and notify us as to what arrangements have been made for your child to be picked up at the appropriate time. If you fail to notify the school that you will be late, the person you listed to call in case of an emergency will be contacted to arrange for your child to be picked up.

PAYMENT POLICY

Effective with the 2018-2019 school year, all fees related to After Care will be charged twice a month via your FACTS account. Payments are no longer remitted to the school directly.

Pickup: Pick up your child at the second entrance (this is the entrance nearest to the gym) located on Kamena Street. Please ring the bell. All other doors to the school will be locked for safety reasons.

Behavior: Appropriate behavior is required from the students in the After School Program at all times. A discipline plan is enforced so that we may have a happy and cooperative atmosphere for students to do their homework and play with their peers. If there is any discipline problems, parents will be notified immediately. There will be detention for a student's misconduct. If there is a continual problem (more than 3 detentions) with any one child, he/she will not be allowed back into the After School Program for the entire year.

AFTERSCHOOL ACTIVITIES SCHEDULE

On half days of school, please pack snacks and lunch for your child.

2:50 PM - 3:00 PM	Attendance Roll, prayer, snack time (Please provide your child with a healthy snack)
3:00 PM - 4:00 PM	Homework time, quiet time or reading.
4:00 PM - 5:30 PM	Free playtime, arts and crafts or a movie.
5:30 PM - 6:00 PM	Cleanup time



ARRIVAL/DISMISSAL

ORDER OF THE SCHOOL DAY

Grades: Pre-Kindergarten and Kindergarten

7:50 AM	Time of Arrival
2:40 PM	Time of Dismissal
11:50 AM	Time of Dismissal on a Half Day

If you choose a ½ day program for pre-k 2, 3, or 4, dismissal will be at 11:30 AM.

Grades: First – Eighth

7:50 AM	Time of Arrival
8:00 AM	Classes Begin
8:10 AM	Student will be marked late
2:50 PM	Time of Dismissal
12:00 PM	Time of Dismissal on a Half Day

HAVING YOUR CHILDREN ARRIVE ON TIME IS SO IMPORTANT FOR THEIR EDUCATION. PLEASE NOTE IT IS POSSIBLE THAT ADMITTANCE TO SCHOOL WILL NOT BE ALLOWED AFTER 8:20 AM SO THAT CLASSES WILL NOT BE DISRUPTED. THIS DETERMINATION WILL BE MADE BY THE PRINCIPAL AT THE TIME OF ARRIVAL. ALSO, STUDENTS WILL NOT BE DISMISSED BEFORE 2:50 PM. LATE ADMITTANCE OR EARLY DISMISSAL WILL REQUIRE PROOF OF REASONING SUCH AS A DOCTOR'S NOTE.

GENERAL REGULATIONS

- School entrances are locked once school begins. This is to protect students and all personnel.
- When parents come to school, please ring the bell that is located left of the main entrance door and wait to be buzzed in. The left entrance door is the door that opens. When in the

building, immediately go to the office. PARENTS SHOULD NEVER GO DIRECTLY TO THE CLASSROOM OR NURSE'S OFFICE.

NO PARENTS ARE PERMITTED TO ENTER THE BUILDING AT DISMISSAL TIME. IF THERE IS A NEED TO SPEAK TO SOMEONE, PLEASE REPORT TO THE OFFICE FIRST.

SUPERVISION

The school's responsibility for supervision of students begins at 7:50 AM and ends at 2:50 PM. For children properly enrolled in the school's After School Program, the responsibility for supervision begins at 2:50 PM and ends at 6:00 PM.

RECESS BEFORE SCHOOL AND DURING LUNCHTIME

When the temperature is 35°F or above, students will be sent out to the playground for recess. Please make sure your child has the proper attire; e.g., gloves, jacket, hat, etc.

LATENESS

Each parent has the obligation to see that the child arrives no later than 8:00 AM. A late pass will be administered to any student that arrives after 8:10AM.

Students who are late, must report to the office to sign in and receive a late pass. Each teacher will determine the consequences for lateness in his/her class.

A detention slip will be administered to any student, in grades K-8, that receives three late slips in the same trimester.

RELEASE OF STUDENT TO SOMEONE OTHER THAN A PARENT

If your child is to be picked up by anyone other than yourself, you must have the office release form filled out and sent to the office in September. The designated person allowed to pick up your child MUST present identification to the office at the time of pick up before the child can be released.

HALF DAY SESSIONS

The first Friday of each month is usually a half day as are the days before Thanksgiving, Christmas, and Holy Thursday before Easter vacation. Dismissal time is 12 noon for all grades first through eighth. Dismissal time for Pre-K and kindergarten is 11:50 AM.

EMERGENCY CLOSINGS/DELAYED OPENINGS

Planned early dismissals will be listed on the monthly calendar. Unplanned delayed openings/early dismissals will be delivered through School Messenger Service with times and procedures. Parents MUST notify the school office immediately of any phone number changes.



ATTENDANCE

ATTENDANCE REGULATIONS: ABSENCE

New Jersey State Law requires that students attend school regularly and that it is the parents' or guardians' responsibility to see that their children attend school on the days/hours that school is in session. (N.J. 18A 38-25, 26). In order to ensure that each child will gain maximum benefit from attendance at school, it is necessary that the school and home work together.

Prompt, regular attendance is also absolutely essential to academic success. Fostering these good habits in the student both benefits the student's current academic achievement and encourages mature and adult behavior in the future. Each parent has the obligation to see that the child arrives no later than 8:00 AM. A late pass will be administered to any student that arrives after 8:10 AM. Students who are late, must report to the office to sign in and receive a late pass.

A parent/guardian must call the School Nurse's Office (201-945-1201) between the hours of 7:00 AM and 9:00 AM and leave a message to report a student's absence. If a student is out one day, missed homework and class assignments will be made up upon the students return to school. If a student is absent for more than three (3) days, the parents are responsible for picking up their child's work. This may be done through the office.

Students are responsible for daily attendance at school as per state and federal law. The principal will notify parents at the time of a student's eighth absence and the parents/guardians will be notified of a meeting to review student status. Students may not miss school for outside activities or frequently scheduled doctor appointments. If this becomes a recurring problem, the student may be asked to withdraw from the academy.

If emergency requires that a child will need to be absent, the teacher and office should be informed immediately. The parent may request work but this should be done in advance so the teacher has enough time to prepare the assignments. It is the student's responsibility to complete the missing assignments and to make up any missed tests. The student will have the number of days absent to make up the work; i.e., if a child is absent five (5) school days, he/she will have (5) school days to make up the school work and take any missed tests. If you choose to take your child to work with you on "Take Your Child To Work Day", it will be considered as an absence from school.

REGULATION

All students in grades Kindergarten through eight are expected to attend school regularly. It is expected that there be no more than twenty accumulated absences during the school year. This should provide for normal illnesses and emergencies during the school year. Students exceeding

eighteen days are considered extreme and advancement to the next grade will be in question. So also with tardiness. Students must be at school at the start of the day at 7:50 AM.

The following absences, if verified, will not be counted toward the twenty absences:

- Death in the immediate family
- Observances of a religious holiday
- School sponsored or approved event or activity (field trip, early dismissal)
- Documented long-term illness

ABSENCE FROM SCHOOL AND PARTICIPATION IN SCHOOL ACTIVITIES

If a student is absent from school due to illness or disciplinary action, he/she will not be permitted to take part in school-sponsored extracurricular or athletic activities the afternoon or evening of the day of absence. If a student is absent for a reason other than illness or disciplinary action, the school principal reserves the right to make an individual judgment regarding same-day school-sponsored extracurricular and athletic activity participation.

PLEASE NOTE: Students are given an additional day for every day he/she is absent to make up classwork, homework, and take exams. This policy DOES NOT relate to vacations. If you elect to remove your child/children from school during the school year for purposes outside of medical reasons or family emergencies, students WILL NOT be given more than two school days to complete all of the missed work.

If one student is to pick up another student's homework, please handle this WITHOUT GOING THROUGH THE OFFICE. The office does not need to be notified that arrangements were made to pick up a child's missed school work.

Please contact the teacher directly via e-mail for any questions or additional information.

ATTENDANCE REGULATIONS: LATENESS

School hours are from 7:50 AM. to 2:50 PM. A student is considered late once the second bell rings at 8:10 AM. At this time, the student must be in his/her homeroom for instruction. A late pass will be administered to any student that arrives after 8:10 a.m. Students who are late must report to the office to sign in and receive a late pass. Tardiness disrupts the learning process.

Any student in grades K-8 who is tardy three times in a trimester, will receive a school detention and for each subsequent day that the tardiness occurs a recess detention will be served. If tardiness becomes a routine occurrence, the principal may schedule a meeting with the parents/guardians to discuss student status.

PLEASE NOTE: A student CANNOT be eligible for Honor Roll, regardless of grades, if he/she has excessive non-excused absences or is tardy MORE THAN six times a trimester.

The number of lates a child accumulates will reset at the beginning of each trimester.



DISCIPLINE

BEHAVIOR/DISCIPLINE POLICY

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at The Academy of Our Lady of Grace. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligations to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

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

Actions, which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate suspension or expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a principal/parent/student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parent and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

The Academy of Our Lady of Grace has implemented a behavior discipline policy for the school year. Please review the following summary of the plan so you are familiar with the procedures.

DETENTION POLICY

Detention slips can be given by any supervising adult to a student who breaks a school policy or rule. It must be signed by a parent or guardian and returned to the assigning adult the following day. The student reports to school-wide detention which is held in designated classrooms on a specified day from 3:00 PM – 4:00 PM. If a family has an emergency that impedes the ability of a student to attend detention the day for which a student is scheduled, the main office must be notified, and the detention will be rescheduled for another time.

If a student fails to attend school-wide detention after having been issued a detention slip and has not been excused, an additional referral is issued. The student then reports to school-wide

detention the next designated day. Please note that in-school suspension for failure to attend school-wide detention may be issued if the student misses three consecutive detention periods. This decision is at the discretion of the principal.

In addition to a detention slip completed by the teacher and signed by the administration, students may be asked to complete a Reason for Detention form. This form is done at the discretion of the teacher and may be handed to administration when the detention slip is handed in for signature.

If a student receives 6 detentions, the sixth detention will automatically become a one-day in school suspension. If a student obtains 8 detentions, the eighth detention will automatically become a one-day out of school suspension. Please be aware. A student risks expulsion if he/she obtains 10 detentions within the academic school year. This will be at the discretion of the administration.

Certain infractions such as fighting, cursing, arguing with a teacher, throwing objects across the room or outside a window, using certain language and/or gestures towards other students and faculty, etc. will result in an automatic suspension instead of a detention slip.

If any incident occurs that the faculty or administration feels is very severe (i.e., bringing a weapon to school, etc.), the school reserves the right to ask the parent/guardian to withdraw the child from The Academy of Our Lady of Grace.

The repercussions stated in the school's behavior policy, as well as in the Athletic Code of Conduct, will be held when students receive detention. However; in addition, if a student receives 5 detentions for misbehavior and/or academic conduct, the student will not be allowed to participate in one of the following:

- Class Field Trip
- Next Class Party
- School functions such as field day, movie presentations, school dances, etc.

This decision, as to what additional consequence is received, will be made by the principal. Please note, a late slip detention does not count towards the five detentions mentioned above.

A suspension/expulsion can be administered as a consequence for any offense at the discretion of the principal/administration.

LATE SLIP DETENTIONS

Late Slip Detentions are administered to students in K-8.

Every 3 unexcused late slips will result in the student receiving one afterschool detention, the following Wednesday, from 3:00 PM to 4:00 PM. For each subsequent day that the tardiness occurs, a recess detention will be served.

If tardiness becomes a routine occurrence, the principal may schedule a meeting with the parents/guardians to discuss student status.

A student cannot be on Honor Roll lists if he/she is tardy more than six times a trimester.

The student's accumulated number of late slips reset at the beginning of every new trimester.

SCHEDULING ALTERNATE TIMES FOR DETENTION

If a child receives detention, it is the responsibility of the parent to make arrangements for pickup. If no one is able to pick up the child at 4:00 PM, he/she will be sent to afterschool. The detention time is non-negotiable.

EXPULSION (WITHDRAWAL DUE TO INTOLERABLE SITUATIONS)

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly. If you are requested to withdraw your child, any tuition for the remaining school year for which your child will not be in attendance shall be refunded.

AOLG SPORTS PROGRAM ATHLETIC CODE OF CONDUCT

The purpose of the following Student Athlete Code of Conduct is to help define appropriate actions and behaviors that support the mission of The Academy of Our Lady of Grace's Sports Program. All participating student athletes and parents should remember that everyone involved is a representation of The Academy of Our Lady of Grace and its sports program and; therefore, needs to adhere to the following guidelines.

Student Athletes:

- Attendance is very important; if you miss practice...you cannot play. If you miss three practices...you will be off the team. If you are going to miss practice, you are required to contact your coaches to inform them.
- You must have a passing grade to maintain your status on the team. A failing grade will result in suspension from team play.
- If you get one detention you cannot practice or play if a game is that day. If you receive two school detentions, you cannot play in the following game. If a student receives three detentions, he is suspended from team play until notice is provided.
- If a student is absent from school, he is not permitted to participate in any practice, game, or sports related activity that day. If a student is late to practice, he will be sent home. Being sent home will count as a missed practice.
- Behavior in the classroom will affect a student's participation on the team. Act in a Christian way exhibiting good sportsmanship both on and off the court/field.

- Respect opponents, officials, coaches, teammates, and spectators at all times. Welcome your opponents when they arrive and congratulate them sincerely at the end of a competition's win or loss. Accept both victory and defeat with pride and honor—never be boastful or bitter.
- Maintain good behavior in school and at school events. Remember the AOLG student represents his school in all that he does.
 - Use self-control.
 - Listen and learn from the coach. Work hard to improve skills and help the team.
 - Follow all the rules and regulations set by the school, coach and sport.
 - Respect the judgment of the officials. Never argue or show disrespect to the officials.
- Only the captain should communicate with the officials regarding clarification of a rule.

Parents:

- No parent or guardian is permitted in the gym while practice is underway. Return for prompt pick up.
- Encourage good sportsmanship, effort, and teamwork from student athletes, coaches, and spectators.
- Model Christian behavior for all students, spectators, and coaches. Remember you represent your school and your child in the community. Respect the judgments of the officials and efforts and strategies of the coaches.
- Remember athletic experiences are learning opportunities for the players. It is intended to be fun for the student. Encourage, but don't pressure participation in sports. Make sports part of your child's life; not everything in his life.
- Keep winning in perspective; help your child do the same.
- Help your child meet the responsibilities to the team and coach.
- Place academics as first priority. Schoolwork is still the primary task!
- Let the coach guide and instruct your child during competitions and practices.
- Cheer for your team. Acknowledge the efforts and successes of the opponents.

VIOLATION OF THE CODE OF CONDUCT

Failure to exhibit good sportsmanship in keeping with the behavior outlined above may, at the discretion of a coach, referee, official or school administrator, result in removal from a sporting event and the requirement to leave the immediate area. Any coach, player, parent or spectator removed from an event will receive a one-game suspension and may not attend the next event. Two removals of a coach, player, parent or spectator will result in an automatic suspension for the remainder of the school year for ALL athletic activities.

AOLG ANTI-BULLYING POLICY

The Academy of Our Lady of Grace recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or

volunteer are prohibited. These behaviors disrupt a pupil's ability to learn and the school's ability to educate students.

It is expected that students conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct.

The Academy of Our Lady of Grace believes that standards for student behavior must be set cooperatively through interaction among students, parents, and staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The Academy of Our Lady of Grace believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Academy of Our Lady of Grace requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Definition:

There is no clear image of bullying behavior or of a bully type. Some children may use threats of violence or actual physical intimidation while others might prefer verbal malice, exclusion of the victim or the setting of others against their chosen victim.

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Any behavior that takes away the rights of another and/ or causes a person to not feel safe constitutes bullying, harassment and/ or intimidation. This behavior can include, but is not limited to any verbal, gesture, written or physical act that is responsibly perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical

or sensory handicap, or by any other distinguishing characteristics, that takes place on school property, during school hours, at any school-sponsored function, on a school bus that:

- A. Has the effect of harming a student physically or emotionally or damaging the pupil's property, or by placing a pupil in reasonable fear of harm to his/ her person or damage to his/ her property; or
- B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or a student's ability to be educated.

Bullying Behaviors could include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose or trying to get other kids not to play with someone.

Instruction:

The Academy of Our Lady of Grace will periodically provide students with grade level appropriate programs of instruction, expectations of student conduct and bullying prevention. Our daily aim within the school is to:

- To prevent bullying from happening at The Academy of Our Lady of Grace
- To clarify procedures for dealing with incidents which are clear to children, staff and parents
- To give children the confidence to speak up and report any incidents taking place
- To monitor and review regularly the number of incidents and strategies for prevention
- To make sure that teachers and faculty are reinforcing and modeling the school rules and use reward systems to promote positive behavior
- To keep records of incidents
- To communicate regularly with parents
- To closely supervise students in all areas of the school and playground.
- To watch for signs of bullying and stop it when it happens.
- To respond quickly and sensitively to bullying reports using the Four-A-Response process (Affirm Feelings, Assess Safety, and Act by coaching children on what to do in the future).
- To look into all reported bullying incidents

- To make sure students are treating each other respectfully, including everyone in play and encourage students to refuse to watch, laugh or join in when someone is being bullied

Reporting Guidelines:

Any student, staff member, volunteer and other adult member of the school community having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation must report the incident verbally or in writing to a faculty member, school nurse and/or the principal.

The principal and staff can only address problems that they have been made aware of, therefore it is expected that all students and adults take the responsibility to report acts that may be in violation of this policy immediately so all concerns may be given the proper attention. All complaints and concerns will be promptly acknowledged and investigated. This will be done with sensitivity to the subject matter, and the need for confidentiality will be determined and respected.

Reports may be made anonymously, but investigation will be necessary as formal disciplinary action may not be based solely on the basis of an anonymous report.

Academy of Our Lady of Grace prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

Investigation:

When a report is made about an incident of bullying, harassment or intimidation, the teacher and/or administration will thoroughly investigate the incident in a timely manner. These steps will include:

- Listening carefully to any child's complaint and take any incident or report seriously.
- Deciding which pupils are involved and talk to them about the incident.
- Reassuring and supporting the victim so he feels neither inadequate nor foolish.
- Making it absolutely clear that bullying behavior is unacceptable.
- Reporting the incident to the appropriate and necessary personnel.
- Speaking to the parents involved.
- Supporting children in changing bullying behavior.
- If problems persist, seeking further assistance from administrator if needed.

Investigations may include interviews with students, parents and school personnel, review of school records and/ or communication with law enforcement officers.

After results of an investigation are concluded, consequences for students involved will be determined.

Consequences:

Depending on the severity and nature of the incident, the consequences may include, but are not limited to: counseling, positive behavioral interventions, a parent conference, detention, suspension or expulsion and/or consultation with/reporting to law enforcement officers.

The Academy of Our Lady of Grace also reserves the right to take one or more of the following steps when bullying occurs:

- **Intervention, Warning, and Redirection:** A teacher, principal or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success in case they find themselves in a similar situation in the future.
- **Resolution with the Target of the Bullying:** The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
- **Referral to Professional School Support Staff:** The student may meet with the school administrator to help prevent future violations.
- **Record Keeping:** The office shall keep a record of the findings and remedial actions on file for future reference.

Since parents are key partners in both changing the bullying behavior and supporting victims of bullying, the principal and/or the investigating staff member shall discuss his/her findings, planned consequences, and intervention plan with the parent of both the offender and the victim.

Factors for Determining Consequences:

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

The Academy of Our Lady of Grace prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All school personnel, with the support and guidance of the principal, are committed to ensure that this policy and associated rules are carried out consistently and uniformly and that all necessary disciplinary actions are carried out with necessary due process.

SEXUAL HARRASSMENT POLICY

Another right each student has in The Academy of Our Lady of Grace is to a wholesome, comfortable, social, and academic environment free from sexual harassment.

Sexual harassment is unwelcome sexual attention. It can involve intimidation, threats, coercion, or promises. Harassment can occur between any combinations of members of the school community: students, faculty, staff and administrators. It generally occurs when one person, — the harasser, — holds a position of real or perceived authority over the other. Examples can include:

- Unwelcome physical contact;
- Pressure for dates or sexual favors;
- Displaying sexually, explicit, visual material (calendars, posters, cards, software, websites, email, sexually offensive or degrading pictures or reading material);
- Promises or rewards (better grades, promotion) in return for sexual favors;
- Suggestive comments about someone’s physical appearance or clothing;
- Sexual teasing, jokes, remarks, or questions regarding a student or referring to a family member.

The Academy of Our Lady of Grace will not tolerate any acts of sexual harassment and will take all necessary actions up to and including expulsion from the school to ensure a safe, comfortable environment for all students.

We also have a unique responsibility. Sometimes a child who is being sexually abused outside of school will attempt to sexually abuse another student. In such cases, we will notify the proper authorities. Social services and the police will take steps to stop the abuse and ensure that the child is well cared for.

STUDENT HANDBOOK POLICY- SEXUALITY

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.

Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the school.

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic School.

POLICY GOVERNING USE, POSSESSION AND SALE OF CONTROLLED DANGEROUS SUBSTANCES

DEFINITIONS

Controlled Dangerous Substance: A drug, substance or immediate precursor in Schedules I through V of the New Jersey Criminal Code, including but not limited to, marijuana, cocaine, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the Influence: Any student who manifests physical or physiological symptoms or reactions which are commonly associated with the use of ingestions of a controlled dangerous substance whether the student is observed on or off school property and whether the use of ingestion occurred on or off school property.

Possession: Any student who knowingly or purposely obtains or possesses, actually or constructively, a controlled dangerous substance or drug paraphernalia whether on or off school property. A student is deemed to be in actual or constructive possession of a controlled dangerous substance or drug paraphernalia if the item is on the person, in an accessory, including but not limited to, a purse, book bag or in a locker. Drug paraphernalia is any material used or intended for use in manufacturing, packaging or ingesting a controlled dangerous substance and, includes but is not limited to, rolling papers, roach clips, syringes and vials.

Distribution: Any student who shares, sells or dispenses a controlled dangerous substance. A student will be deemed to have distributed a controlled dangerous substance regardless of whether (1) the student received payment; (2) the distribution was made to an individual who is not enrolled in the school; and (3) the distribution occurred off school property.

A student shall not:

- Be observed to be under the influence of a controlled dangerous substance, or
- Be in possession of a controlled dangerous substance, or
- Engage in distribution of a controlled dangerous substance, or
- Have possession of a controlled dangerous substance with intent to distribute it.

A student who violates any provision of this policy on controlled dangerous substances shall be subject to the following provisions and to the general discipline policy set forth in this handbook.

When violation of this policy on controlled dangerous substances involves a student under the influence or possession, the principal has the discretion to refer the matter to local law enforcement officials. When violation of this policy on controlled dangerous substances involves distribution or possession with intent to distribute, the principal must refer the matter to local law enforcement officials.

A student suspected of violation of this policy on controlled dangerous substances will immediately be placed on suspension for an indefinite period of time. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible. If the principal determines there was no violation of policy, the student will be permitted to return to school.

A student suspected of being under the influence of a controlled dangerous substance may, at the student's expense, submit to a drug test administered by a licensed physician. If the results of the test are submitted to the school, the principal shall consider the results if the principal determines the test has relevance to the time when the student was alleged to be under the influence.

If the principal determines a violation of this policy on controlled dangerous substances did occur, the principal may impose discipline under the general discipline policy set forth in this handbook up to and including expulsion. The principal may require a student who has violated this policy to participate in an appropriate treatment or counseling program as a condition of the student's return to the school.

When the violation of this policy on controlled dangerous substances involves distribution or possession with intent to distribute, the discipline imposed will normally be expulsion.

SEARCH AND SEIZURE

The administration and authorized staff of the school reserve the right to conduct reasonable searches of students, visitors, and areas under their control (desks, personal belongings, lockers, cars, etc.) in cases of suspected violation of school policies (e.g., drugs, weapons, alcohol, tobacco, stealing).



DRESS CODE

SCHOOL UNIFORMS

The purpose of the school uniform is to provide a healthy academic atmosphere, to help foster the goals and objectives of the educational environment, and to promote a sense of self-respect, as well as, respect for others.

UNIFORMS FOR GIRLS

Pre-K 2-3-4:

- Sweat suit and T-shirt Set (gold with school logo)
- Gym short (navy with school logo)
- White long sleeve shirt with school logo (Can be worn from Dec. to Feb.)

Kindergarten-8th grade:

- Jumper (Plaid #42, “grades K-2 ONLY”)
- Peter pan blouse (white, short sleeve, “grades K-2 ONLY”)
- Skort (plaid #42, “grades 3-8 ONLY”)
- Banded bottom polo shirt with logo (white, short sleeve, “grades 3-8 ONLY”)
- Varsity sweater with logo (navy, white)
- Pullover sweater with logo (navy, white, “optional for grades 3-8”)
- Blazer (navy, “optional for grades 6-8”)

Required gym uniform for all grades K-8:

- Sweat suit with logo (navy)
- T-shirt with logo (gold)
- Gym shorts mesh with logo (navy)

UNIFORMS FOR BOYS

Pre-K 2-3-4:

- Sweat suit and T-shirt Set (gold with school logo)
- Gym short (navy with school logo)
- White long sleeve shirt with school logo (Can be worn from Dec. to Feb.)

Kindergarten-8th grade:

- Slacks (navy, printed with AOLG logo)
- Dress shirt (white, short sleeve, long sleeve is also allowed)
- Tie

- Polo shirt with logo (white, short sleeve)
- Varsity sweater with logo (navy, white)
- Pullover sweater with logo (navy, white, “optional for grades 3-8”)

Required gym uniform for all grades K-8:

- Sweat suit with logo (navy)
- T-shirt with logo (gold)
- Gym shorts mesh with logo (navy)

UNIFORM GUIDELINES

- All school uniforms shall be neat, clean, and reflect an appearance of modesty. Uniforms are available at Lobels in West New York.
- On dress-up days, apparel shall not be sheer, brief, low cut, or revealing above or below the waist as to be embarrassing or indecent. Shorts, ripped jeans, and shirts containing inappropriate logos and/or designs will not be permitted. Inappropriate-style clothing or jewelry will not be allowed in the building.
- Uniform Bermuda shorts for boys will be only for pre-k through 4th grade students. Short may be worn by boys from May 15th to the end of the school year. Students are prohibited from wearing shorts between September 15th and May 14th. Uniform shorts must be purchased from Lobels. (The date of when shorts can be worn is subject to change at the discretion of the principal.)
- Uniform skorts for girls will be only for 3rd through 8th grade students. Jumpers will be worn by girls from grades kindergarten through 2nd. They may be worn from May 15th to the end of the school year. Students are prohibited from wearing skorts between September 15th and May 14th. Uniform skorts must be purchased from Lobels. (The date is subject to change at the discretion of the principal.)
- Gym uniforms must have the school logo on them and cannot be replaced with other apparel that resemble the uniform in color.
- The school designated gym shorts may be worn on gym days. The shorts must be the school approved shorts and contain the school logo on them. From October 1st to May 1st, only the gym sweatpants will be allowed to be worn throughout the building during the course of the school day. The shorts may be worn for gym class ONLY during this time, but they must be covered or replaced by the gym sweatpants for the rest of the day. (The date is subject to change at the discretion of the principal.)
- Boys are prohibited from wearing polo shirts between September 15th and May 14th. (The date is subject to change at the discretion of the principal.)
- Girls and boys in kindergarten through 8th grade must wear sturdy navy or black shoes. (No sneakers, skateboard tennis shoes, clogs, golf shoes, jelly shoes, backless thongs, flip

flops, boots, Asian style slip-ons, or ballet slippers.) Pre-K may wear sneakers, navy sturdy shoes, or black sturdy shoes. **Due to insurance regulations, no shoes may have a heel higher than ½ inch.**

- Uniform skirts and gym shorts must be a length that meets the middle of the knee (no rolling up is permitted). The gym shorts must contain the school logo on them to be permitted.
- Earrings are not to be worn by boys. Girls may use small, simple, inexpensive earrings – post style – not hoop or drop style - only one (1) in each ear. It is not permissible for either boys or girls to wear body-piercing jewelry in school. Only one necklace or bracelet may be worn. Only one ring on each hand may be worn. Inappropriate-style jewelry and hard barrettes or beads are not to be worn.
- Haircuts are to be non-faddish in style – “no hair designs shaved into a hairdo is permissible.” Hair coloring other than the child’s natural color is not allowed. . Mohawks of any sort are not permitted. Hair, which is braided, may not be jeweled or beaded. Hair bands are to be small in size; scarves, animal-shaped headbands and triangles are not permissible. Mohawks of any sort are not permitted.
- For boys, the length of each hair strand must not exceed 4 inches and/or extend past the eyebrows. Longer hair, slicked back, is also not permissible.
- Hats and outdoor jackets are not to be worn in the building. Only school based sweaters and sweatshirts can be worn.
- Dungarees or blue jeans are never permissible in school at any time except for events specified by the school.
- Make-up, eye-liner, fake eyelashes, nail polish and artificial/press-on nails are not allowed to be worn at any time. We also require that nails be trimmed for the safety of all students. The nail length cannot exceed passed the fingertip.
- No large hair ribbons, bandannas or hats are to be worn during school time.
- On School Spirit days, only the approved Royals apparel is permitted to be worn. Gym uniforms, team jerseys, or alternate shirts containing OLG or AOLG are not permitted on those days. If a sweatshirt is worn, it cannot be removed unless a Royals approved shirt is worn underneath.
- Students not in compliance with the dress code will receive a uniform referral sheet and may be subject to a detention or being sent home (unexcused) and permitted to return upon approval of the designated school administrator.



GENERAL INFORMATION

BIRTHDAY PARTY CELEBRATIONS

Munchkins, mini-cupcakes, cookies, 100% juice and water bottles will be the only refreshments permitted for birthday celebrations in school. (AOLG has the right not to celebrate a birthday if the policy is not followed.) No parents may attend celebrations in classrooms and no special accommodations will be made. Goody bags may be brought to school for birthday celebrations, but will not be opened in class, and will be sent home with students.

BRINGING ITEMS TO SCHOOL

Students are not permitted to bring any games, toys, trading cards, fidget spinners or any electronic devices other than cell phones, fitbits and apple watches that will be collected by the teacher in the morning and returned at the end of the day. Any items not permitted will be confiscated and returned only to parents after a conference with the administration of the school.

CHANGE OF ADDRESS/NAME

A change of address, parents' business address or telephone numbers should be reported promptly to the homeroom teacher and to the school office. Also, a change of a parental name or marital status must be reported to the office. Custodial documents must be presented to the school, as well as, orders of protection to insure a student's safety.

CLASS PARENT'S ROLE

Class parents are extremely important volunteer personnel for an educational facility.

From pre-k 2 – 8th grade, there will be 2 class parents and 1 alternate. Class parents' responsibilities will be to assist the teachers throughout the year. For example: class parties and field trips. All class parents MUST complete a Protecting God's Children Workshop through the Archdiocese of Newark and submit a certificate of completion to the school office or they will be unable to assist with the children.

CLASS TRIPS

On occasion, The Academy of Our Lady of Grace will sponsor and conduct field trips for the educational enrichment of the students. Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. Participation in field trips is a privilege.

The written consent of parents must be obtained for every child participating in a field trip. No student may participate unless a signed parent permission slip for the specific event is on file with the principal. -no facsimiles or phone calls will be accepted. The parental slip form is provided by the school.

Field trip participation is dependent on student behavior at the teacher's discretion. Any student requiring an Epi-pen at school must have one to take on field trips. If the Epi-pen is expired or not brought to school, student will be excluded from the trip.

GAMES AND ELECTRONICS ON TRIPS

Cellphones and/or other electronic devices are not permitted on any trips (i.e. field trips, retreats, etc.)

Students are not permitted to bring any games, toys, trading cards, fidget spinners or any electronic device other than cell phones, Fitbits and apple watches that will be collected by teachers in the morning and returned at the end of the day.

ANY ITEMS NOT PERMITTED WILL BE CONFISCATED AND RETURNED ONLY TO PARENTS AFTER A CONFERENCE WITH THE ADMINISTRATION OF THE SCHOOL.

LOST AND FOUND

All articles found will be in the cafeteria in a bin for perusal. Children may reclaim these articles at any time. Labeling personal possessions will facilitate the prompt return of these articles. Unclaimed articles will be donated to charitable institutions.

LUNCH

The Academy of Our Lady of Grace has a cafeteria where the children eat their lunch. Lunch should be sent in each morning with your child. Special delivery of lunches to the office will not be allowed. Specialty lunch: e.g., Burger King, cannot be eaten at lunch time. You can order food from the school lunch program if you do not wish to prepare your child's lunch.

The Academy of Our Lady of Grace has a contract with Maschio's Food Services to provide students with a daily hot lunch. Lunch is ordered through Maschio's online service which can be found through a link on the homepage of the school website. The price for an individual lunch is \$3.25. Please purchase your meals prior to the day a particular lunch is served in order to allot the kitchen staff sufficient time to order the food necessary for each student. Your child can bring money for a lunch the day it is served, but please be aware, the food is made-to-order and the kitchen staff only orders and cooks the necessary amount of food to prevent wastefulness of product. Therefore, if your child brings in money the day of a particular lunch, he/she cannot be guaranteed that the food provided will be the hot lunch meal for that day. Instead, your child may receive the cold lunch, a bagel or a roll with butter along with the available side dishes.

The same applies if your child does not have credit on his/her lunch account and fails to bring in money to buy food the day of. In this case, your child's lunch account will be charged and he/she will be fed. As per school policy, if money is owed for lunch, the school must contact the student's parent or guardian with a first notice of the debt. The parent or guardian has **10 school days** to pay the amount due. If the parent or guardian does not make a full payment by the end of the **10 school days**, a second notice must be provided to the parent stating that lunch, as applicable, will not be served to the student beginning one week from the date of the second notice unless the payment is made in full.

If your child owes money and does not have lunch, he/she will receive a cheese sandwich with a water and a piece of fruit. This will continue each day until the negative balance is paid in full.

PHYSICAL EDUCATION REGULATION

- All students are to be properly dressed in complete gym uniform. No student will be permitted on the gym floor without proper gym attire. Failure to meet these requirements results in detention and the lowering of the physical education grade.
- No student may be absent from gym class without a doctor's certificate. In case of absolute necessity, a student may be excused from the day's activities once a month.
- Gym clothes must be laundered each week. Failure to have clean gym attire will result in detention.
- Physical education classes begin on time. Students must move quickly in reporting to the gym.
- All gym classes leaving and entering the gym are reminded that other classes are in session and silence is to be maintained.

SCHOOL BOOKS

School books should be kept covered at all times and may not be carried to and from school without a book bag. Teachers are requested to check books occasionally for pencil or pen marks, soiled covers, torn pages, etc.

Damaged books **MUST BE PAID FOR** by the end of the school year.

There is a book fee for the purchase and rental of textbooks and workbooks. The book fee will reflect the cost of inflation as the need arises.

SNACK TIME POLICY

Snack time is mandatory for grades PreK – 2ND grades.

It is suggested that snacks be:

- Healthy
- Age appropriate
- Prepared for easy consumption (food which requires no heating or refrigeration)

No liquids are allowed:

- For students in the form of hot beverages
- No student shall carry any liquid hot or cold for a faculty or staff member at any time.
- This is a New Jersey Statute
 - No heating devices are permissible in the classroom at any time.

Students in grades 6-8 will be allowed to have one small snack during period 4 only of the school day. In order to be approved, the snack must be one of the following items:

- A piece of fruit or vegetable
- A pack of fruit snacks
- A bag of pretzels or rice cakes (chips are not permitted)
- A small bag of crackers
- A granola bar (Nuts must be excluded)

If the snack is not one of the following items, the student will not be allowed to eat it in class.



GRADUATION

CEREMONIES

- There is a “Moving Up” ceremony for all pre-kindergarten classes. This event will occur during a school day in early June.
- The Kindergarten graduation takes place in June.
- The eighth grade graduation takes place in June.

GRADUATION

Graduation is attained after a student has completed the academic, spiritual, and moral prerequisites for the elementary school experience.

GRADUATION ATTIRE

(This applies for the eighth grade award night and dinner dance as well.)

GIRLS: Appropriate dress and footwear approved by the administration. Dresses must be:

- A. without cleavage showing,
- B. reach the mid-calf or longer on one’s leg,
- C. non-transparent in material,
- D. no slits of any kind,
- E. must have backs and straps (strapless or backless dresses aren’t allowed)
- F. appropriate shoes, not sneakers, must be worn,
- G. bare legs are not permitted, stockings must be worn,
- H. body piercing jewelry is not allowable for girls.

The dresses must be preapproved by the principal days prior to the event.

BOYS: Boys must wear a suit, shirt and necktie. Shoes and socks must be worn.

GRADUATION MASS AND CEREMONY

The Baccalaureate Mass will be held in the evening and the Graduation Ceremony will be separate from the Awards Ceremony and the Mass.

GIRLS

- Cap and gown must be worn with street length dress underneath.
- Stockings and appropriate shoes, not sneakers, must be worn.
- Jewelry must be non-ostentatious:

- Earrings are to be only post style (no drops or hoop styles)
- Necklaces simple in nature, either gold or silver, preferably inexpensive
- Haircuts are to be non-faddish in style – “no hair designs shaved into a hairdo is permissible.” Hair coloring other than the child’s natural color is not allowed.

BOYS

- Cap and gown must be worn with a suit, white shirt and a necktie.
- Shoes and socks must be worn to the ceremonies.
- Earrings and body piercing jewelry are not allowable.
- Haircuts are to be non-faddish in style – “no hair designs shaved into a hairdo is permissible.” Hair coloring other than the child’s natural color is not allowed.

AWARDS NIGHT

The graduates will attend an Awards Ceremony separately from the Graduation Ceremony and the Graduation Mass.

During Awards Night, several teachers, local committees, clubs and sponsors will distribute various awards to the students. The selection of the awards will be based on students’ character, academic standing, and dedication and service to their parish and community.



HEALTH & SAFETY

FIRE DRILLS/SECURITY DRILLS

Fire drills/security drills are held twice monthly by order of the state and local fire departments.

Two (2) types of fire drills are held: regular and emergency. The signal for the regular fire drill is a series of four (4) short rings of a special bell. Students are to follow the directions for exits posted in each room.

The emergency fire drill signal is one (1) long ring of the bell. During the emergency fire drill, students use the emergency exits and the main stairways. At the signal, students stand and leave the room in single-file, walk fast, but do not run. Students closest to the windows, shut windows. Absolute silence during a fire drill is demanded by LAW. Total silence is demanded during fire drills. Students speaking for any reason will be suspended for the time decided by the principal. Crisis drills are held once a year.

The Academy of Our Lady of Grace works closely with the Fairview police and fire departments in developing safety and security plans. A Crisis Management Plan is in effect and strictly enforced.

ASBESTOS MANAGEMENT PLAN

The Archdiocesan manual and guidelines for asbestos care and removal and all procedures regarding this are on file in the Archdiocesan Manual in the school office.

AHERA ANNUAL NOTIFICATION LETTER

Dear Parents and Staff,

As per the United States Environmental Protection Agency's "Asbestos Hazard Emergency Response Act" [(AHERA) 40 CFR Part 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan has been developed for Our Lady of Grace School.

The inspection report and asbestos management plan file are available for review in the school office during normal school/office hours. Upon request, copies will be provided for a reasonable charge.

As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.



MEDICATION

POLICY ON ADMINISTRATION OF MEDICATION

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

- A parent/guardian should come to the school and personally administer the medication.
- If this arrangement is not possible, the school nurse or principal must have written permission for the dispensing of the medication from a parent or guardian; then the procedure must be:
 - The medication must be given to the school nurse or principal by the guardian/parent;
 - The medication must be in the original pharmacy-labeled container;
 - The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school.
- Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the school office.

POLICY ON ADMINISTRATION OF EPINEPHRINE

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

PARENTS/GUARDIANS AUTHORIZATION/AGREEMENTS REGARDING LIABILITY

Written authorization for administration of the epi-pen must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epi-pen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury as provided by law.

ADMINISTRATION OF THE EPI-PEN BY THE SCHOOL

The school nurse shall have primary responsibility for administration of the epi-pen. In the absence of the school nurse, another school employee – designated and trained in administration of the epi-pen by the school nurse pursuant to New Jersey law – may administer the epi-pen.

Any student requiring an Epi-pen at school must have one to take on all field trips to avoid exclusion from the trip.

COPIES OF AUTHORIZATION OF ADMINISTRATION FORMS

Copies of all medical authorization of administration forms can be picked up at the main office or nurse's office. All of the forms are also available under IMMUNIZATIONS on the school website.



RELIGIOUS ACTIVITIES

IMPORTANT FEAST DAYS

Our founder's day is on January 22, the Feast of St. Vincent Pallotti. Saint Vincent Pallotti founded the Pallottine priests, sisters and brothers, who serve The Academy of Our Lady of Grace and Our Lady of Grace Church. The Patroness is Our Lady of Grace. The feast is celebrated on December 8th.

MASS AND CONFESSIONS

The celebration of the Sacrament of Penance (Confession) will be held in school each month for the students' convenience. Mass will be held each month in the Church for spiritual enrichment.

PROTECTING GOD'S CHILDREN

All parents/guardians interested in being a class parent or participating in school activities in the Academy of Our Lady of Grace are required to be certified under the Protecting God's Children programs.

RETREAT

All seventh and eighth grade students are obliged to attend a retreat at a place designated by the school. This retreat is a necessary requisite for seventh grade confirmation and eighth grade graduation.

RING CEREMONY

During the year, on a date agreed upon by the administration and faculty, a ring ceremony is held for the seventh grade class. During this time, the rings are blessed and distributed to each student. The students' dress code for this activity must be the school uniform.

SACRAMENTS OF HOLY EUCHARIST AND CONFIRMATION

These two sacraments will be celebrated according to Archdiocesan regulations. The assumed recipients of First Communion will be in grade 2 and Confirmation in grade 7. This can be subject to the discretion of the local bishop or Archdiocesan regulations.

SPIRITUAL ENRICHMENT

A priest is available at times to provide spiritual guidance and moral assistance to the students.



USE OF TECHNOLOGY

The use of computer services at the Academy of Our Lady of Grace is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computer and information services at all time. Network and computer services include: use of school computers, I-Pads and Chromebooks, the Internet and all other associated software. Use of personal e-mail is strictly prohibited. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Academy of Our Lady of Grace strongly believes in the educational value of electronic services and recognizes the potential to support the curriculum and student learning by facilitating resource sharing, innovation, and communications. Academy of Our Lady of Grace will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experience with the information network, but there is no system in place to totally restrict student access. Please discuss the following use guidelines with your child and sign where indicated. As a user of this network, your child will be expected to abide by the generally accepted rules/policies of the Academy of Our Lady of Grace. As new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Academy of Our Lady of Grace supports access by pupils to explore databases and informational sources, but reserves the right to limit in school use to materials appropriate for educational purposes.

The Academy of Our Lady of Grace holds specific expectations for students at each grade level regarding their use of computers, cellphones, iPads, Google Chromebooks, smart watches etc. before, during, and after school in either the computer lab, classroom, library or off school premises. Failure to adhere to the following guidelines may result in a revocation of a student's internet access/electronic device and disciplinary action up to and including suspension or expulsion.

ETHICAL AND MORAL USE OF TECHNOLOGY

In an academic environment, it is generally desirable for technology to support learning and to enhance instruction. In general, it is a policy that all technology be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and guidelines described will result in the revocation of use privileges.

The fundamental principle behind the policy is, "While using the technology, you should never do anything that harms another user."

The network and technology in Academy of Our Lady of Grace is provided to students for educational purposes, and will be used to support the learning process. All students will be provided a network login ID and password that they should not share with other students. Students are expected to take individual responsibility for his or her appropriate use of the Internet and electronic resources, and follow all conditions and rules of technology use as presented by Academy of Our Lady of Grace. Any violation of the conditions and rules may result in disciplinary and/or legal action.

INTERNET ACCESS

Access to the Internet and electronic resources will enable students to use thousands of libraries and databases to facilitate learning and information exchange. Students should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the risks or disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Students should have no expectation of privacy in their use of electronic resources provided by, or accessed in the school. All data storage areas including, but not limited to workstations, external drives, network storage, Internet browsing history and computer sessions etc., may be accessed and reviewed by network administrators and administration to maintain system integrity and insure that the system is used responsibly.

STUDENT PRIVILAGES

Student users of Academy of Our Lady of Grace equipment may:

- Use authorized hardware and software, under teacher direction, for educational purposes only;
- Access information from outside resources, under teacher direction, for educational purposes only;
- Access district networks and the Internet to retrieve information, under teacher direction, for educational purposes only;
- Use computer and network storage for files and teacher approved downloads, for educational purposes only;
- Use only those electronic communication tools that have the explicit prior approval of the school principal and classroom teacher, for educational purposes only.

STUDENT EXPECTATIONS

Student users of the Academy of Our Lady of Grace's equipment are expected to:

- Utilize technology in the school only under teacher direction and supervision, for facilitating learning and enhancing educational information exchange consistent with the educational mission of Academy of Our Lady of Grace;
- Maintain the privacy of passwords and they are prohibited from publishing or discussing passwords, including passwords used for network access and web-based subscriptions;
- Maintain the privacy of personal information for all students;
- Keep all inappropriate materials, inappropriate text or image files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via the Internet, removable media, or other means;
- Abide by the rules of Network etiquette:
 - Be polite and respectful in all forms of communication;
 - Use appropriate language and graphics;
 - No swearing, vulgarities, suggestive, obscene, belligerent, offensive or threatening language;
- Adhere to all copyright guidelines and avoiding plagiarism;
- Not engage in bullying, harassing, insulting or attacking others including acts of cyber bullying;
- Prevent damage to computers, printers, etc. from food or drink or from acts of negligence or vandalism.
- Immediately notify the teacher if:
 - You access an Internet site that displays inappropriate material;
 - You receive a pop-up message that warns you of a computer or virus problem;
 - You receive any message that makes you uncomfortable or feel threatened;
 - You witness plagiarism or violations of academic integrity.

The activities listed below are not permitted:

- Using any personal electronic devices during class time without the consent of the teacher;
- Using a code, accessing a file, or retrieving any stored communication unless given the appropriate authorization to do so;
- Sending or displaying offensive messages or pictures;
- Participating in any communications that facilitate any illegal activities or violate any other laws;
- Damaging or modifying computers, computer systems or computer networks;
- Removing hardware and/or software from school premises without prior written consent from the school Principal or his/her designee;
- Violating copyright laws or committing plagiarism;
- Using others' passwords;
- Impersonating another user;

- Sharing or publishing any personal information of oneself or any student or staff member on the Internet or through other electronic means;
- No personal addresses, phone numbers, email, screen names or login information;
- No identifiable photographs unless appropriate written consent has been provided by the parent/guardian;
- Trespassing in others' folders, work or files;
- Intentionally wasting shared resources (including network, printers);
- Using the network for commercial purposes, personal or financial gain, or fraud;
- Intentional use of software, other websites or proxies to bypass the Internet filtering technology;
- Downloading, installing or storing files for nonacademic use (including image and music files).
- Unauthorized copying of materials or installation of software.
- Downloading or copying information onto disks or hard drives without prior teacher approval.
- Accessing, downloading, storing, or printing files or messages that may be offensive to others.
- The intentional writing, producing, generating, copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, "worms", etc.
- Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.

RESPONSIBILITIES

In the spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school and at home:

- Respect and protect individual rights, as well as, the well-being of the school.
- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message.

Teacher:

- Provide developmentally appropriate instruction and guidance to students as they make use of the network, Internet, and electronic information resources in support of educational goals;
- Inform students of their responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group;

- Verify parent non-consent list prior to posting student pictures or student work on websites;
- Respond to student infractions/violations of the school's technology policy

Principal:

- Notify teachers of students who have NOT submitted a signed Acceptable Use Policy and/or do not have written consent to have pictures or information posted on websites;
- Respond to student infractions/violations of the Acceptable Use Policy according to the Student Code of Conduct.

School:

- Ensure that filtering software is in use to meet the guidelines of the Child Internet Protection Act (CIPA);
- Periodically review and update Acceptable Use Policies.

Parent/Guardian:

- Discuss these rules with your son or daughter to ensure he or she understands them;
- Immediately notify the school Principal if your child expresses concern or shares information about inappropriate content or uncomfortable/threatening messages;
- Support the school in enforcing these guidelines;
- Provide a similar framework for your child's use of computers outside of school so that that precautions are in place at home to eliminate the exposure and use of inappropriate material, and communicate with your child regarding Internet safety on an ongoing basis.
- Understand that you should be monitoring your child's accessed Internet sites and email messages (where applicable) as required by the Family Educational Rights and Privacy Act.

The Academy of Our Lady of Grace makes no warranties of any kind for the technology services provided. The user will be responsible for repair or replacement of equipment damaged by malicious or inappropriate use as defined by this policy. Protection of data is the responsibility of the user. The school will not be responsible for any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network. Academy of Our Lady of Grace reserves the right to change this policy at any time.

CHROMEBOOKS

Each student issued a Chromebook is responsible for that device. Students should treat their device with care just as they would their own personal items. Chromebooks should remain with the student at all times throughout the day, and placed in the proper charging station prior to dismissal. Students should never leave the Chromebook in an unsecured location. Just as students are issued fines when the books issued to them are damaged, students will be issued fines if their Chromebook is damaged.

The Academy of Our Lady of Grace realizes that accidents happen and that the Chromebook may need to be repaired. Prices vary depending on what needs to occur in order to repair a Chromebook. Each year, the Academy of Our Lady of Grace offers parents the opportunity to purchase insurance for their child's Chromebook. This insurance will take care of any normal wear-and-tear or accidental damage (as determined by administration) that a student's Chromebook may incur. If you choose not to purchase insurance, and something happens to your child's device, you will receive a bill to cover the cost to repair and/or replace it. Please note that any deliberate damage, or damaged incurred by negligence, on a Chromebook will result in a bill for the cost of all repairs/replacement, as well as disciplinary action, regardless of whether or not insurance is purchased.

CONSEQUENCES FOR VIOLATING TECHNOLOGY POLICY

The Academy of Our Lady of Grace enforces a strict three strike policy as it pertains to the use of Google Chromebooks in the school. Strikes are determined by inappropriate use of the Chromebook in the school as described in the technology policy.

Please note:

- All Chromebooks are subject to random inspection by teachers and administration.
- Being seen on another website, game, etc. other than what is instructed as classwork will count as an immediate strike.
- Any removal of user history can result in an immediate strike.

When violating the policy:

- 1st offense
 - Will result in the loss of the Chromebook for 3 school days (This includes the day it was taken)
- 2nd offense
 - Will result in the loss of the Chromebook for a week after Chromebook was taken
- 3rd offense
 - Will result in the loss of the Chromebook for the academic year

Internet/network access at the Academy of Our Lady of Grace is to be used for educational purposes only.

At the discretion of administration, any act which violates the technology policy set forth in this manual is subject to any and all of the following consequences:

- Meeting with parents and administration
- Detention or multiple sessions of detention
- Suspension (either in-school or out-of-school)
- Immediate expulsion from the school.

GOOGLE CLASSROOM AND G SUITE

At The Academy of Our Lady of Grace we will be using G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At The Academy of Our Lady of Grace, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their assigned Chromebooks, and learn 21st century digital citizenship skills.

It should be noted that students who are not given consent to use Google services may need to use other software to complete assignments or collaborate with peers. Without consent, your child will also not be assigned a Chromebook to use during class. Thank you for your time and consideration as we seek to provide your child with the most up-to-date technology.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

Gmail (including Inbox by Gmail)	Docs	Sites
Calendar	Forms	Slides
Classroom	Groups	Talk/Hangouts
Contacts	Keep	Vault
Drive	Sheets	

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- Google Bookmarks
- Google Books
- Google Earth
- Google in Your Language
- Google Maps
- Google My Maps
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. More detailed information about G Suite for Education and how Google collects and uses information will be provided along with a consent form during the first week of each new school year.

As a parent, you can consent to the collection and use of your child’s information by Google. If you don’t provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child’s information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Mrs. D'Amico via e-mail: damico@aolgfairview.org. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Mrs. D'Amico via e-mail: damico@aolgfairview.org. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review:

- The G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>)
- The G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html)
- The Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>)
- The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html)

CELL PHONES

Students may bring a cell phone/smart watch to school under the following conditions:

Device is turned off from arrival at school through departure from school property.

Phones/smart watches will be collected by the Homeroom teacher each morning and stored in a locked classroom closet.

No cell phone or other electronic device is permitted for school use unless otherwise instructed. Disregard of the above rules will result in confiscation of the device.

All phone/electronic devices must be turned off during school hours. Non-adherence to this policy will result in confiscation of the phone/device until parents/guardians are called and the phone is picked up by them personally. Other persons will not be able to retrieve phone/device on parents' behalf. It is critical that the learning environment remain uninterrupted by outside distractions.

FLASH DRIVES

- Only school approved flash drives can be used in the school computers.
- The school flash drives are not allowed to be used outside the school and should not be shared between school and personal computers.
- The school flash drives are not allowed to be removed from the school building unless accompanying a school approved computer.