

Our Lady's Catholic Academy



OLCA

www.olcacademy.net

125-18 Rockaway Boulevard
South Ozone Park, New York 11420
Phone: (718) 641-0212
Fax: (718) 641-8079



109-55 128th Street
South Ozone Park, New York 11420
Phone: (718) 641-1316
Fax: (718) 843-0769

**Family Handbook
2016-2017**

Table of Contents

Mission Statement	Page 3	Home Reports/Incident Reports	Page 10
Admission	Page 3	Homework	Page 11
Alcohol, Drugs, and Weapons	Page 3	Honor Roll	Page 12
Attendance	Page 3	IESPs/Evaluation Process	Page 12
Birthdays	Page 4	Inclement Weather	Page 12
Bullying/Harassment	Page 4	In-School Suspension	Page 12
Catholic Identity	Page 6	Internet Usage Policy	Page 12
Cell Phones & Electronics	Page 6	Jewelry & Makeup	Page 13
Communication	Page 6	Lunch	Page 13
Conduct	Page 7	Medical Conditions	Page 13
Contracts	Page 7	Morning Routines	Page 13
Counseling and Intervention	Page 7	Parent Cooperation	Page 14
Dismissal	Page 8	Progress Reports	Page 15
Dress Up/Dress Down	Page 8	School Liturgies	Page 15
Early Drop-Off Program	Page 9	Supervision	Page 15
Evaluation	Page 9	Tuition & Fees	Page 15
Extended Day Program	Page 9	Uniform	Page 16
Field Trips	Page 10	Volunteers	Page 16
Fundraising	Page 10	Wall of Fame	Page 16
Gum	Page 10	Family Information Page	Page 17

Mission Statement

*As did Our Lady in whose name we are founded,
the mission of Our Lady's Catholic Academy
is to
magnify, radiate, and educate
an inseparable love
for God, each other, and learning
with our Christ-centered, diverse, urban community.*

Vision Statement

We believe that our Catholic faith calls us to protect and value every child entrusted to our care.

We believe that each child is a unique individual created by God, with a natural right to an education in a Christ-centered, culturally responsive learning community.

We believe that mutual respect must be fostered among students, parents, faculty, and staff so that meaningful relationships can be established and maintained.

We believe that each child should be challenged to achieve their personal best and flourish from activities that are academically and spiritually enriching

We believe in a holistic education that aims to develop the whole child through creative and collaborative learning that incorporates authentic, real-world experiences.

-

"O Lord Jesus Christ,
keep these young people in your love.
Let them hear your voice and believe what you say,
for you alone have the words of life.
Teach them how to profess their faith,
bestow their love, and impart their hope to others. Make them convincing witnesses to your Gospel
in a world so much in need of your saving grace.
Make them the new people of the Beatitudes,
that they may be the salt of the earth and the light of the world."
Pope John Paul II

From Many, We are One

Academy Policies

Admission

Our Lady's Catholic Academy proudly accepts students of all races, religions, and countries of origin. There is a yearly registration fee of \$75 per child, along with a materials fee of \$150 per child, which covers the cost of the data for the Alcatel tablet for use in the classroom, along with additional books and supplies. For students entering Nursery and Pre-Kindergarten, the materials fee also covers the cost of a rest mat.

New registrants must provide the following:

- Birth Certificate
- Immunization Record
- Baptismal Certificate (if Catholic)
- Report Card (if entering Grades 1-8)

All new applicants will complete an interview with the principal and/or assistant principal during the registration process. Students transferring from another Catholic school must have a zero balance and the recommendation of their previous school's principal.

Re-registrants must have a zero balance by September for their child to attend classes.

Registration is not complete until parents and students have signed the Family Handbook agreement.

Additionally, new admissions will be probationary for their first trimester of attendance, pending successful compliance with all handbook policies. Continued enrollment in Our Lady's Catholic Academy is contingent on full cooperation with all handbook policies.

Alcohol, Drugs, and Weapons Policy

Bringing to school, or being under the influence of, alcohol or drugs is grounds for immediate dismissal from Our Lady's Catholic Academy, as is bringing to school a weapon of any kind.

Attendance

Absences

Regular and punctual attendance is a requirement for all students. All parents must call the office of the school building which their child attends before 9:00 AM if their child is going to be absent. For an absence to be excused, the student must provide an absence note documenting a valid reason for the absence.

Valid reasons for an absence are: child's illness; family emergency; religious observation; doctor's appointment that could not be scheduled outside of school time. Absences of three days or more due to illnesses require a doctor's note for them to be excused.

Unexcused absences include, but are not limited to: oversleeping; vacation; inability to secure child care; early dismissal day. An early dismissal day is still considered a full day of school, and a child absent on an early dismissal day will be marked for one full day absent.

Latenesses

School begins at 8:00 AM at the Rockaway Boulevard campus, and at 8:15 AM at the 128th Street Campus.

Students enter the Rockaway Boulevard campus through the front doors only. Students arriving after 8:00 AM must receive a late pass from the parent volunteer on duty at the door, or from the office if the parent volunteer has left for the morning.

Before 8:15 AM, students at the 128th Street campus enter through the 130th Street auditorium entrance. After 8:15 AM, they are to enter through the 128th Street entrance and receive a late pass from the office.

To be considered on time for school, all students must be in the auditorium and on line with their class at that time. Students arriving after that time will be marked late and given a late pass. No student may enter their classroom without a late pass after school has begun.

Birthdays

Students may dress down for free on their birthday. If the birthday falls over the weekend or over vacation, the child may dress down on the day that school reopens.

Birthday celebrations during instructional time are not permitted. Parents who wish to distribute treats for their child's birthday must arrange to do so with the classroom teacher at least one day in advance. These celebrations will be during lunch time. A parent must be present and is responsible for the distribution of the treats.

Treats should be simple, either prepackaged or individual baked goods that do not require cutting. No candles are allowed. These celebrations should not be a replacement for a birthday celebration outside of school, and should not be longer than fifteen minutes. No outside visitors aside from immediate family are allowed.

Bullying/Harassment Policy

The Diocesan Bullying/Harassment Policy is as follows:

Purpose:

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Definition:

Bullying, bias-based harassment /intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

- **Physical:** physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)
- **Verbal:** taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- **Written:** written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams,. This would also include forwarding such messages if received. This generally constitutes cyberbullying.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.
- The principal needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

At Our Lady's Catholic Academy, the policy above is fully implemented on the local level through the following procedures:

- **Any incident of bullying or violence may result in dismissal from Our Lady's Catholic Academy.**
- An incident of violence or bullying will receive, at minimum, an automatic In-School Suspension along with an Incident Report.
- An in-school suspension is used as a consequence for bullying and violence. During this suspension, the child will be given work to complete in the office or in another classroom. Parents will be notified regarding the suspension as soon as it is given.
- Additionally, any incident of a student using the internet to harass, insult, or bully another student will be fully investigated and may result in dismissal from Our Lady's Catholic Academy
- An act of physical aggression, in which a student harms another person's body or property, will result in an automatic In-School Suspension. If a child retaliates with violence, they will also receive an In-School Suspension.
- Any act that may make a student physically and/or emotionally unsafe is subject to our bullying policy. This includes all acts that occur outside of school and online.
- An act of retaliation will be treated with the same consequence as the initial act of bullying or violence. Students must report bullying immediately, not retaliate.
- Gossip, including reporting bullying to peers and repeating insulting comments or gossip, before or instead of reporting the incident to an adult, is also an act of bullying that is subject to the policies above.
- There is no such thing as "play fighting" or "just joking around" at OLCA. Hands must be kept to themselves at all times and comments must always be respectful and appropriate.

It is the responsibility of the administration to make final determination if bullying has occurred. That final determination is non-negotiable and does not require parental agreement or consent.

Catholic Identity

Our Lady's Catholic Academy is, first and foremost, a Catholic school. By choosing to enroll your child at OLCA, it is understood that they are required to participate in all prayers and religious activities. Students are required to attend mass, but may only participate in the sacraments of Holy Communion and Reconciliation if they have received the appropriate sacrament of initiation.

We foster a climate of respect for all religions practiced by the families of Our Lady's Catholic Academy, and we expect the proper respect of our academy's Catholic identity to be shown by all students through participation in the required religious exercises noted above.

Cell Phones & Electronics

Students are never permitted to use their cell phones in the school building. It must be turned off as they enter the school building. Every morning, the classroom teacher will collect the cell phones and lock them in the classroom closet. They will be distributed at dismissal. If a child needs to make a phone call using their cell phone, they must first receive permission from a staff member.

Alcatel Tablets will be used in the classroom for instruction, and are not permitted to leave the building.

Any child found using a cell phone or electronic device will have it collected by the principal, member of the faculty, or staff member. For the first offense, it will be returned to the child at the end of the *following* school day. For the second offense, it will be returned to the child *one full week* after it is collected. For the third offense, it will be returned on the last day of school.

Our Lady's Catholic Academy assumes no responsibility for lost, damaged, or stolen electronics that were not given to the teacher in accordance with school policy.

Students who attend the Extended Day program must also give their electronics to the teacher on duty, and will have them returned when they are picked up from the program.

Communication

Effective communication between parent and teacher is necessary for every student to succeed. At Our Lady's Catholic Academy, we primarily use digital communication, and it is the preferred method of correspondence between parents and the academy. Parents should check the website and their e-mail regularly for OLCA updates, as paper communication will be limited.

Parents may use e-mail to communicate, or may choose to make a phone call or set up an appointment through the office. Parents should expect a response within one school day of a phone call or written note. P

Meetings with teachers must be scheduled in advance and take place in the office or in the classroom outside of instructional time. Any teacher who is in the auditorium during arrival, lunch, or dismissal is responsible for supervising students at that time. It is never appropriate for parents and teachers to discuss issues in the auditorium or in other areas that are in the earshot of students or other parents/teachers. Teachers are not permitted to have such discussions in these places, and are following school policy when they refuse to do so.

When visiting the school, parents are not permitted to go to their child's classroom during instructional time and must sign-in at the office first. If there is an emergency, parents must sign-in and report to the school office first, and they will receive assistance from there. This policy is required for OLCA to be in compliance with the safety and security standards of New York State and the Diocese of Brooklyn.

Parental notes or phone calls regarding sensitive issues should be handled with discretion. Please send such notes to the teacher or staff member in a sealed envelope, and make phone calls about sensitive issues outside the earshot of the students.

Concerns should be handled at the most local possible level. Persons with concerns about a situation with a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should the principal or assistant principal be contacted.

Similarly, a situation with the principal should be addressed with the principal. Only after such attempts have failed should the concerned party contact the Board of Directors chairperson, who can be reached through a mailbox in each school office.

Contracts

Daily contracts may be used as an additional tool to improve a student's academic performance and personal progress. The decision to place a student on contract will be made jointly by the teacher, parent and administration. Responsibility for having the contract signed lies solely with the student on contract. However, the teacher is required to staple a new contract into the child's folder at the beginning of each week and to keep completed contracts on file.

For a contract to be effective, parents should discuss their child's progress as indicated on the contract before signing it each night. The need for a student contract will be reassessed regularly.

Counseling and Intervention

OLCA provides counseling services through an on-site counselor several days a week. These professionals can help a child who is struggling with an issue, provide skill development in a group setting, and help facilitate the evaluation process.

Students may be referred to the counselor by the teacher or administration when deemed necessary. Parents will be notified if a child is recommended for extended counseling (more than 3 sessions in one academic year). If a student indicates that they have or wish to engage in self-harm, the student will immediately be required to undergo an outside psychological evaluation. Clearance from this outside organization will be required for the student to return to class.

Additionally, students and families also have the opportunity to receive counseling services through the office of the Program for the Development of Human Potential. Interested parents may contact the regional office at (718) 849-2200. For outside counseling through PDHP, fees are determined on a sliding scale.

Dismissal

This year, dismissal at the Rockaway Boulevard campus will be at **3:00 PM**. Grades PreK-8 will dismiss from the auditorium. Nursery will dismiss from the Nursery Classroom door. All parents are to enter the building through the Rockaway Boulevard entrance beginning at 2:45 PM.

Dismissal at the 128th Street campus will be at **3:15 PM**. Nursery, Pre-K, and Kindergarten will dismiss from the classroom. Parents of these grades may enter through the 128th Street campus beginning at 3:00 PM.

Students in Grades 1-8 will dismiss from the auditorium. Parents of these grades may enter through the 130th Street auditorium doors beginning at 3:00 PM.

No child may be released from the school to someone other than the parent or guardian without **documented written notice**. Children in Grades 5 to 8 may walk home by themselves (and with younger siblings/relatives) if given **written permission** by a parent or guardian.

Students in grades 5-8 may only walk home if written permission is given by the parent or guardian. Students who walk home must do so immediately. For safety reasons, we will not allow loitering on or around school property. Students who do not comply with this policy may be subject to disciplinary action. Students in the Extended Day program or any afterschool activities must report immediately to the teacher on duty and will not be allowed to leave the building under any circumstances.

If a child is not picked up within fifteen minutes of dismissal time, they will be placed in the Extended Day program at the parent's expense.

Dress Up/Dress Down

Occasionally, there will be opportunities for students to Dress Up or Dress Down. Please note the requirements below:

DRESS UP

Boys

- Collared dress shirt with tie or buttoned polo shirt, leather belt, dress pants, and dress shoes
- Dress pants must be worn at waist
- No jeans, t-shirts, sweatpants, or sneakers are permitted

Girls:

- Knee-length skirt or dress with stockings/leggings, flat dress shoes with strap or buckle. No slip-on/open-toe/ballerina/sandals/flip-flops.
- Dress slacks and blouse may also be worn.
- No jeans, t-shirts, tank tops, sweatpants, or sneakers are permitted

DRESS DOWN

Students must follow these rules carefully, or they will lose the privilege of dressing down.

Boys

- Jeans worn at the waist with a belt, correct fit (not too tight or too loose)
- No messages or designs inconsistent with our Catholic identity (i.e., negative/rude messages)
- Sneakers with socks – no lights, loud designs, or wheels
- If wearing shorts, they must reach the knee when sitting down
- No sleeveless shirts
- Jewelry rules still apply: only post earrings and one small religious necklace/bracelet, tasteful watch. No neon colors or oversized jewelry or anything else that may distract from the uniform.
- No hats may be worn inside of the school building

Girls

- Jeans worn at the waist with a belt, correct fit (not too tight or too loose)
- No messages or designs inconsistent with our Catholic identity (i.e., negative/rude messages)
- Sneakers with socks – no lights, loud designs, or wheels
- If wearing shorts or a skirt, must reach the knee when sitting down
- No slip-on/open-toe/ballerina/sandals/flip-flop shoes
- No low-cut or sleeveless tops
- Jewelry rules still apply: only plain, small post or plain, small hoop earrings are allowed, and a small religious necklace/bracelet, along with a tasteful watch. No neon colors or oversized jewelry or anything else that may distract from the uniform.
- Make-up rules still apply: no eye make-up, lipstick, lip gloss, colored nail polish, nail tips, etc.

Early Drop-Off Program

Our early drop-off program begins at 7:00 A.M. at both campuses. Students may be brought to the Rockaway Boulevard entrance at the Rockaway Boulevard campus, and the 130th Street entrance at the 128th Street campus. They may bring breakfast and should always have a silent reading book with them. If students arrive before 7 AM and a staff member is present, they will be welcomed into the building, but we cannot guarantee the presence of a staff member until 7 AM.

Evaluation

Students in all grades will receive ongoing evaluation throughout the school year in the form of tests, assignments, and teacher observations. Students in Grades 1-8 will be given midterm exams in February and final exams in late May and/or early June. Midterm exams will count for up to 20 % of the second trimester grade, and final exams will count for up to 25% of the third trimester grade.

Report Cards will be distributed three times a year. Parents must meet with the teacher to receive their child's report card in December and March. The final report card will go home with the child on the last day of school. All accounts must be in good standing for report cards to be issued.

Additionally, progress reports will be distributed in Grades 1-8. Distribution dates will be announced on the calendar. Parents must sign each progress report and return it to the school in the OLCA folder.

Extended Day Program

Our Extended Day Program begins on Monday, September 14 and will operate every day that school is in session, with the exception of Wednesday, November 25. The program runs from dismissal until 6:00 PM at both campuses. Registration for the program is \$10 per child and must be completed before a child can attend. Payment is required the Friday before each week the child will attend.

Students will receive a snack and homework help. Parents must fill out a separate emergency form for the Extended Day program which includes contact information for that time of the day, along with a list of approved adults who may pick the child up from the program.

For students not picked up by 6:00 PM, there will be an additional surcharge of \$10 per student. Students who are repeatedly not picked up by 6:00 PM will no longer be allowed to attend the Extended Day Program.

Delinquent payments or inappropriate conduct may result in dismissal from the Extended Day Program. All handbook rules apply during the program.

Field Trips

Attending a field trip is a privilege given to students. Parents must use the official permission slip for their child to attend. Handwritten notes or permission over the phone are not allowed. A child who is demonstrating poor conduct may be prohibited from attending a field trip. Students who are not going on a field trip are still required to attend school.

Parents may only attend a field trip if they are VIRTUS trained. Chaperones will be assigned on a first come, first serve basis. Meeting the children at the field trip is not permitted.

Students with medical conditions, including asthma and allergies that may require the use of an EPI-pen, may only attend field trips if they are accompanied by a parent or guardian.

Fundraising

There are two mandatory fundraisers. Each family must sell three boxes of chocolate (\$50 per box) in the fall and one hundred raffle tickets (\$1 per ticket) in the spring. Please refer to the school calendar for exact dates.

Families who sell seven or more boxes of chocolate in the fall are excused from the Spring Raffle Sale.

Families who do not submit their fundraising fees by the deadline provided on the calendar will have the total amount of the fundraiser added to their tuition.

All other fundraisers are voluntary. However, we ask that you support our fundraising efforts as much as possible, as their success allows us to keep our tuition and fees at a lower rate. Tuition covers less than 80% of the total cost of educating each child.

Gum

Chewing gum is never permitted on school grounds at any time.

Homework

All homework must be completed on a daily basis. Parents will receive a phone call and a written note for two incomplete or missing homeworks. Students who miss more than three homework assignments in one trimester will receive an “N” in homework for that subject area. Parents should sign their children’s homework assignments to indicate that they are aware that their child has done their homework.

Returning tests and graded assignments with a parent signature is part of a child’s homework grade, and is required in Grades 1-8.

Homework assignments are posted daily on our website – www.olcacademy.net . The teacher will attempt to contact a parent after the second missing homework, but it is the responsibility of the student to ensure that homework assignments are copied into their daily planners and completed at home.

Teachers are not required to accept homework assignments after their due date, with the exception of excused absences. Any late assignments accepted are at the discretion of the classroom teacher.

Honor Roll

Students in Grades 3-8 who consistently excel in all areas will be eligible for the Honor Roll each trimester.

The criteria for the Honor Roll is as follows:

Principal's List

1. A combined average of 97 or higher (A+) in all major subject areas, and an E or G in all special subject areas
2. No grade lower than a 93
3. A 3 or 4 in all conduct, homework, and personal progress marks
4. No more than one Incident Report
5. No more than one Uniform Violation

First Honors

1. A combined average of 93 or higher (A) in all major subject areas, and an E, G, or S in all special subject areas
2. No grade lower than an 89
3. A 3 or 4 in all conduct, homework, and personal progress marks
4. No more than two Incident Reports
5. No more than two Uniform Violations

Second Honors

1. A combined average of 89 or higher (B+) in all major subject areas, and an E, G, or S in all special subject areas
2. No grade lower than an 85
3. A 3 or 4 in all conduct, homework, and personal progress marks
4. No more than two Incident Reports
5. No more than two Uniform Violations

Merit Award

1. A combined average of 85 or higher (B) in all major subject areas, and an S or higher in all special subject areas
2. No grade lower than an 80
3. A 3 or 4 in all conduct, homework, and personal progress marks
4. No more than two Incident Reports
5. No more than two Uniform Violations

IESP Procedures & the Evaluation Process

OLCA can accommodate many specifications found in an IESP (Individualized Education Services Plan). For us to do so, the parent must provide a copy of the IESP and meet with the principal to determine if and how the child's needs will be met.

Services currently provided on site include: Speech Therapy, Occupational Therapy, Physical Therapy, SETSS, and Counseling. An evaluation may be requested at any time and may be initiated by the parent, the teacher, or the administration.

OLCA strongly recommends that any student who is struggling academically be formally evaluated. Having all of the services that a child is entitled to helps ensure that they reach their God-given potential.

Incident Reports

An Incident Report will be given for a violation of school rules that requires parent notification, including but not limited to: bullying or violence; disrespect of a school community member with their words or actions; destruction, damage or theft of property; academic dishonesty; and dangerous or unsafe activities. Very serious incidents may also result in an In-School Suspension along with the Incident Report.

Please note that parent signature indicates that they have seen the Incident Report, not necessarily that they agree with it. If a parent has a concern regarding an Incident Report, they should still return it signed and set up a conference with the teacher or staff member who issued the report. Final Discretion lies with the Principal.

An Incident Report is considered part of the student's local record, not their permanent academic record, and does not follow the child to their next school.

Students should not be made aware of the disagreement that a parent may have with these reports, as this undermines the school's ability to effectively correct student behavior. Disagreement over policies is a discussion for the adults to have outside of the presence and earshot of the students.

Inclement Weather

If school will be closed due to inclement weather, an announcement will be made on our website: www.olcacademy.net Announcements are also made on 1010 Wins (1010wins.com), CBS NY.

Should school be open on a day of inclement weather, the proper uniform must still be worn. If students wish to wear boots while travelling to and from school, they must bring their school shoes in a plastic bag and change into them upon arrival.

In-School Suspension

An in-school suspension is used as a consequence for bullying, violence, damage of property, cheating/plagiarism, or other serious violation of school policies. During this suspension, the child will be given work to complete in the office or in another classroom. Parents will be notified regarding the suspension on the day that it is given.

Internet Usage Policy

Children may use the internet in school under direct supervision of the classroom teacher. Accessing e-mail, social networking sites, or anything else unrelated to their academic work is strictly forbidden.

Additionally, any incident of a student using the internet to harass, insult, or bully another student will be fully investigated and their actions may result in dismissal from Our Lady's Catholic Academy.

Jewelry & Makeup

Students may wear one small post earring or hoop earring in each ear and a small necklace or bracelet with a religious symbol. No novelty earrings (plain studs or hoops only.) No other jewelry is permitted, but students may wear a small watch. Jewelry and watch cannot be in neon colors and should not distract from the uniform in any way. No novelty jewelry allowed (i.e. cartoon character earrings). See **Uniform** for further guidelines.

Makeup, lip gloss, nail tips, colored nail polish, rings (other than class ring), bracelets, and anything of similar nature are not allowed. The same policy is in effect on Dress Up, Dress Down, and Gym days.

Clear nail polish is permitted.

Lunch

In both campuses, students in Grades K-8 will eat in the school auditorium. Students in Grades Nursery and Pre-Kindergarten will eat in their classrooms. Students may bring their own lunch or order from the school lunch program. We cannot warm food for the students due to safety regulations.

Parents wishing to drop lunch off for their children are asked to do so before lunch begins at 11:30.

Medical Conditions

If a child has an allergy or a medical condition that requires medication, it is the parent's responsibility to ensure that the school is notified and that medication is kept at the school building in the nurse's office.

Students must have all of the required immunizations to attend class, with proper documentation of this provided upon registration.

Please note that if a child has an allergy that requires an EPI-pen, a parent is required to accompany their child on a field trip for their child to attend.

Morning Routines

Christ is the reason for our school, and our Catholic identity defines who we are. Each school day will begin with morning prayers. Family members are invited to join us every morning as we begin our day. We ask that you gather in the rear of the auditorium, behind the students. After prayers, students will go to their classrooms using the stairwell by the stage, while parents exit out the Rockaway Boulevard door at the Rockaway Boulevard campus, and the 130th Street auditorium doors at the 128th street campus.

Morning Snack

At both campuses, students in grades Nursery, Pre-K, and Kindergarten eat a Morning Snack every day. Please provide a light healthy snack and a drink. Grades 1-8 may have a working snack each day.

Parent Cooperation

The education of a student is a sacred partnership between the parents and the school.

It is required that parents are supportive of all school policies and that they cooperate with the administration and with the faculty in the proper academic and behavioral development of their children. Without mutual respect and trust, Our Lady's Catholic Academy cannot meet the needs of its students.

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parents is broken beyond repair.

The decision for a student or family to remain enrolled at Our Lady's Catholic Academy is at the sole discretion of the principal.

Progress Reports

Children in Grades 1-8 will receive progress reports at the midpoint of the first and second trimesters. Please consult the school calendar for distribution dates, and return the signed report on the following school day.

School Liturgies

Children will participate in Mass at least once every school month. The date and time of each liturgical celebration will be announced on the monthly calendar.

All liturgical celebrations will be held at the Saint Teresa of Avila-Saint Anthony of Padua worship site on 130th Street, adjacent to the 128th Street campus. Students from the Rockaway Boulevard campus will travel by yellow bus to the worship site, with permission granted by the signed contract attached to this handbook.

Family members are always welcome to attend, and their presence is encouraged!

This year, some classes will also participate in Sunday liturgies throughout the year. More information about these special liturgies will be shared with parents as it becomes available.

Supervision

Students must be supervised by an adult on the staff at all times. A student may never enter or remain in a room that does not have at least one adult staff member present. No student may leave the classroom without explicit permission from their teacher. They must sign out, carry a pass with them while out of the room, and sign in when they return to the classroom.

Tuition & Fees

Tuition is billed in full at the beginning of the school year. However, as a convenience to parents, tuition may be paid over a ten-month period, beginning in August. The first tuition payment is due on Thursday, August 1. Future tuition payments are due on the 1st of every month, with the final installment due on May 1. After May 31, late tuition payments must be made using credit card, debit card, or money order. Checks will not be accepted. Additionally, a monthly late fee of \$30 will be billed to accounts on the dates specified on the yearly calendar.

Families with outstanding tuition may not attend the Extended Day program, field trips, or any additional fee-based activity. Report cards cannot be issued to families with an outstanding balance. For returning students to begin class in September, they cannot have a balance from the previous school year. New students that are transferring from Catholic schools may not have a balance remaining at their previous school.

For security reasons, cash tuition payments are strongly discouraged. Please use check, credit/debit card, or money order as your form of tuition payment.

Uniform

Our Lady's Catholic Academy partners with Ideal Uniform, and in addition their retail locations, our uniforms can be purchased and delivered to the home at their website: www.idealuniform.com/olcaop

The uniform must be worn correctly and completely. Students will receive a Uniform Violation when they fail to do so. Accumulating more than two violations in a trimester will impact eligibility for honors. Shirts must always be tucked in and pants must always be worn at the waist.

Boys

- **K-8:** Blue pants, light blue button-down shirt, plaid tie, black leather belt, black socks, and black uniform dress shoes must be worn daily. Alternatively, boys may wear the polo shirt with OLCA logo instead of the button-down shirt and plaid tie combination. All other uniform rules apply. A black leather belt must be worn with pants.
- **5-8:** Boys in the upper grades have the additional option of wearing the royal blue polo shirt with OLCA logo, tan khaki pants and a black leather belt. The royal blue polo shirt may not be worn with navy blue pants, and the light blue polo shirt may not be worn with the tan khaki pants. No cargo pants or stretch pants are allowed.
- **Gym Uniform:** The OLCA gym uniform may be worn with white socks and white, blue, gray, or black sneakers. No light-up features or neon colors may be worn on sneakers. Boys in Grades 5-8 have the additional option of wearing the track-style gym uniform, which is available at Ideal Uniform Stores.
- **Nursery and Pre-K:** Gym uniform must be worn every day.
- **Turbans:** Boys who wear a turban for religious reasons are allowed to do so. The turban must match the color of the uniform (light blue, royal blue, navy blue, or black.)
- **Undershirts:** Shirts worn under the uniform must be white, gray, or black. If wearing the short-sleeve uniform, the undershirt must also be short-sleeved.
- **Hair:** Hair must be worn in a way that is unobtrusive. No designs, cut-outs, novelty haircuts, or styles that distract from the uniform are allowed.

Girls

- **K-8:** The OLCA uniform for girls at these grade levels is a jumper, light blue collar blouse, blue or black knee socks, blue or black nylon tights, and black uniform dress shoes. Navy blue dress pants, light blue polo shirt with OLCA logo, and black leather dress shoes are also an option. A black leather belt must be worn with pants.
- **5-8:** Box pleat skirt, vest with emblem, collar blouse, blue or black knee socks, blue or black nylon tights, and black uniform dress shoes. The pants and polo shirt are also an option. Upper grade girls may wear the royal blue polo shirt with OLCA logo, tan khaki pants, and a black leather belt. The royal blue polo shirt may not be worn with navy blue pants, and the light blue polo shirt may not be worn with the tan khaki pants. A black leather belt must be worn with pants. Clothes must fit correctly and not be too loose or too tight. No cargo pants or stretch pants are allowed.
- **Dress Shoes:** Must have laces or a strap, must have a rubber sole, and must have a flat heel. NO ballet slippers, slip-on shoes, open-toed shoes, sandals, flip-flops, or boots.
- **Gym Uniform:** The OLCA gym uniform may be worn with white socks and white, blue, or black sneakers. No light-up features or neon colors may be worn on sneakers. Girls in Grades 5-8 have the additional option of wearing the track-style gym uniform, which is available at Ideal Uniform Stores.
- **Nursery and Pre-K:** Gym uniform must be worn every day.

- **Undershirts:** Shirts worn under the uniform must be white, gray, or black. If wearing the short-sleeve uniform, the undershirt must also be short-sleeved.
- **Hair Accessories:** Girls may wear the matching hair tie or headband that is available with the uniform. They may also wear hair accessories that match the uniform or blend in with their natural hair color. Hair should be neatly groomed and unobtrusive. Blue and yellow/gold headbands, clips and hair ties are also permitted.

September, October, May, and June only:

- Boys and girls may wear navy blue khaki shorts with the OLCA polo shirt, along with white, blue, gray, or black socks, and white, blue, or black sneakers.
- Students in grades 5-8 may wear the royal blue polo shirt with tan khaki pants.

Days of Inclement Weather

- Students may wear rain boots or snow boots to school, along with their school shoes in a bag. They must change into their regular school shoes when they arrive at school.
- The regular uniform must be worn, regardless of temperature or inclement weather, on all school days.

Pants must be worn at the waist. Undergarments must never be exposed at any time, and shirts must always be tucked in.

If there is an extraordinary circumstance in which the uniform cannot be worn completely, please provide the child with a note indicating the reason, and we will waive the Uniform Violation if appropriate.

Students who wear a polo shirt without the OLCA logo are considered out of uniform and will receive a Uniform Violation. Logo polo shirts may be purchased at the Ideal Uniform store.

Students who receive more than two Uniform Violations in a trimester will lose Dress Down privileges for the remainder of the school year.

Volunteers

Parent volunteers are highly encouraged. To volunteer at OLCA and to attend field trips, parents must complete free VIRTUS training and a volunteer orientation session at the school. VIRTUS training is offered twice a year at OLCA, but can also be completed at other sites. If you choose to attend another site, you can find a listing at www.virtus.org under the Diocese of Brooklyn organization. Simply bring your certificate to the school and we will keep a copy on file.

In accordance with Diocesan policy, no parent or guardian will be allowed to volunteer or attend a field trip without VIRTUS training.

Wall of Fame

Students in Grades 1-8 who meet all of the following criteria in a school month will be placed on the Wall of Fame for that month:

1. All classwork and homework fully completed.
2. No Incident Reports.
3. No Uniform Violations.

4. No unexcused latenesses or absences.

Students on the Wall of Fame will get a special Celebration Day where they will be allowed to dress down and will receive free ice cream. They will also be photographed and placed on the Wall of Fame bulletin board in the lobby.

**FAMILY INFORMATION PAGE
2016-2017**

Child's Last Name _____ First Name _____ Grade _____

Date of Birth: _____ Religion: _____

Medications (if any): _____ Allergies (if any): _____

Medical Conditions (if any): _____

*In case of an emergency, we will take your child to Jamaica Hospital
if a parent or emergency contact cannot be reached.*

Does Your Child Have an IEP: ___ Yes ___ No (If yes, please provide a copy to the school office)

Countries of Origin : _____

(Countries where the child's family first came from. The child's name will be read for the flags listed above on United Nations Day in October.)

PARENT INFORMATION

Parent/Guardian #1:

Name _____ Relationship to Child: _____

Address: _____

Cell Phone: _____ Home Phone: _____

Place of Work: _____ Work Phone: _____

E-Mail Address: _____ (OLCA office will send e-mails to this address)

I prefer to be contacted by: ___ Cell Phone ___ Home Phone ___ Work Phone ___ E-Mail

Parent/Guardian #2:

Name _____ Relationship to Child: _____

Address: _____

Cell Phone: _____ Home Phone: _____

Place of Work: _____ Work Phone: _____

E-Mail Address: _____ (OLCA office will send e-mails to this address)

I prefer to be contacted by: ___ Cell Phone ___ Home Phone ___ Work Phone ___ E-Mail

ADDITIONAL EMERGENCY CONTACTS

Name _____ Phone #: _____ Relationship to Child: _____

Name _____ Phone #: _____ Relationship to Child: _____

Name _____ Phone #: _____ Relationship to Child: _____

DISMISSAL

My child will: _____ Be picked up by an adult _____ Walk home by themselves

_____ Take the yellow bus _____ Take the public school bus

_____ Walk home with siblings/cousins (Names) _____

Names not on this list that can pick up the child: _____

HANDBOOK AGREEMENT

I certify that I have read this handbook and will abide by all policies within. I understand that the principal has the authority to revise this handbook as needed, and will notify parents of any changes in writing. I understand that failure by families to comply with policies may result in dismissal from Our Lady’s Catholic Academy.

Student’s Name _____ Grade ____

Student’s Signature (Gr. 1-8) _____

Parent’s Signature (All Grades) _____

PHOTOGRAPHY AGREEMENT

_____ I give permission for my child’s image to be used on the website and in print marketing.

_____ I **DO NOT** give permission for my child’s image to be used on the website and in print marketing.

Parent’s Signature _____

BUS AGREEMENT

I give my child, _____, permission to take the yellow bus to the other campus, when necessary for school liturgies, assemblies, and events.

Parent’s Signature _____

By signing this form I release the teacher, the principal and the school from all liability and waive any claim against them.