

# **OUR LADY OF GUADALUPE ACADEMY**



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**STUDENT HANDBOOK 2011- 2012**

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## MISSION STATEMENT

We, the faculty and staff of Our Lady of Guadalupe have the responsibility of celebrating together our Catholic values and in living deeply the academic excellence we strive to achieve. We do this by laughing often and loving always. We believe we were brought together to support each other, learn from each other, and care for each other in this secure and safe community. We believe in respecting and allowing the whole child to grow in their individuality.

## Philosophy

**Our Lady of Guadalupe Academy is committed to providing a quality education in a Catholic environment. This commitment is based upon our belief that Jesus Christ is the Master Teacher. He is the perfect person, and the Model whom we offer to our students. As a school named after Our Blessed Mother, we strive to make Mary, known as our Mother, Teacher and Guide.**

**True followers of Christ think and act in accordance with reason and faith. Each staff member assists the children in developing their spiritual moral, social intellectual and emotional growth. We integrate culture, faith, and life through the teaching of all subject areas in the light of the Gospel so that children can become “good Christians and honest citizens.”**

**Inspired by the examples of St. John Bosco, founder of the Salesians, St. Elizabeth Ann Seton, foundress of the Sisters of Charity and St. Benedict, founder of the Benedictines whose sons and daughters are a part of this merged effort now called Our Lady of Guadalupe Academy, we implement their unique educative principles in daily interactions with our students. Thus, a wholesome family atmosphere is created and a feeling of mutual trust and respect exists between staff and students.**

**We acknowledge the responsibility given to us by the children’s parents as well as the co-sponsored parishes. We believe that through the cooperation of all involved the child will become a person of true character. Hence, the school seeks to promote communication and unity among itself, the home and the co-sponsored parishes.**

- **Non-Discrimination Policy:** Our Lady of Guadalupe Academy admits students of any race, color, national and ethnic origin, gender, disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Our Lady of Guadalupe Academy does not discriminate on the basis of race, color, national and ethnic origin, gender and disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
- **Purpose And Use of Handbook:** The Handbook exists to foster the efficient operation of Our Lady of Guadalupe Academy. To meet this objective, the school administration is given the flexibility and the authority to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students/parents or guardians.
- **Amendments To Handbook:** This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents or guardians will be notified within 30 days of the change being approved by the appropriate authority.
- **Admission:** Classroom space is limited to 25 students per class. Children are chosen by a first come first serve basis. The child may be placed on a waiting list and will be chosen accordingly.
- **Payments – CASH AND MONEY ORDERS ONLY.**
- **Technical Requirements:** A birth certificate must be submitted for proof of age.
- **Protecting God’s Children:** Parent or Guardian MUST attend this class and present a certificate to participate in **ANY** school activity.

The kindergarten child must be five years old on or before October 1.

The first grade child must be six years old on or before October 1.

- **Immunization Requirements:**

**DTP:** A minimum of four doses

**OPV:** A minimum of three doses, provided at least one dose is given on or after the fourth birthday.

**Measles vaccine:** one dose administered on or after the first birthday.

**Rubella vaccine:** administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

**Mumps vaccine:** one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

**Hepatitis B:** is implemented in a progressive manner until all students are immunized starting with entry into school. After the subsequent doses are administered (2<sup>nd</sup> dose two months after the first dose, 3<sup>rd</sup> dose 6 to 10 months after the first dose).

**Varicella:** Children born on or after January 1, 1998, are required to have received one dose of varicella (chicken pox ) vaccine (no earlier than their first birthday) prior to entry into the school system.

- **New Students:** must have a complete physical and dental examination.  
**An applicant whose health record is Incomplete will not be admitted into school.**
- **Catholic Applicants:** A Baptismal Certificate and verification of any additional sacraments is also required.
- **Transfer of Students:** In addition to all of the above items, a transfer notification and most recent report card as well as any testing or any standardized test scores from the previous school is required.
- **ATTENDANCE:** Prompt, regular attendance is absolutely essential to academic success. The parent or guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future. If a child is excessively absent (20 or more days) in the course of one school year, this may be cause for a possible retention.
- **Policy Regarding Student Absence:** A parent or guardian MUST call the school no later than 9:00 A.M. to report a student's absence. If no call has been received by 9:00 A.M., the school secretary or nurse will make a reasonable effort to reach a parent or guardian by phone to verify the legitimacy of the absence.

When a child returns to school the child must present to the teacher, nurse or secretary a written excuse from the PARENT or GUARDIAN stating the student's name with the dates and reasons for the absence. **AN ABSENCE OF 3 OR MORE CONSECUTIVE DAYS WILL REQUIRE A DOCTOR'S NOTE.**

- **Supervision:** The school's responsibility for the supervision of students begins at 8:00A.M. and ends at 3:00 P.M. The first period of the day begins at 8:20 A.M. Students arriving after that time are considered tardy and will be marked accordingly. Students may arrive to school beginning at 7:45 A.M. For students enrolled in the **Before Care program, it begins at 7:15; After Care Program, the school's responsibility ends at the pick-up time for which the individual child is scheduled.**
- **School Closings:** School closings due to inclement weather will be announced over local network TV CHANNEL 12. Also, we will follow the procedure of closing by the Elizabeth Board of Education, "The Elizabeth Public Schools Are Closed."
  - **In case of a delayed opening, school will resume at 10 am.**
- **Absence from School and Participation in School Activities:** If a child is absent from school because of an illness or disciplinary action, that child will not be permitted to take part in any extra-curricular activities or athletic activities that afternoon or evening. If the student is absent from school for a reason other than an illness or disciplinary action, the school reserves the right to make an individual judgment regarding same-day extra-curricular and athletic participation.
- **Delinquency - Tuition and/or Before/After Care:**  
If payments are not paid in full, students will not be allowed to participate in school activities. Report cards will also be withheld every tri-semester until all payments are made.
- **Family Vacations:** A student who is away on a family vacation during the school year is required to complete assignments designated by the teacher in all subject areas. Incomplete assignments could result in a failure for the marking period.
- **Truancy:** A student who deliberately avoids coming to school, contrary to the wishes of the parents or guardian, is considered truant. Habitual truancy will be reported to

the Attendance Officer of the child's district of residence. A student who is chronically truant will be subject to discipline.

- **Early Dismissal:** No child will be dismissed early without written permission from a parent or guardian. The child must be picked up by the parent or guardian or someone who is designated by a written note from the parent or guardian.

If there is an emergency the parent or guardian **MUST** call the school to inform the school of such a situation before the child can be released.

- **HOME-SCHOOL COMMUNICATION:** Parents who wish to meet with the principal, a teacher, or any member of the school staff must contact the school office to arrange a mutually convenient meeting time. For the sake of good order parents may not approach a staff member during the school day without arranging an appointment beforehand.

When visiting the school during school hours, parents are asked to use the main entrance and report to the secretary's office where it will be necessary to sign the visitor's book stating your name, date and time and purpose of the visit. The visitor's book will be signed again upon leaving the building.

Staff members who wish to communicate with the parents of a student may do so by phone, letter or at a mutually convenient appointment. Teachers will not schedule appointments at times that could conflict with teaching or supervisory duties.

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

- **Lunchtime:**

|            |   |
|------------|---|
| <b>K-4</b> | <b>11:45 – 12:15 (Recreation)</b><br><b>12:20 – 12:50 (Lunch)</b> |
| <b>5-8</b> | <b>11:45-12:15 (Lunch)</b><br><b>12:15 -12:45 (Recreation)</b>    |

Students may bring lunch from home or buy lunch in the cafeteria. A cafeteria menu with prices will be sent home. Home prepared lunches should be in a **LABLED LUNCH BOX** or **LABLED BROWN PAPER BAG**. Drinks should be in small cartons, plastic bottles or thermos bottles; **NO GLASS CONTAINERS PLEASE.**

- **Birthdays:** Parents may send in cupcakes, cookies, Dixie cups or some small treats. Elaborate parties are not allowed in schools. No birthday cakes etc. Parents also need to inform the school if their children have any food allergies which may result in them getting ill.
- **Children Bringing Money to School:** Money that is sent to school should be placed in a **SEALED** envelope and identified with the child's name and grade, the amount enclosed and its purpose.
- **Parental Rights to School Records:** Our Lady of Guadalupe Academy 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 written request, the school will provide the non-custodial parent with access to the student's essential records.
- **Records and Transcripts:** A parent or guardian has the right to view his/her child's academic records, academic standardized test results, health records and emergency sheets. These records are available upon request. Transcripts of academic records and health records may not be given directly to the parent/guardian in the event of a student's transfer. A request for transfer must be submitted in written form by the parent/guardian. The transcripts and health records will be sent directly to the school when the sending school receives official written request from the receiving school. If the parent or guardian does not submit a request for transfer that includes authorization to send a transcript, the receiving school must secure permission from the parent or guardian to request the transcripts from the "sending" school.

Records that are attached to publicly funded services provided through the Union County Educational Services Commission, such as the Child Study Team Reports, Comp. Ed., Speech, ESL etc. are the property of the Board of Education.

- **Court Orders:** 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 or her/his designee, to pick up the child during or at the end of the school day. The non-custodial parent will **NOT** be permitted to remove the child from school during or at the end of the school day, unless there is a telephone authorization, signed authorization (letter or fax) which may be acceptable.
- **Nurse:** A registered nurse appointed by the Board of Education is present on a part-time basis. Her duties include keeping a record of the child’s immunization, screening students for eye and ear defects and looking after the physical, emotional and social health of the children.

A child who becomes ill during school hours will be dismissed only if the school nurse or the school secretary can contact the parent or the guardian. It is very important to **ALWAYS** notify the office of any changes made in contacting the parent in the event there is an emergency. It would be very distressing on our part as well as yours, to have your child sitting in the office because we were unable to reach you.

No child will be permitted to leave the school unless his/her parents have been contacted and arrangements have been made for his/her care.

The child must be called for at school by the parent unless otherwise specified.

- **Medication:** Our Lady of Guadalupe Academy strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply.
  1. A parent/guardian should come to school and personally administer the medication.
  2. If this arrangement is not possible, the School Nurse or the Principal (or his/her designee) may administer the medication under the following conditions.
    - The medication must be given to the School Nurse or the Principal by the parent/guardian.
    - The medication must be in the original pharmacy-labeled container and

- 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 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.

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

**Parent/Guardian Authorization and Agreement regarding Liability:** Written authorization for administration of the epi-pen must be received from the parent/guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epi-pen in accordance with the procedures below as provided by law, the school and its employees or agents shall have no liability for any injury arising from the 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 the primary responsibility for the 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.

## DISCIPLINE CODE

The Discipline Code serves as a guideline for students and their families. It represents the expectations that Our Lady of Guadalupe Academy has for its students as individuals and as a whole student body.

- **General Discipline Policy:** A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Our Lady of Guadalupe Academy. Students are expected to act with courtesy and respect toward one another and toward all members of the Staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-

being of others. Home and School will work together to help students 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 take any of the following forms: misconduct referrals or warnings; 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 such serious violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal/Parent/Guardian/ Teacher and student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the School.

In order to help children learn the mature self-control proper to their age, Our Lady of Guadalupe Academy seeks to establish a safe, calm, respectful and orderly atmosphere for all students and staff.

### • **Our Lady of Guadalupe Academy Anti-Bullying Policy**

*“We at Our Lady of Guadalupe Academy are committed to creating and fostering a safe learning environment for our students. In order to ensure this safe environment we will promote Christ and his teachings as the role model for the code of conduct at school. We will exemplify Christ's fair and kind treatment of others as our goal. We will encourage our students to be cognizant of unkind treatment and that it has no place in our school. Students will be encouraged to trust in the faculty to help in keeping a safe environment and be assured that unkind treatment will be handled in a swift and fair manner to the benefit of all*

*involved. We understand that parents must be a part of the process as well and are committed to educating our parents on the effects and consequences of bullying in schools and how they can assist.”*

Our school defines bullying as any physical, verbal, psychological or cyber harassment.

1. Physical- hitting, kicking, spitting, pushing and stealing
2. Verbal- taunting, teasing, name calling and threats
3. Psychological- rumors, intimidation, terrorizing, social exclusion and manipulation
4. Cyber-bullying- Internet, email, blogging, instant messaging, text messaging, digital pictures and images.

### **Our Lady of Guadalupe Student Expectations**

*“At Our Lady of Guadalupe, each child is entitled to feel safe and not threatened by any of the listed bullying actions and is expected to receive and treat others with Christian Charity and respect. Any behavior that infringes the safety of a student will not be tolerated and action will immediately be taken. “*

Students are expected to treat one another with dignity and respect. Students should welcome and include others who are being bullied or picked on. Students are expected to report any bullying at once to a faculty member. Faculty members will directly teach these expected behaviors and enforce problem solving strategies on how to handle situation as well as to resist the urge to bully others.

### **Our Lady of Guadalupe Academy Anti-Bullying Procedures**

*“A safe and civil environment is necessary for students to achieve high academic standards. Bullying is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment and bullying is expected of administrators, faculty, staff, volunteers and students.”*

After bullying is reported, the following forms MUST be completed:

- a. **Student bullying report form**- completed by the bully and victim
- b. **Staff bullying report form**- completed by staff member who witnessed or was approached on the incident

\*Bullying Report Forms MUST be signed by parent/guardian and returned the next school day.

1<sup>st</sup> Offense:

Warning by Principal

2<sup>nd</sup> Offense:

Two lunch detentions

3<sup>rd</sup> Offense:

Parent Meeting and Two lunch detentions

4<sup>th</sup> Offense:

Parent Meeting and In School Suspension

5<sup>th</sup> Offense:

Parent Meeting and Out of School Suspension and counseling

6<sup>th</sup> Offense:

Expulsion

## Our Lady of Guadalupe Policy for Conflict Resolution

*“At Our Lady of Guadalupe Students are expected to resolve their disputes without resorting to violence. Students can rely on faculty and staff to resolve disagreements and begin the proper procedures to end the bullying. We are educating the students to work together in peace as Jesus Christ our Savior taught us.”*

Students and Parents are required to sign an anti-bullying pledge declaring that they are aware of the policy and procedures of Our Lady of Guadalupe’s Anti-bullying policy. At Our Lady of Guadalupe will also create a safe haven for parents, students and teachers to work together to work out disputes among the children.

To prevent conflict between students, Our Lady of Guadalupe will incorporate conflict resolution education and problem solving techniques into the curriculum. This is an important step in promoting respect, tolerance and acceptance. The staff will constantly be developing new ways of communication and understanding.

- **Specific Violations and Consequences:** Students who fail to comply with General Discipline Policy by engaging in the following violations will be sent home from School with their parents or guardians until a conference is scheduled with the Principal, Parent/Guardian and other involved parties.

1. **disrespectful behavior**
2. **speaking vulgar, profane or demeaning language**
3. **fighting**
4. **possessing weapons or illegal drugs**
5. **stealing or defacing school or others’ property**
6. **throwing snowballs or other objects**
7. **leaving the school premises**

Students who fail to comply with the Discipline Policy by engaging in the following violations will receive in-school disciplinary action imposed by their classroom teachers unless there are repeated violations, at which time their parents or guardians will be notified.

1. Bringing electronic games, CD’s, or headphones to school.
2. Cell phones are not to be used on school property. If the child has an emergency the office will be available for phone use. We are not held responsible for the loss of the child’s cell phone.
3. Playing rough games in the schoolyard or playing in out-of-bound areas
4. Coming to class unprepared or without homework
5. Carrying books home without a schoolbag
6. Chewing gum
7. Leaving class without permission or wandering through the halls without a purpose
8. Coming late to class

- **SEARCH:** Our Lady of Guadalupe reserves the right to search desks, students' belongings and students themselves as circumstances warrant in order to insure the well being of individual pupils and the school community as a whole.

- **DRESS CODE:** Our Lady of Guadalupe has made an excellent choice in selecting the uniform for our children. Our uniform company Flynn, O'Hara will assist you with your questions or concerns. They can be reached at:

1-800-441-4122.

Two kinds of earrings may be worn: Studs and small hoops. Rosaries are for praying and not considered jewelry. These may not be worn in school.

**Regulations On Dress And Appearance:** Our Lady of Guadalupe Academy requires the students to wear a summer weight uniform during the months of September, October, May and June and the winter weight uniform during the months of November thru April. The students are also required to wear the Physical Educational Uniform on their gym class scheduled day. All school uniforms should be worn completely and neatly. The school uniform identifies the child as a student of Our Lady of Guadalupe Academy and should be worn with pride. Failure to comply with the school uniform requirements will result in the loss of school privileges

**Sept. Oct. May & June:** K-8 Boys (Spring/Fall)

Khaki Boys Twill Walking Shorts

Dark Navy Short Sleeve Polo Shirts w/logo

White Short Sleeve Polo Shirts w/logo

**Nov. thru April** K-4 Boys (Winter)

Khaki Pleated Twill Pants

White Short-sleeve Button-down Collar Shirt

White Long-sleeve Button-down Collar Shirt

Navy V-Neck Cardigan Sweater w/logo

Navy/Gold Striped tie

Black/Brown Reversible Leather Belt

Navy Crew Socks

**5-8 Boys (Winter)**

Khaki Pleated Twill Pants

Khaki Poly/Cotton Men's Pants

White Short-Sleeve Button-down Collar Shirt

White Long-Sleeve Button-down Collar Shirt

Navy with White Trim V-Neck Pullover Sweater w/logo

Navy & Gold Striped Tie

Black/Brown Reversible Belt

Navy Crew Socks

**Gym Uniform Worn By Grades K-8**

Ash Gym Tee Shirt w/ Silk Screen

Ash Heavy Weight Sweatshirt w/ Silk Screen

Ash Fleece shorts w/ Silk Screen (fall/spring) NOT OPTIONAL

Ash Heavy Weight Sweatpants w/Silk Screen (winter)

**Sept. Oct. May June** K-8 GIRLS (Fall/Spring)

Khaki Skort

Dark Navy Short Sleeve Polo Shirt w/logo

White Short Sleeve Polo Shirt w/logo

Navy Crew Socks

**Nov.-April** K-4 Girls

Navy Gold & White Plaid Drop Waist Jumper

Khaki Pleated Girls Slacks

White Short Sleeve Peterpan Collar Blouse

White Long Sleeve Peterpan Collar Blouse

Navy V-Neck Cardigan Sweater w/logo

Navy with White Trim V-Neck Pullover Sweater w/ Logo

Navy Opaque Nylon Knee-Hi

Navy Orlon Knee-Hi

Navy Opaque Tights

Navy Ribbed Tights

**Nov.-April** 5-8 Girls

Navy Gold & White Plaid Wrap Around Kilt  
 Khaki Flat Front Girls Slacks  
 White Short Sleeve Button-Down Collar Blouse  
 White Long-Sleeve Button-Down Collar Blouse  
 Navy with White Trim V-Neck Pullover Sweater w/logo  
 Navy Opaque Nylon Knee-Hi  
 Navy Opaque Tights  
 Navy Ribbed Tights

**ACADEMIC POLICY:** Acceptable Use Policy

The use of the computer services at Our Lady of Guadalupe Academy is a privilege, not a right. While the school acknowledges the legitimate role of the Internet in education, it also serves the right to set the terms and limits on its usage. All parents and students must sign and return the Acceptable Use Policy established by the Technology Department before students may access the internet.

**Make-Up-Work:** All make-up work for the days absent is the responsibility of the student. It is up to the student to find out from the teacher the materials that were missed and to ask what must be done pertaining to assignments and tests.

**Progress Reports:** Midway through each marking period, progress reports will be sent by the teachers to the parents of ALL students in order to indicate current academic/conduct standing. Social Behavior reports will be sent to all Kdg. students midway through each trimester.

**Promotion/Retention:**

Primary Grades

Our Lady of Guadalupe Academy strives to ensure that each child has a valid formation in the basic skills areas that will render them capable of living in a society as a responsible citizen. In order therefore, for a student in the primary grades (K-3) to be promoted to the next grade, he/she must pass each of the Language Arts Subjects (Reading, Phonics, English, and Spelling) and Math Skills.

Intermediate Grades

- Students in the intermediate grades will not be promoted if they have a failing average in more than two major subjects namely: Religion, Math, Language Arts, Science, and Social Studies. Students who have failed any of the major subjects MUST attend summer school or be tutored by a certified teacher during the summer months. Verification of summer course work is required for promotion.
- **Religious Education and Religious Values:** The non-Catholic student is welcomed at Our Lady of Guadalupe Academy. The non-Catholic family 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 participate in liturgical services scheduled for students during the school year.

• **Curriculum Requirements:**

|                              |                                       |
|------------------------------|---------------------------------------|
| Religious Education          | Infused Concepts of Peace and Justice |
| Education in Human Sexuality | Mathematics                           |
| Language Arts                | Reading                               |
| Science                      | Social Studies                        |
| Fine Arts                    | Drug Education – Grade 5 Only         |
| Computer Education           | Physical Education                    |
| World Language               |                                       |

• **Homework Requirements**

Students are expected to complete all home- work assignments. If for any reason homework cannot be completed, the teacher must be given a written excuse signed by the parent or guardian.

- **Standardized Testing:** Standardized testing is required by the Archdiocese of Newark. These tests are used to assess potential and outcome, as well as to plan programs. It is important that each child be present for the group testing in the spring so that the child may obtain a score which will contribute to a more accurate test interpretation for the entire class and school.

**The dates for testing will be announced prior to administration.**

- **FIRE DRILLS:** Our Lady of Guadalupe Academy will have 2 fire drills each month. Students are expected to follow the directions of their teachers and to walk quietly

and quickly to their assigned places. Failure to do so may endanger the safety of students; therefore, it is considered a disciplinary offense.

- **SHELTER – IN – PLACE:** Drill will also be in place thing coming school year.
- **TUITION PLAN:** Our Lady of Guadalupe Academy participates in the Smart Tuition Management Plan. All tuition payments must be sent to Smart according to your choice of payment plan. All payments are due on the 10<sup>th</sup> of each month. A late fee is charged if payments are not made on time. A fee is also charged for checks returned because of insufficient funds. Failure to meet your tuition obligation will deprive your child of returning to Our Lady of Guadalupe Academy.

### **ASBESTOS MANAGEMENT PLAN:**

The school's Asbestos Management Plan is on file in the school office as required by the federal Asbestos Emergency Response Act (AHERA). This document is available for examination upon request.

### **PEST MANAGEMENT 2011-2012**

Dear Parent/Guardian,

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Our Lady of Guadalupe Academy has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Our Lady of Guadalupe is:

Name of IPM Coordinator: Deacon Joe Caporaso  
Business Phone Number: 908 352 7419  
Business Address: 227 Centre St. Elizabeth, NJ 07202

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Our Lady of Guadalupe Academy may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued a statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

### **Technology**

It is not the intent of the guidelines to interfere with private communications between individuals—nor is it the intent of the guidelines to deny access to recognized student organizations that wish to announce upcoming events that may be of interest to members of the school or community. The goal is to provide guidance on how and where boundaries should be drawn with regard to technology related communication between adults and students who attend Our Lady of Guadalupe Academy.

For this reason, a *Technology Contact between Adults and Students Policy* has been developed to inform teachers and adults employed at O.L.G.A. that:

- They should only use email accounts that are provided by O.L.G.A. to communicate electronically with students.
- They should only communicate with students and parents using a blog platform, system, or telephone that is provided by O.L.G.A.
- They must decline or disregard invitations from students to interact one-on-one through instant messaging, texting, and social networking sites.
- They should not use a personally owned device such as a cell phone or smart phone to communicate with a student.
- They should not use a web cam or Internet type of phone to communicate with a student.
- Anytime there is electronic or telephone communication to a student, involving schedule changes, cancelation of practice, weather cancelations, etc., the parent or guardian must also be notified.
- Anytime a teacher or adult employed by O.L.G.A. uploads a file to a student, a supervisor must also be copied along with the file that was uploaded.
- Adults in the organization are forbidden from knowingly participating in any type of online games with students.
- In the case of an emergency, if an adult uses a personal communications device or email account to contact an individual student, the date, time, and nature of the contact must be reported in writing to one's supervisor on the next school day.
- Adults must acknowledge that they are aware that technology-auditing software is being used by O.L.G.A. in order to protect not only students, but also the adults.
- The electronic communication policy at O.L.G.A. specifies the Principal, as the contact person who will be notified if a violation of the policy occurs and the potential penalty for violating this policy may include but is not limited to: notification of the Newark Archdiocesan School Office and/or local police, and/or termination of contract at O.L.G.A.

Adapted from: Protecting God's Children for Adults, *Technology Related Communication*

**The following items are included in this annual notice:**

- A copy of the school's IPM policy which is located in the principal's office.
- The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.
- A list of pesticides that are in use or that have been used in the past 12 months on school property is also located in the Principal's office.
- **RESTROOMS:** Restrooms are never used as places for playing or loitering. As a general rule K-4 classes will be brought to the restroom as a group and will be supervised by the teacher. If a child must use the bathroom more frequently, a note from the doctor is required. Students who need to use the restroom, aside from the group time, must use a hall pass. Restrooms must be left neat and orderly at all times to insure the health and safety of all. Students who deface property will be required to repair the offense in a suitable way.
- **STUDENT ACCIDENT INSURANCE:** The Archdiocese of Newark has purchased an accident insurance policy which is designed to help protect parents of students in the Archdiocesan schools against financial loss. In the event that a student is injured due to a covered accident when participating in a supervised activity, the Archdiocesan policy will help pay expenses incurred for required medical treatment which are in excess of benefits payable under other insurance covering the student.
- **SUSPECTED CHILD ABUSE AND/OR NEGLECT:** New Jersey law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services.
- **FIELD TRIP POLICY:** On occasion, Our Lady of Guadalupe Academy will sponsor and conduct field trips for the educational enrichment of its students. Participation is a privilege and may be denied a child whose behavior has been questionable. Under special circumstances parents may be asked to accompany their child on a field trip. ALL students are required to submit a signed permission slip provided by the school office before they can participate. Only this form will be accepted. No parental approval by phone will be accepted. Students not participating on the field trip and who do not come to school will be marked absent.

- **GUM:** Candy and gum chewing are not permitted anywhere on school premises. Careless disposal of gum in drinking fountains, on furniture and on the floor causes sanitary and maintenance problems.