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NON-DISCRIMINATION POLICY

Our Lady of Fatima School is a Parochial School in the Diocese of Metuchen conducted by a faculty of competent clergy and lay teachers. Our Lady of Fatima admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Our Lady of Fatima does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

MISSION STATEMENT

Our Lady of Fatima is a Roman Catholic school dedicated to educating children Pre-K through Eighth Grade. Our spirituality comes from God's deep abiding love for us. His great gift to us, Jesus Christ, is the center of all teaching and learning. It is by the living experiences of His teachings that we proclaim Christ's message, while helping prepare the children to lead a Christian life of sharing and caring for our school, community and the world.

Accepting each individual as unique, we endeavor to develop each child to his/her fullest potential academically, emotionally, socially, physically, and spiritually. We pride ourselves on building strong citizens, who are intellectually capable of using their gifts to make a better world. Through guidance, we aim for a smooth transition into adolescence and ultimately adulthood when each child will be able to take his/her place in God's large community of this world with deep faith, dignity, pride, and love.

Our faculty members, consisting of God-centered people, are called by Christ to further His mission. We view our role as educators who are dedicated "to teach as Jesus did." In cooperation with the parents and parish community, we wish to lead and guide its members in the achievement of truth, knowledge, and skills. We are a Roman Catholic school that strives for advancement in the twenty-first century through programs that foster academic excellence, gospel values, and the teachings of the Catholic Church.

Together, with the support of the pastor, priests and the community, the administration, faculty and staff, model for the students the message of Christ's teaching by providing a living experience for all to emulate. We recognize the need to establish a faith-filled community by imparting spiritual and intellectual stimulation. Understanding that parents are the primary teachers, we endeavor to reinforce Catholic attitudes and values in an atmosphere of love and encouragement in which the Gospel is proclaimed and holiness of life is promoted.

PURPOSE AND USE OF HANDBOOK

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

AMENDMENTS TO HANDBOOK

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

INCLUSION POLICY

As educators in a Catholic school, we view each child entrusted to us as a unique, beloved child of God. We are called to create an environment where every child is provided with whatever he or she needs to learn.

Inclusion at Our Lady of Fatima School refers to the incorporation and support of students in the classroom who have difficulty in learning. This means using any available ISP programs, communicating with parents, and participating in Child Study Team meetings whenever possible. We are called to support the professional recommendations of learning consultants and to encourage students to participate in the services to which they are entitled.

ADMISSIONS

When accepting students, Our Lady of Fatima School gives preference to:

- siblings of students presently attending the school
- children of registered, active parishioners of Our Lady of Fatima Parish
- children of registered, active Catholics of other parishes
- non-Catholics

AGE SPECIFICATIONS

Students must meet the following age requirements:

- Pre-K students registering for the Three-Year Old Program must be three years of age on or before October 1st of the year for which they are registering.
- Pre-K students registering for the Four-Year Old Program must be four years of age on or before October 1st of the year for which they are registering.
- Kindergarten students must be five years of age on or before October 1st of the year for which they are registering.
- First grade students must be six years old on or before October 1st of the year for which they are registering.

DOCUMENTATION REQUIREMENTS

The following records must be presented at the time of application:

- a copy of the child's birth certificate
- a copy of the child's baptismal certificate
- records of immunization
- a completed application form

Upon completion of registration forms and payment of a non-refundable registration fee, new families will sign a tuition agreement.

Students transferring from other schools must present the appropriate transfer card, most recent report card, standardized test scores, and a copy of health records. Students may be required to

have an interview. Students applying for Kindergarten will ordinarily participate in a social and academic screening process to determine readiness for the Kindergarten program.

In accordance with state health laws, all children entering school as new students must have a physical examination and comply with immunization requirements as set forth by the State of New Jersey. Students entering grades 3 and 7 must also have a physical.

All students participating in athletic programs are required to have a sports physical filled out by a physician. The physical cannot be completed earlier than 60 days prior to the first practice.

IMMUNIZATION REQUIREMENTS

- DPT: a minimum of four doses with one dose on or after the fourth birthday.
- OPV: a minimum of three doses provided at least one dose is given on or after the fourth birthday.
- MMR: two doses of this combination vaccine containing measles, mumps, and rubella prior to school admittance
OR
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: three doses prior to entering kindergarten.
- Mantoux test: required for new students transferring in from out of state or out of the country.

An applicant whose immunization record is incomplete will not be accepted.

ATTENDANCE

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future. Only serious illness or a very grave reason should be the cause for a student's absence.

ARRIVAL AT SCHOOL

Supervision of students begins at 7:45 A.M. Only students registered in the Extended Care Program may be at school before this time. All students must be in the gym by 8:00 A.M. - the official start of the school day.

When students are dropped off in the morning, they are to go into the gym and join their class lines. At 8:00 A.M. the teachers will escort their students to their classrooms where attendance will be taken, followed by announcements, morning prayers, and the Pledge of Allegiance via the school intercom. Classes will begin promptly at 8:20 A.M.

Students must stay on school grounds from the time of arrival until dismissal or until they are signed out by the parent/guardian or by an authorized individual. Students are not permitted in the building after dismissal unless they are involved in after-school meetings, athletic practices or have the permission of the teacher. Students are never to be in the building without the knowledge and supervision of an adult. Running, jumping, and playing on school grounds are not permitted before or after school.

DEPARTURE FROM SCHOOL

Students are dismissed at 2:45 P.M. on full days and 12:30 P.M. on half days. Parents/guardians who find it impossible to meet their children at those times are expected to enroll them in the *After Care Program*.

PRE-K ARRIVAL AND DISMISSAL

Unless informed otherwise, Pre-K students will follow the arrival and dismissal times set by the Pre-School schedule.

BEFORE AND AFTER CARE PROGRAMS

Before and After School Care programs are available for students who need to be supervised during these times. Ordinarily these programs begin on the first full day of school and end on the last full week of the academic year. For additional information, please refer to the section: *Extended Care Program* located at the end of this handbook.

TARDINESS AND TRUANCY

Attendance will be taken each morning during homeroom. Students who enter school after attendance has been taken will be considered late and must report to the office for a late slip.

If a student is late, the parent/guardian must accompany the child to the office, send a handwritten note with the student or call the office no later than 9:00 A.M. on the day of the tardiness.

A student who deliberately avoids coming to school contrary to the wishes of his/her parent/guardian is considered truant. Habitual truancy will be reported to the appropriate authorities and the student will be subject to discipline.

EARLY DEPARTURES

A written request from the student's parent/guardian must be submitted before a student is permitted to leave during the school day. The request must be signed by an administrative staff member and returned to the student's teacher. Phone calls are not sufficient substitutions for this written request. The person picking up the student must sign the logbook. Dental and medical appointments are discouraged during school hours.

ABSENTEE POLICY

A parent/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., a member of the office staff will make a reasonable effort

to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, he/she must present to the teacher a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence. An absence of three (3) consecutive days requires a doctor's note.

Homework for an absent student can be requested when the parent/guardian reports the absence by 9:00 A.M. Homework will be available for pick up at dismissal. Sufficient time will be given for completion of missed work when the child returns.

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

FAMILY VACATIONS

The school does not approve of vacations and trips during school time. Parents should be aware that absence due to a trip or vacation is marked on the child's attendance record as an unexcused absence. *Teachers will not provide work in advance for those who take trips during school time.* The student and parent are responsible to make up missed work.

EARLY DISMISSAL/SCHOOL CLOSINGS

In order to grow professionally, the faculty meets monthly. Ordinarily these meetings are on the first Friday of each month. Throughout the year the faculty members are required to attend other programs for professional development. On those days the students do not attend school. Please consult the annual calendar for these dates.

When individual teachers elect or are asked to attend particular workshops, every effort will be made to have a substitute teacher teach the class.

EMERGENCY CLOSINGS

Our Lady of Fatima School will follow the decision of the Piscataway Township Schools regarding school cancellations or delayed openings due to inclement weather. All snow and other emergency closings for the school will be communicated via the "Honeywell Instant Alert Messaging System." On delayed openings of 90 minutes, school begins at 9:30 A.M. and there is no Before Care Program. When school closes early due to inclement weather or emergencies, there is no After Care Program.

TRANSPORTATION

Applications for bus transportation are available in the school office. Transportation is a school district service. Students are eligible if they live 2.0 miles or more from the school and they reside in a district that provides transportation.

Please be consistent in the manner in which your child will arrive and leave school. For the safety and welfare of the students, inform the school in writing if there will be a change in your usual procedure.

HOME-SCHOOL COMMUNICATION

CONTACT INFORMATION

It is extremely important that the school maintains accurate and up-to-date information on all students. Parents/guardians should inform the school office immediately of any changes in address, telephone number(s) and/or e-mail. Those who do not wish to have their telephone number(s) published on the "class parent/guardian list" should also contact the office.

It is the responsibility of the parents/guardians to make sure that all contact information given to the "Honeywell Instant Alert Messaging System" is kept accurate and up-to-date.

COMMUNICATIONS

Parents/guardians will receive regular weekly communications from the school through the "Wednesday Family Envelope" that will be hand delivered by the youngest student in the family. If there are any emergencies or special messages, parents/guardians will be

notified via the “Honeywell Instant Alert Messaging System.” Parents/guardians will also be kept abreast of their child’s academic progress and social growth through “Power School” - the computer-based student information management system.

APPOINTMENTS WITH SCHOOL PERSONNEL

A Parent-Teacher Conference is ordinarily held once a year at the close of the first marking period. Notices will be sent home for parent/guardians to indicate a preference for an appointment time. Parents who wish to meet with the principal, a teacher, or any member of the school staff should send a note to the staff member to arrange a mutually convenient time. When appointments are made both the parent/guardian and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

For the safety and well-being of the students, no one may approach staff members during the school day without an appointment. Staff members who wish to communicate with a parent/guardian will make contact by phone, letter, e-mail, or arrange a mutually convenient appointment. Teachers will not schedule appointments at times that could conflict with teacher supervisory duties.

VISITORS

For the safety of the children, everyone visiting the school must use the main entrance of the building, sign in at the school office and get a visitor’s pass. At no time may a visitor go directly to a classroom or anywhere in the building without obtaining a visitor’s pass at the office.

MESSAGES

Only messages of great importance will be relayed to students during school hours.

SCHOOL RECORDS

A parent/guardian has the right to review his/her child’s (a) academic record; (b) academic standardized test results; (c) health records; and (d) emergency sheet. These records can be made available upon request.

Government records such as Child Study Team Reviews, Comp Ed, Speech, ESL, etc. are the property of the Middlesex County Educational Services Commission. A parent/guardian who wishes to examine these records must apply to the Commission.

TRANSCRIPTS

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

INCOMPLETE RECORDS

Students whose financial obligations for the current academic year are not paid in full by the last day of the third marking period ordinarily will not be permitted to attend class, hand in assignments, or take tests. A grade of *Incomplete* will be given for the academic year.

COURT ORDERS AFFECTING PARENTS

All separated and divorced parents will provide the school with a court certified copy of the custody section of the appropriate decree. If the parent is to be denied access to the child’s academic records, then that denial should be noted in this section. The custody section should provide directions about the non-custodial parent’s right of access to the child and state that school officials are expected to comply with those directions.

Our Lady of Fatima School abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

The school will permit only the custodial parent, or her/his designee (designated in writing), to pick up the child during or at the end of the day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there

is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

ACADEMIC POLICIES

RELIGIOUS EDUCATION AND SERVICES

All parents/guardians and students are expected to understand and agree that the school exists to educate in the framework of Catholic values. All students must participate in the Religion classes and liturgical services scheduled for students during the school year.

CURRICULUM AND METHODS

Our Lady of Fatima School follows the Diocesan curriculum guidelines that incorporate the New Jersey CORE Curriculum Standards. Teachers use factual materials and experiences to develop the ability to analyze, interpret, and make appropriate choices in real-life situations that are consistent with Catholic teachings and Christian virtues. Methodology includes a multi-faceted approach to teaching that encompasses the multiple intelligences of our students. We provide instructional activities that involve students in their own learning and enhance higher order thinking skills. Authentic learning is assessed using a variety of techniques.

PRE-SCHOOL CURRICULUM

The children are provided with a warm and appealing environment where they can learn, play, participate, and share in a group setting. The program of study includes:

- Reading
- (alphabet readiness)
- Writing
- Art
- Religion
- Music
- Computers
- Science
- (health and living)

- Social Studies
- (community)
- Math (number
- readiness)
- Spanish
- Physical
- Education

Socialization skills are reinforced through various play activities. Gross and fine motor skills are developed through the use of the movement program in physical education. Each child experiences a sense of satisfaction and pleasure with his/her accomplishment.

GRADES K - 8 CURRICULUM

Students in Grades K-8 receive instruction in the following fields:

- Religious Studies
- Language Arts
- Mathematics
- Social Studies
- Science
- Fine Arts
- Health, Safety, and Physical Education
- Technology
- World Language (Grades PK-8)

The curriculum provides a continuous, holistic educational experience that is developmentally appropriate.

HOMEWORK

Homework is an essential part of a good school program, simply because learning is a full-time job. The aim of giving students a specified amount of work to complete independently is to reinforce the subject matter and skills taught in the classroom. Homework helps children to broaden their experiences and to extend their knowledge and may stimulate new interests. Homework is also given as an evaluation tool to determine if material has been mastered. It is intended to develop initiative, independent thinking and responsibility.

Teachers, in giving assignments, strive to provide work in keeping with the student's ability so that little help from those at home is necessary. Some subject areas and some long-range assignments require more time and may include weekends and vacations. Ordinarily students can expect to spend time on homework Monday through Friday. Please contact your child's teacher if your child seems to be regularly spending an excessive amount of time on homework.

EXAMS/TESTS/QUIZZES

The TERRA NOVA standardized achievement test is administered in the Spring to students in Grades 2-8. Ordinarily, results of these tests are forwarded to the parents in May. Students in Grades 4 and 7 also take a writing test in conjunction with the achievement test.

The NCEA ACRE test is given annually to Grades 5 and 8.

Comprehensive Semester Exams are given in January and June to Grades 6-8.

Tests/Quizzes are administered by teachers throughout the year to all grades.

PROGRESS REPORTS

All students in Grades K-8 receive progress reports in the middle of each marking period whenever experiencing academic difficulty or exceptional growth. Parents/guardians may also monitor their child's academic progress on an on-going basis through "Power School" - the computer-based student information management system.

ACADEMIC ELIGIBILITY

Students who are involved in school-sponsored extracurricular activities are required to maintain adequate grades. If a student receives a **D** or fails a major subject for the quarter, the student will be placed on a two-week probation period. If the grades do not improve within that time, the student will be suspended from the activities for a stipulated period of time.

PROMOTION CRITERIA

In order for students to move from one grade to the next at Our Lady of Fatima School, the student must successfully complete course requirements in all subjects.

GRADUATION REQUIREMENTS

In order to receive a diploma from Our Lady of Fatima School, eighth grade students must successfully complete course requirements for all subject areas.

TECHNOLOGY ACCEPTABLE USE POLICY

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. Such resources are used to enrich and enhance the learning experience and environment for students. Use of these resources must always conform to law and the religious mission of Our Lady of Fatima School. No student is permitted to use technology to access or send inappropriate information or materials.

The Ethical Use of Technology Policy is included in the Appendix section of this Handbook.

AUDIO-VISUAL MATERIALS

The school administration reserves the right to decide which audio-visual materials will be shown for academic curriculum enrichment.

TEXTBOOKS

According to the state textbook law, Chapter 121, Laws of 1984, pupils attending private schools are loaned textbooks for the school year. These books are not the property of the individual student, nor of Our Lady of Fatima. In accordance with the law, "costs of the loaned textbooks which are damaged, lost, or destroyed are to be reimbursed by the pupil." Books must be kept covered at all times.

All students must carry their books in a sturdy book bag to and from school. In the interest of student safety, book bags on wheels are not permitted.

STATIONERY / SUPPLIES

Students are expected to purchase designated school supplies. A list of needed supplies is given to parents/guardians at the end of each school year for the following academic year.

GENERAL DISCIPLINE POLICY

Recognizing that authority is absolutely essential in promoting a child's spiritual, physical, mental and emotional growth, parents/guardians and educators must support each other and work together to help students learn and live the qualities of responsible behavior.

The essence of Christian discipline is self-discipline as taught and exemplified by Christ. Lifetime habits of self-control and concern for the well being of others begins in early childhood and continues throughout adolescence. Our Lady of Fatima School emphasizes the importance of following rules and developing in oneself a sense of personal responsibility.

Students are taught to recognize that all school rules and regulations aim to safeguard their liberties rather than curb them and that the observance of such rules helps to build character, promote maturity and bring happiness. Actions that violate school rules will not be tolerated and will be dealt with accordingly.

The following are descriptions of the most common disciplinary actions open to the school administration and/or faculty:

Detention – A student who receives detention will be required to stay after school from 3:00 P.M. to 3:45 P.M. on the day of the scheduled detention. Parents/guardians will be given a one day notice regarding their child's detention.

In-School Suspension - A student who receives an *In-School Suspension* is permitted to attend school, but not allowed to attend classes or participate in any school sponsored extracurricular activities. He/she must complete all class work given during the duration of the suspension in order to receive credit. The length of the suspension will be determined by the Principal.

Out-of-School Suspension - A student who receives an *Out-of-School Suspension* is not permitted to attend school and must be accompanied by his/her parents before being readmitted to school. The length of the suspension will be determined by the Principal.

Expulsion – A student who is expelled from school will be removed from the official school roster and no longer allowed to attend Our Lady of Fatima School.

MINOR INFRACTIONS

Progress reports, conduct referrals, denial of privileges, required service and/or detention may be issued for any of the following infractions of school rules:

1. Being late to school without a parental note/visit/call
2. Being late for class (Middle School)
3. Being continuously unprepared for class
4. Doing homework in class
5. Copying another's work
6. Cheating on tests (in addition, a grade of zero will be given)
7. Forging a parent's/guardian's signature
8. Causing disruptions
9. Disobeying authority
10. Disrespecting others
11. Using foul language
12. Displaying crude gestures
13. Displaying lewd behavior
14. Disrespecting and misusing property
15. Chewing gum or eating candy
16. Disregarding the dress code
17. Stealing

MAJOR INFRACTIONS

Depending on the severity and seriousness of the act, some of the above listed infractions along with those listed below may result in suspension, expulsion and/or denied re-admittance to the school:

1. Fighting

2. Bullying/threatening/harassing
3. Vandalizing property
4. Possessing/using alcohol
5. Possessing/using illegal drugs
6. Possessing/using weapons

CELL PHONES

Use of cellular phones is prohibited. Cell phones will be collected by the homeroom teacher each morning and returned to the students at dismissal. If a student is seen with a phone during the day, the phone will be confiscated and sent to the office where it may be picked up after school for a fee of ten dollars.

ELECTRONIC DEVICES

Electronic devices during school hours (8:00 A.M. to dismissal) are prohibited. Any such items will be confiscated and subject to the same consequence as the cell phone.

MISBEHAVIOR ON SCHOOL BUS

Students are expected to practice safe and respectful behavior while riding the school bus. Failure to comply with acceptable behavior procedures may result in the loss of bus privileges.

VANDALISM

Any damage done to school equipment or property must be repaired and/or replaced at the offender's expense.

SUBSTANCE ABUSE

Our Lady of Fatima School follows the guidelines of the Diocese of Metuchen and the Drug-Free Schools and Communities Act of 1987 in developing its policies on substance abuse. These policies include but are not limited to those set forth by the Piscataway Board of Education for its district schools. A copy of policies/procedures is available from the administration upon request.

HEALTH AND SAFETY

HEALTH SERVICES

A part-time school nurse is in the building several days a week. Periodically, the school nurse sends a letter home to the parents/guardians with important health service information.

Health services provided by the School include, but are not limited to, the following:

- height/weight screening
- hearing screening
- visual screening
- dental screening
- emergency care

ADMINISTRATION OF MEDICATION

If a student needs to receive medication in school or during school sponsored activities, 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 will administer the medication under the following conditions:
 - The medication must be given to the school nurse or secretary by the parent/guardian.
 - The medication must be in the original pharmacy-labeled container.
 - The parent/guardian and the student's physician must complete and sign the appropriate permission form which is available at the school.

Any student with a life threatening illness or condition is permitted to carry and/or self-administer medication. The parent/guardian must schedule a conference with the school nurse and, together with the student's physician, complete and sign the appropriate permission form which is available at the school.

ILLNESS OR INJURY

If a child becomes ill or injured, every effort is made to notify parents immediately. Sick children must be picked up at school via the

procedures noted on the emergency form. If the child comes down with a communicable disease, the school nurse must be contacted immediately. Students who are not feeling well should not be sent to school.

Children must be fever free for 24 hours before returning to school.

STUDENT ACCIDENT INSURANCE

Students are covered by the school policy. However, parents/guardians are given the option to purchase additional insurance.

FIRE AND EMERGENCY DRILLS

Fire drills are conducted regularly in accordance with the New Jersey State law to ensure the safe emergency evacuation of students, faculty, and all those in the school building. Exit routes are posted in each room and students practice the specific directions for leaving each room in which they have classes. All children and adults are expected to leave the building when the signal is heard. General rules for emergency evacuation include:

- respond instantly to the signal
- leave everything; do not carry books, etc.
- observe absolute silence
- walk rapidly but do not run
- stay in line with your class
- return to class orderly and quietly

Other emergency drills are held according to the directives in the School Crisis Plan. The important guidewords for all emergency drills are SILENCE, SAFETY, and SPEED.

ASBESTOS MANAGEMENT PLAN

The school's Asbestos Management Plan is on file in the school office as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request. Required inspections are completed yearly.

CRISIS MANAGEMENT PLAN

Our Lady of Fatima School's Crisis Management Plan is on file in the School office. The School has adapted the plan used by the local public schools and was formulated in conjunction with the Piscataway Police Department.

FOOD SAFETY

LUNCH AND CAFETERIA PROCEDURES

A Hot Lunch Program is provided for the students on every full school day of the week. Students have the option of buying lunch in the cafeteria or bringing their lunches to school.

When sending lunch or snacks to school, the following safety guidelines should be observed:

- no bottles or glassware
- no containers with tops that require tools to open them
- no soda or carbonated beverages (only juice, milk or water)

All students are to follow cafeteria and lunchroom procedures as explained to them in the beginning of the school year.

CLASSROOM BIRTHDAY PARTIES

Due to strict diocesan guidelines on the types of food that can be brought into the classroom and for the safety of our children who have serious and life-threatening food allergies, Our Lady of Fatima School does not permit parents/guardians to bring in food for birthday celebrations. Instead, homeroom teachers will purchase at a minimal cost, a standard and "safe" snack that will be distributed to all students in the class. The cost of the snack and the option to participate in the program will be made available at the beginning of the academic year.

DRESS CODE

PERSONAL APPEARANCE

Students should be neatly groomed at all times and, unless permitted to do otherwise, must be in full uniform during the entire

school day. They should also be properly attired at school-sponsored activities whether held on or off campus.

Boys' hair must be short and neatly groomed. No extreme hairstyles, bleaching or dying are permitted. Boys may not wear earrings of any type. Girls may wear only small post earrings. Accessories to the uniform, make-up and inappropriate jewelry, are not permitted. Girls may use only clear or light colored nail polish.

Students who wear inappropriate jewelry will be asked to remove it and those who wear make-up will be asked to wash it off.

UNIFORMS

Uniforms are obtained from the *Flynn and O'Hara Uniform Company*. Order forms are available in the main office. Representatives from the company periodically come to the school for measurements.

Flynn and O'Hara Uniforms - 1-800-441-4122

Girls - K-4

- uniform jumper
- white blouse
- navy blue knee socks/tights
- dark shoes

Boys - K-8

- white shirt
- school tie
- navy blue pants
- black/navy blue belt
- dark crew socks
- dark shoes

Girls - 5-8

- uniform plaid skirt or jumper
- white blouse
- navy blue knee socks/tights
- low heeled dark shoes

Girls and boys may wear either long or short sleeve uniform blouses/shirts. Navy blue sweaters with the school logo may be either cardigans or pullovers. Except for school sweaters, no outerwear may be worn during the school day. Also, the length of girls' skirts must be to the knee.

SHOES

Rubber soled low cut, low heeled dress shoes may be worn. Sandals, sneakers, flip-flops, boots, hiking shoes and fashion fads are not permitted.

SUMMER UNIFORMS

Summer uniforms may be worn from May 1st until October 31st. The summer uniform consists of navy blue walking shorts (with a dark belt) and white golf shirts with the OLF logo on the shirt. White ankle socks are also permitted with the summer uniform.

GYM UNIFORMS

Unless told to do otherwise, students are to wear the gym uniform to school on their scheduled gym days. The gym uniform consists of the navy blue gym shorts and T- shirt with white crew socks and sturdy sneakers. In cooler weather conditions, plain navy blue sweats or the OLF sweats may be worn. Gym uniforms may be purchased from *Flynn and O'Hara Uniforms*.

ADDITIONAL POLICIES

STUDENT MEDIA COVERAGE

Occasionally Our Lady of Fatima School receives media coverage for special events. If you do not wish your child to be photographed or have his/her work published, please send notice to the Principal that your child may not be included in any media coverage.

MONEY / PERSONAL BELONGINGS

Money that is sent to school should be put in a sealed envelope and identified with the student's name, grade, amount enclosed, and purpose. Valuable items of a personal nature should not be brought to school. If a student chooses to do so, he/she will be responsible for those items.

FIELD TRIPS

On occasion, Our Lady of Fatima School will sponsor and conduct field trips for the educational enrichment of students. Participation in

field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The school provides the permission slip form and the parent is to assume responsibility for having the form completed. If the trip is out of state or far from school, the parent must have the form notarized.

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.

SCHOOL RELATED ORGANIZATIONS

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council is comprised of men and women from the community who provide advice to the pastor and principal of the school. The Council deals with major issues like strategic planning, development, marketing, facilities and finances. Collectively, the pastor, principal, diocesan officials and members of the School Advisory Council assist in the governance structure of the school.

HOME SCHOOL ASSOCIATION (HSA)

Our Lady of Fatima Home School Association facilitates cooperation between the home and the school for the best educational and spiritual interests of students and the school community. The HSA is the channel for most parent activities within the School and is an essential support to all school activities. All parents/guardians are encouraged to be active members of the HSA by attending meetings held throughout the school year, by serving on committees, and by volunteering for and participating in the projects and events sponsored by the organization.

EXTENDED CARE PROGRAM

ADMISSIONS & FEES

Only those students enrolled in Our Lady of Fatima School will be allowed to enroll in the extended care program.

To enroll a child, parents/guardians must fill out an application form and pay the one-time, non-refundable registration fee per child.

All fee requirements and refund policies can be found on the application form.

PROGRAM

The Before Care Program begins at 7:00 A.M. The After Care program begins at dismissal and ends at 6:00 P.M. Both programs provide the children with a light snack.

The After Care Program consists of quiet time, play time, and homework time, although not necessarily at the same time each day. Homework time is offered as an opportunity for the children to do homework. Staff members will provide assistance to students with homework-related questions but cannot, and will not, force students to do their homework.

Children have the option to change into play clothes and sneakers. All clothing should be clearly marked with the child's name.

DISCIPLINE CODE

Every child in the program is expected to abide by the policies and procedures of Our Lady of Fatima School and to obey the rules and regulations of the program. Failure to do so will result in disciplinary action.

DAILY RELEASE

A child will be released only to parents or to an individual, 18 years or older, who has been authorized in writing by the parents to pick up their child. Parents and authorized individuals are required to sign the child out when picking him/her up in the afternoon.

EMERGENCY DISMISSAL

In the event of an early dismissal due to inclement weather, there will be NO After Care for that day. Contingency plans should be pre-arranged and students should know where to go. On mornings when there is a delayed opening, there is NO Before Care.

HEALTH & SAFETY

The Extended Care Program will follow the same policies as followed during regular school hours. In the event of an emergency the parent/guardian will be notified first. If the parent/guardian cannot be reached, the emergency contacts provided on the emergency sheets will be called.

If the building should ever need to be evacuated, the children will be taken to the parish center, church, rectory, or other facility, as directed by the School Crisis Plan.

APPENDIX

ACCEPTABLE USE POLICY

Ethical Use of Technology Policy

Preamble:

The purpose of school-provided technology is to facilitate legitimate school endeavors, which are educational and administrative in nature.

The use of technology must always be in conformity with the law and the religious mission of the Diocese of Metuchen. Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of the user's privileges. The administration has the right to monitor all communication on the network.

Equipment:

- The user will recognize the value of the hardware, software, and all computer-related materials and will not misuse or abuse any of these items.
- Personal diskettes, CD ROMS, or storage devices (i.e. USB Drives) cannot be used without the approval or direct supervision

of the system supervisor. These should be checked for viruses with a current version of a recognized virus-scanning program.

- No user will alter, install, modify, upgrade, repair or remove any school hardware, including but not limited to computers, interface cards, monitors, printers, scanners, modems, wiring or cabling, mouse or other accessories.
- Users who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.

Software

- Commercial software is copyrighted and each user must abide by the licensing agreement published with the software.
- The user will not violate any copyright laws regarding print, electronic or visual information.
- The user will not read, change, create, delete, copy, or modify any parts of the resident software or the operating system.

Internet Access

- The user may utilize the network resources for educational or administrative purposes only. Commercial uses are strictly prohibited.
- The user will not upload, download, or bring into the school material deemed inappropriate. This would include but not be limited to any material that contains profanity, vulgarity, obscene, or violent content. Materials that are racist, abusive, degrading, demonic or promote intolerance, prejudice, harassment, or insult any individual, ethnic, or religious group are unacceptable.
- Transmission of material, information or software in violation of any church, school, local, state or federal law is prohibited.
- The user will not meet in person any individual whom s/he made contact with through the school technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval of the school administration.

E-Mail

- E-mail is intended for educational use.
- The user will not reveal addresses, phone numbers, photographs or other personal information of him/herself or others.
- All e-mail will be sent/received using the school e-mail address.

- The user will not access his/her private e-mail accounts through use of the school network.
- The user will report any message received through technological resources, which makes him/her nervous or uncomfortable.

Adopted February 11, 2000

Miscellaneous

- The user will work in a quiet, respectful manner, which is not disturbing or distracting to others.
- The user will not disclose or attempt to access personal passwords or access codes assigned to him/her or any other user.
- The user will not attempt to defeat security measures instituted by the school.
- Unauthorized access to computers after designated hours or from locations other than those approved for specific computer assignments is prohibited.
- The user will not use school technological resources to support candidates for public or elected office.
- The user will exercise due diligence and is bound not to disclose or use any confidential or personal information acquired as a result of using the schools' technological resources.
- The school makes no warranties of any kind, whether expressed or implied, for the use of this technology. It will not be responsible for any damages suffered, such as loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or the user's errors or omissions.
- The school specifically denies any responsibility for the accuracy or quality of information obtained through its technological resources.

Any user of our technological resources specifically agrees to abide by this Ethical Use of Technology Policy and in addition agrees to indemnify the school/Diocese of Metuchen for any losses, costs or damages, including attorneys' fees, incurred relating to or arising out of any breach of this document.

Use of the technological resources will be permitted only upon reading, signing and returning the Ethical Use of Technology Policy Agreement.