



# OLS PARENT HANDBOOK

2023 – 2024



The Sisters of the Divine Compassion, an Archdiocesan Religious Congregation, administer Our Lady of Sorrows School. The congregation was founded in 1886 by Mary Caroline Dannat Starr, a laywoman, and Monsignor Thomas S. Preston, who later became the Chancellor and Vicar General of the Archdiocese of New York.

### Goal



The basic goal of Our Lady of Sorrows School is to encourage each child to develop fully - spiritually, intellectually, socially, emotionally and physically, while striving for academic excellence. The success of this goal is dependent upon complete parental support.

### Philosophy

The future of Christianity depends upon the Christian education of the youth of each generation. Our Lady of Sorrows is dedicated to providing an environment in which students can develop not only strong academic skills, but also truly Christian attitudes and values. The environment of the school is designed to maximize the child's personal growth commensurate with his/her ability and level of maturity. Vital to this end is a school environment that fosters a positive self-image in each individual. In addition, Our Lady of Sorrows encourages high standards of patriotism and good citizenship. We expect to achieve these goals with appropriate religious, academic and community service programs that will promote an essential value system for our students. Recognizing parents as the primary educators of their children, the school endeavors to augment the religious and academic teachings begun in the family. Our Lady of Sorrows challenges the students to be active leaders and participants for the betterment of their school, church, and local and global communities.



### Nondiscrimination Policy

Our Lady of Sorrows School does not discriminate on the basis of sex, race, color, national or ethnic origin and gender in the acceptance of students.

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**Faculty & Staff**

Rev. Thomas Collins	Pastor
Sr. Marie Cecile	Principal
Mrs. Antoinette Santini	Kindergarten
Mrs. Danielle Cinquemani	Grade 1
Ms. Stephanie Hrivnak	Grade 2
Mrs. Tara Gimenez	Grade 3
Mrs. Melissa Torrieri	Grade 4
Mrs. Kristin Jimison	Grade 5
Mrs. Christine Conchado	Grade 6 Homeroom
	English
Mrs. Gianna Gardner	Grade 7 Homeroom
	Social Studies
	Assistant Principal
Mrs. Johanna Santarelli	Grade 8 Homeroom
	Math (Grades 6-8)
Mrs. Gina Nethercott	Science (Grades 5 - 8)
Mr. Manuel Orellana	Spanish (Grades 4 - 8)
	& Religion (Grades 6-8)
Mrs. Liane Santo	Learning Facilitator
Mrs. Elaine Laux	Art
Dr. Daniel Leguizamon	Music
Mr. Kevin Carrigan	Physical Education
Mrs. Valerie Hartigan	Teacher Aide
Mrs. Laura DiVenere	Teacher Aide
Mrs. Diane Flora	Secretary
Mr. Amado Camacho	Maintenance Engineer
Mr. Brandon Alvarado	Maintenance Assistant
Mrs. Phyllis Roth RN	School Nurse
Mrs. Christina Soddano	Guidance
Mrs. Beth Cleary	Religious Education

**Telephone Numbers**

School Office	761-0124 #1
School Fax	761-0176
Medical Office	761-0124 #2(medical reasons <u>only</u> )
Rectory Office	949-9819
Religious Education	949-3896
White Plains Bus Co.	328-1400
Leibman's Uniform Store	632-2770
School Website:	olsschoolwp.com

**School Hours****8:00 AM - 2:45 PM**

8:00	Classes begin for Grades K - 8
11:15 - 12:00	First Lunch Period: Grade K - 2
11:45 - 12:30	Second Lunch Period: Grades 3 - 5
12:15 - 12:57	Third Lunch Period: Grades 6 - 8
2:27	Classes End
2:35	Bus Dismissal
2:45	Walkers & Riders Dismissal (after last bus leaves)

**Please Note:** Students may not arrive at school before **7:45** and may not stay at school after 2:45 unless they are at a supervised extra - curricular activity or at After School Care.

In the event of a delayed opening:

One hour delay - 9:00 for all students

Two hour delay - 10:00 for all students

## **Health**

Each new student and those entering Grades K, 1, 3, 5 & 7 must present upon entrance or within 14 calendar days of the school year, a completed physical exam form and updated immunizations (see requirements below.) Physical exam must be dated **no earlier than September 1, 2022.** **All forms must be signed and dated by your child's health care provider.** A child will not be allowed to attend school unless this written proof is submitted. **Religious exemptions are not accepted.** OLS follows NYS Immunization requirements.

### **Immunization Requirements:**

#### **Kindergarten - 5<sup>th</sup> Grade**

DTaP/DTP/TdapTd	5 or 4 doses (last dose after age 4)
Polio	4 or 3 doses (last dose after age 4)
MMR	2 doses
Hepatitis B	3 doses
Varicella	2 doses

#### **Grades 6-8**

DTaP/DTP	3 doses
Tdap	1 dose (must be received by 11 <sup>th</sup> birthday, no earlier than age 10)
Polio	4 or 3 doses (last dose after age 4)
MMR	2 doses
Hepatitis B	3 doses
Varicella	2 doses
Meningococcal	1 dose -Grade 7/8only (minimum age 10)

### **SCREENINGS:**

**Vision/Hearing :** Distance and Near Acuity, Color Perception for all new students and those entering in K, 1, 3, 5, & 7, when not completed on most recent physical.

**Scoliosis:** Scoliosis (spinal curvature) screening for all girls in grades 5 & 7. Boys will be screened in 9<sup>th</sup> grade.

A dental health certificate is requested for new entrants as well as students in K, 1, 3, 5, & 7

Any medical exemption will be reviewed by a school district doctor.

**Parents are asked to contact the school nurse if a child develops a contagious disease.**

# Student Information

## Code of Conduct

In the spirit of the philosophy stated previously, teachers, administrators, students and parents will foster an attitude of mutual respect. A decision to send a child to Our Lady of Sorrows School carries with it an obligation to subscribe to and support all of the rules and requirements set forth by the administration. Mutual support among parents, faculty and administration will create an atmosphere most conducive to the Christian, academic and social growth of each child. Students are expected to comply with the standards of conduct of Our Lady of Sorrows School. These are aimed at developing self-direction, self-discipline, and respect for oneself and other persons. It is recognized that, in order to implement the following standards effectively, cooperation between parents and professional staff is essential.

Students are expected to show courtesy and consideration for all members of the school community in order to maintain a learning environment free from harassment, intimidation or insult. Students must, by their tone of voice and use of proper language, indicate respect when speaking to others. Parent volunteers and supervisors are to be treated with the same respect shown to teachers.

Students are expected to obey persons in authority, to act in a manner that is not disruptive to the educational process, and does not undermine classroom discipline. In order to promote an atmosphere of learning, students are expected to comply with school rules and classroom procedures and requirements. Fighting and any form of inappropriate physical contact will not be tolerated.

Students are expected to respect and assume responsibility for school and personal property. Students found guilty of theft or defacement of property will be required to make appropriate restitution.

Students are expected to maintain a safe and healthy environment at all times. Possession of any replica of a weapon or any firearm, knife, explosive or other dangerous object, of no reasonable use to the pupil at school, is strictly prohibited. Use of drugs or alcohol and the sale of the same at any time is prohibited.

Students who choose not to comply with this code of conduct, as evidenced by a serious infraction or chronic misbehavior, are required, along with their parents, to meet with a disciplinary committee comprised of the principal and the assistant principal. This meeting will determine if further action is needed including, but not limited to, probation, suspension and expulsion.



### **Playground Supervision**

In the morning, students are supervised by a teacher in the gym. In order to ensure adequate supervision, students may not arrive before 7:45. Students arriving between 7:45 and 8:00 will report to the gym until the bell rings at 8:00 signaling the beginning of the school day.

Students arriving by car should exit cars on the passenger side only in front of the main entrance. Buses will drop students off next to the sidewalk between the main entrance and the end of the building. For the safety of our children, cars should not block the bus drop-off area. All students should proceed immediately to their assigned area in the gym until the 8:00 a.m. bell.

**Only if necessary**, there are spaces on the south side of the parking lot for parents who may need to assist their children. May I respectfully request that no one park on the lawn and no one enter the schoolyard from the Convent driveway as this will be blocked with cones.

At lunchtime, students are dismissed from the cafeteria and must go directly to the play area behind the convent for recess. No one is permitted to go back to a classroom or a locker. Students are expected to play safely and cooperatively with one another. They are asked to share both activities and space and to follow the guidance and instruction of the teacher or parent supervisor on duty. Students are not permitted to leave the playground without the permission of a supervisor. At no time may students enter the neighboring yards (e.g. to retrieve a ball etc.) A bell is rung to signal the end of recess and students are to meet their teacher at a designated place.

### **Rainy Days/Snowy Days**

When the weather does not permit outside play, students will return to their classroom after eating lunch and play quietly, do homework, read, talk or draw. Students may not run, throw things, or play ball in the classroom. They may not leave the room without permission, play in the halls, or create excessive noise. Students in grades 6, 7 & 8 may use the ping-pong and or Foosball tables in the lower hallway.

If weather permits, students will be outdoors. Boots, snow pants, hats, mittens, etc., are needed as proper attire in this weather. In the interest of safety, snowballs are never to be thrown.

### **School Closings**

In the event of bad weather or any other emergency, school cancellations or delayed openings will be conveyed through **IRIS**, Immediate Response Information System.

A one-hour delayed opening means school begins at 9:00 and a two- hour delay means that school begins at 10:00 for **all**.

### **Photo Permission**

Throughout the school year, videotapes and photos may be taken of students during activities or classes. Photos of this type may become public. Parents wishing their children to be excluded from these pictures are requested to indicate this when registering on TADS.

## **Permission Slips**

**Written parental permission** is required for:

1. class trips
  2. early dismissal
  3. late arrival
  4. leaving school grounds at lunchtime
  5. high school visitation
  6. doctor or dental appointments (whenever possible, these should not take place during school time.)
  7. any variations in transportation arrangements, including mode of transportation and/or persons transporting children
- Email is acceptable only if sent before the start of the school day.

## **Safety Concerns**

Bicycles ridden to school must be locked in the bike rack. Bicycle helmets must be worn by any student riding a bike to and from school. Bikes are not to be ridden on the playground at any time. In the interest of safety, skateboards, scooters, roller blades, sneaker skates, lacrosse sticks, hard balls and bats are not permitted at school.

## **Electronic Equipment/Telephone**

**Cell phones must be off at all times.** Students who need to use a phone for an emergency, must have permission from authorized school personnel to use a cell phone or the office phone. Non-adherence to any of the above will result in confiscation of electronic equipment. Texting or emailing home is never permitted from any device, including iPhones, iPads or Chromebooks.

## **Lateness**

Student lateness interrupts the learning process for your child and all the other children in the classroom. Any student who arrives after the bell is considered late for school and must report to the office where they will be marked present but late. All late arrivals are recorded, marked on the report card and become part of the permanent record. Parents will be consulted about chronic lateness.

## **Bus Behavior**

All students are expected to act respectfully and responsibly while riding the bus. Students are to remain seated with seat belts on for the entire ride and are expected to obey the directives of the driver. Anyone violating the rules of basic safety and respect will be suspended from riding the bus. Students who do not meet the distance requirements are never permitted to use the school bus to or from school. Children are only permitted on their assigned bus and must get off at their designated stop.



## **Homework & Tests**

The purpose of homework is skill reinforcement, synthesis of material, creative thinking and study-skill development. Study and nightly reading are strongly encouraged even when no formal assignments have been designated. Homework should be done neatly and on the appropriate paper as specified by the teacher. It must have a proper heading and, with the exception of math homework, be written in ink and in script. (Grades 3-8) Students who have been absent are required, within two days of their return to school; to contact the teacher(s) to make up all missed assignments. Students should also take the initiative to meet with teachers when extra help is needed or when further explanation or clarification of class work is needed.

All homework is due on the date assigned. For students in grades **5-8**, once the assignment has been graded and entered into the online portal, late/missing assignments will no longer be accepted. Teachers usually post on the portal within one week of the due date, giving students sufficient time to make up any late/missing assignments. If a student is absent, he/she must go onto the portal to find missing assignments and complete them within a TWO day period.

To facilitate better communication between home and school, all grades and assignments are posted on the parent portal for daily review.

## **Cheating**

Our Lady of Sorrows has a high standard of academic excellence and as such does not tolerate cheating in any form. Students who allow their work to be copied by another and those who identify another's work as their own are cheating. Plagiarism from any source, including the Internet, without appropriate citation, use of material to achieve a higher score on a test, project or assignment without the express consent and knowledge of the teacher is unacceptable.

## **Cafeteria**

A faculty member supervises students in the lunchroom. Good manners and behavior are required at all times. To avoid confusion, students must remain seated while eating and dispose of trash only upon dismissal from the cafeteria. Students must then exit and go directly to the playground. Students **are not** permitted to go back to their classrooms or lockers.

On a rotating basis, students are assigned cafeteria duties. Responsibilities include putting out the milk, returning unused milk to the refrigerator, recycling containers and cleaning the tables and benches.

With the exception of teacher-approved events, food **is not** permitted outside of the cafeteria. In addition, **chewing gum is never allowed on the school grounds.**

## **Discipline**

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences. Detention may be given by a faculty member for any infraction of school rules, for disrespect, or for any other behavior that warrants disciplinary action. When the detention is assigned, the student will be given a detention slip signed by the teacher indicating the reason for the detention. The slip must be taken home, signed by the parents, and returned to the office the following day. Detention will be held on Tuesdays and Thursdays from 2:45 to 3:45 and will be supervised by a faculty member. Students will be required to remain for the detention on the first Tuesday or Thursday after the detention is assigned.

It is the expectation of this school that student behavior is **exemplary** both on and off the school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment, or any other type of threatening or inappropriate misconduct. Such misconduct could result in any number of punishments including the possibility of suspension and or expulsion.

## **Uniform & Dress Code**

Complete uniform is to be worn each day. Students are expected to be neat and clean at all times. Any deviation from the uniform must be accompanied by a note from a parent and given to the homeroom teacher. Dress - down days are "reward days" on which the uniform is not worn. It is expected that all students dress appropriately. On dress-up occasions, jeans, sneakers, shorts, sweat suits or tee shirts are not considered acceptable dress. Excessively short, tight or revealing clothing is never acceptable. If leggings are worn, the top worn must provide appropriate coverage reaching at least mid-thigh. With the exception of gym days, colored or printed tee shirts should not be worn under the uniform shirt or blouse. Pajama bottoms and short shorts are not permitted as school clothing. Makeup and colored nail polish is never to be worn. Colored, spiked, shaved or partially shaved heads or any "fad" or extreme hairstyle is not permitted for boys or girls. Boys' hair must be neatly trimmed and above the collar. Boys' and girls' hair should not obscure vision. The wearing of earrings is considered improper attire for boys.

### **Uniform Regulations Boys: 1-8**

1. Navy slacks - purchased at Liebman's
2. White long or short sleeved oxford button down shirt (no logos or monograms)
3. OLS monogrammed navy ¼ zip performance fleece (Gr. 6-8 only), navy ½ zip microfleece or OLS red or navy sweatshirt-optional
4. Plaid tie (8th grade may wear any appropriate tie)
5. Black or brown dress shoes - **no work boots**, Crocs, sneakers or boots of any kind
6. Solid **navy blue socks** - white socks are not to be worn
7. Belt

**Option: September 1-October 15 and May 1<sup>st</sup> through the end of the school year.** OLS monogrammed short sleeve red, or white collared knit shirt and navy shorts.

**Boys: K** - White or red short or long sleeve monogrammed knit shirt, navy slacks, black or brown dress shoes and navy socks.

## **GIRLS: Grades K-5:**

1. Plaid jumper from September through June or navy cotton dress from **September 1- October 15<sup>th</sup> and May 1<sup>st</sup> through the end of the school year.**
2. Short or long sleeve white blouse - round collar
3. OLS monogrammed navy ½ zip micro-fleece or red or navy OLS sweatshirt are optional. In addition, gym or navy pants may be worn to and from school under the uniform.
4. Navy blue socks - Navy blue tights/leggings may be worn in cold weather.
5. Navy blue, black, or brown shoes - no sneakers, boots, platform shoes, high heels, sandals, slippers, Ugg type shoes or Crocs.

## **Grades 6-8:**

1. Plaid skirt - no more than **three inches above the knee**
2. **September 1- October 15<sup>th</sup> and May 1<sup>st</sup> through the end of the school year.**  
White, short sleeved oxford button down blouse (only OLS logos are permitted) or short-sleeved red, white or navy collared knit shirt  
**October 15<sup>th</sup> through May 1<sup>st</sup>** -White, long sleeved oxford button down blouse or long-sleeved red, white or navy collared knit shirt.
3. OLS monogrammed navy ¼ zip performance fleece, navy ½ zip micro-fleece and O.L.S. sweatshirts are optional. In addition, gym or navy pants may be worn to and from school under the uniform.
4. Navy, brown, or black shoes - no sneakers, sneaker like shoes, crocs, boots, platform shoes, high heels, sandals, slippers, Ugg moccasin type shoes or Crocs.
5. Navy blue socks - Navy blue tights/leggings may be worn in cold weather.

Ties are worn from October 15th through May 1st. Eighth grade boys have the privilege of wearing any appropriate tie. During cold weather, when students go to the convent for science or computer classes, jackets may be worn, but are to be removed while in the classroom. Hats may be worn to and from school but may not be worn inside the building.

Failure to conform to the dress code will result in parent notification (grades K-4) and detention (grades 5-8). Repeated infractions of the uniform code will result in further disciplinary action.

**All uniform items must be purchased from Liebman's** 518 Main Street, New Rochelle, NY, 10801 (632-2770). In addition, selected items of the school uniform are available through our school uniform exchange. Contact Dina Cinelli at (917) 653-3755

## **Gym Uniforms**

The gym uniform for boys and girls, grades K - 7 is an OLS tee shirt and OLS mesh navy shorts purchased at Liebman's. Eighth graders have the privilege of wearing any appropriate tee shirt and OLS mesh shorts. (Profanity of any kind or liquor advertisements are never considered appropriate.) Additionally, students have a **winter gym uniform** that includes an OLS sweatshirt and long pants. (Sweatpants for kindergarteners) During the months from November-April long pants must be worn to school. Failure to comply with the gym uniform regulations results in non-participation for that day. Continued unpreparedness will result in a lowering of the student's grade.

## General Information

### **Religious Education**

The religious education program of Our Lady of Sorrows is dedicated to the continuing Christian development of its parishioners. Parents must be aware of the intentional Catholic witness in our school. Our Lady of Sorrows School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith. All children will participate in the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate fully as they can in the liturgical and prayer life of the school.

The religious educators of our school are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrines are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of the Roman Catholic Church.

With this in mind, a threefold goal for Christian development has been formulated. The goals proposed are:

1. to form a community of worshipers who participate fully and enthusiastically in the weekly parish liturgy
2. to educate for deeper and broader understanding of the Catholic faith by adults as well as youth and children of the parish
3. to provide service within the parish and the total community

### **First Holy Communion & Penance**

Parents of all children involved will be responsible for preparing their child for the sacraments. A parent-child instructional program is coordinated and worked on, both in school and at home including, two parent-child Communion training sessions.

Reception of the Sacrament of Penance will take place on Saturday, January 27th. The snow date is Saturday, February 3th.

Reception of First Holy Communion will take place on Saturday, May 4th.

### **Confirmation**

Sessions for parents and children are part of the sacramental preparation. In addition, a retreat day for all 8th Grade children of the parish will be held prior to the reception of the sacrament. Emphasis is on the Spirit active in their lives and Christian witness; therefore, students are asked to participate in an action project during the year. Plans for this Christian action program will be made at the initial parent meeting.

An evening of petition is held prior to the reception of the sacrament. At this time, the candidates offer their letters asking the bishop to administer the Sacrament of Confirmation to them and stating the action that they, as witnesses of Christ, have offered as a sign of their Christian commitment.

### **School Admission Policy**

Admission to the school is contingent upon school readiness and/or previous school records. Admission to kindergarten is determined by a screening process held in the spring. Priority is given to students who are of the Catholic faith. Non-Catholics will be placed on a waiting list. As space permits, those on the waiting list will be notified. Maximum priority class size for Grades 4 - 8 will be thirty- five students and for Grades 1-3 thirty. The policy intent is to optimize class size in Kindergarten at twenty- five students.

### **Change of Address or Phone Number**

Should there be a change in home address, home or business telephone number, please notify the school office immediately.

### **Tuition & Fees**

Our Lady of Sorrows uses a tuition collection program. The Blackbaud Tuition management will do invoicing and management of financial obligations to the school. Once the account is set up and with a login ID and password, it can be accessed on the website. Additionally, there is a 24-hour Help Line. (888) 868-8828.

One Child	\$7,700
Family Grant Tuition Reduction	\$1,150 (Two or more students)
Registration fee per child per year	\$225.00 (If paid before April 17th, \$125)

### **Delinquent payments will result in the withholding of grades each quarter.**

\*\*All financial obligations must be met by **May 31st** in order to process students for graduation and allow them to sit for exams. No transcripts or diplomas will be issued until everything is in order. In extreme cases nonpayment of tuition will result in non-renewal of registration for the fall term.

**Additional fees** for the school year are as follows:

Milk (optional)	-	\$90 per child
Registration Fee**	-	\$225 per child annually (non-refundable) (If paid before April 17th \$125)
Graduation Fee	-	\$175 per child (includes yearbook)
Fundraising fees	-	\$400 (covers Fall Fundraiser and Gala Spring Event)
Sacrament Fees	-	paid to rectory
6 <sup>th</sup> grade iPad Fee	-	\$630 (for purchase of iPad, keyboard, case and Apple Care)

### **Milk**

Milk order forms are sent home with the August Newsletter. Orders for milk must be sent in to the school office prior to the opening of school. This will facilitate proper ordering and correct billing.

### **Fund Raising**

Fund raising is a necessary part of the financial life of our school and is an integral part of the annual budget. Total participation in all fund-raising events sponsored throughout the school year is our goal. Each family's cooperation is necessary and appreciated.

### **Testing Program**

In addition to class and school exams, your child will also take part in the Archdiocesan testing program that includes the Archdiocesan religion test, annual standardized tests, and the New York State Education Department assessments. These tests measure academic growth over a period of time.

Grades 3 - 8	Archdiocesan Religion Test
Grades 3 - 8	English / Language Arts (April)
Grades 3 - 8	Math (May)

All students participate in MAP (Measures of Academic Progress) assessments three times per year, September, January and May.

### **TACHS Program**

The Test for Admission into Catholic High School is taken in the fall of each year. Each eighth grade student will receive notification of deadlines for registration. Important dates regarding this testing program are:

Friday, November 3	TACHS administration (online)	February 2024	Response cards sent to High Schools
Wednesday, January 17 Day	Admission results released by the high school	March 1, 2024	High School Registration



### **Insurance Program**

Each student is enrolled in the Student Accident Insurance Program. Payment for this is included in the tuition fee. The coverage provides for reimbursement of medical expenses on an "excess" basis if your child should be injured under any of the following circumstances:

1. While attending regular classes or school-sponsored activities
2. While traveling between your home and the school for any of these activities
3. While attending or traveling to and from any religious education activities or services

Procedure to follow in the event of an accident:

1. Submit the claim to your own insurance company
2. Obtain claim filing information from the school
3. File a claim for only those expenses not paid under your other insurance

### **Pupil Personnel Services**

Through the cooperation of the White Plains Board of Education, we have the services of a school nurse available. The nurse is here on Monday - Friday from 11:30 - 2:30. The services of a school psychologist, for purposes of educational testing and evaluation, are available upon request. Additionally, should it be necessary, the White Plains district will do an educational evaluation. Our Learning Facilitator should be consulted before contacting White Plains, if a parent feels an evaluation is warranted.

### **Child Abuse Laws**

Under NYS law, school officials are responsible for reporting any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

### **Smoking**

NY State law prohibits smoking in the school building, on school property, its parking lot and playing fields.

## **Prescription & Over the Counter/ Non-prescription Drugs**

According to state law, prescription and nonprescription drugs may **only** be dispensed to a student by the school nurse if:

1. Medication order is accompanied by a signed and dated doctor's note
2. Medication is accompanied by a written consent from a parent to school personnel
3. Medication is in its original packaging. Prescription medication must have the pharmacy label attached
4. Medication may not be expired
5. Medication is brought in to school by parent and given to the nurse. Students may not bring medication.
6. Students with the approval of their private physician, parents, and the school nurse, may carry asthma rescue inhalers or Epi-pens.

All medications are to be provided by the family and **must** be kept in the nurse's office.

\*If the above criteria are not met, the parent will be responsible for dispensing the medication during the school hours.

\*\*When at all possible, it is strongly recommended that any medication be given at home. A medication prescribed for 3 times a day can easily be given in the morning, after school and at night, thereby eliminating a lunchtime dose at school.

## **Absence From School**

Parents are requested to call the school office between 8:00 AM and 8:30 AM each day of a child's absence.

Requests for homework for absent students **must** be made at this time.

## **Absence/ Part of the Day/ Early Dismissal**

Requests for absence from school for part of the day or early dismissal must be made in writing and presented to the homeroom teacher at the start of the school day. When a student leaves the building, he/she must stop in the secretary's office and sign out. Absences from school for vacations and trips when school is in session are considered illegal. Parents should plan vacation times only on days scheduled as school holidays. Extension of school holidays is also discouraged. Doctor and dental appointments should be made for after school or Saturdays.

## **Absentees**

Upon returning to school after an illness, a written note of explanation containing the dates and reason for absence must be presented to the homeroom teacher. According to New York State Education Law, the following are the only legal reasons for absence:

Sickness	Required court appearance
Approved music lessons	Sickness or death in family
Religious observance	Attendance at organized clinics
Quarantine	Educational trips
Impassable roads or weather making roads unsafe	

### **High School Visits**

Students are permitted to visit prospective high schools with prior permission of the principal. A written note must be submitted to the principal the day before the visit. The student is required to make up all missed assignments and is responsible for contacting his/her teachers regarding the work missed. In order to keep high school visits to a minimum, students and parents are encouraged to attend high school information sessions scheduled during the year.

### **Visitors**

To assure the security of the building and the safety of each child, all visitors to the school, including parents, **MUST** report to the office. In order to avoid interruption of the learning process, no one may enter a classroom at any time without a visitor's pass obtained at the main office. Items brought to school after the start of the school day must be labeled and left on the table outside the front entrance. In the event of student absence, homework and class assignments may be picked up in the secretary's office **after dismissal (2:45)**, or may be sent home with a sibling or neighbor.

### **Open School Week**

Open School Week is set aside for parent visitation of the classrooms. Parents are invited to visit their child's class or any classroom and to participate in any of the educational activities. During this week, the registration process for the fall term begins.

### **Conference With Administration**

In order to ensure ample time and attention to address the needs and concerns of parents and others in our parish family, it is respectfully requested that anyone wishing to meet with the principal should email for an appointment.

### **Messages**

General communications from school to parent (i.e. monthly newsletter, announcements, etc.) will be sent home electronically or via the youngest child in the school.

### **Emergency Closings / Delayed Openings / Crisis Plan**

Should a crisis require evacuation from the school building, students will be brought to a safe place, either OLS Convent or Church. Notification will be made through:

1. **IRIS** (Immediate Response Information System)

### Car Regulations

Please **do not stop on Mamaroneck Avenue** to either discharge or pick up pupils. Cars picking up children after school should park in the school area, **NOT** in the entrance driveway or the semicircle to the left of the entrance. Drivers should arrive early enough to back into parking spaces, thus eliminating backing out after dismissal when children are in the area. At all times, extreme caution must be exercised when driving on school grounds. In the interest of safety, cars should never be stopped or parked in the entrance area indicated by the yellow lines.

When leaving the school parking lot, use the exit on Mamaroneck Avenue. Please do not exit via the Convent driveway. At no time should cars be parked in the Convent driveway or on the lawn.

### Bus Transportation

Free bus transportation is provided for all White Plains residents who meet the following distance requirements:

1. children in Grades K - 5 who live more than a half mile from school
2. children in Grades 6, 7, & 8 who live more than a mile from school

Bus riders may only ride their own bus; they may never go home on any other bus for play dates or any other reason. The only exception would be an emergency that then would have to be approved by the Board of Education.

The deadline for filing an application for transportation is **April 1**. New residents must apply within thirty days after moving into the district.

### After School Program

As a service to working parents, Our Lady of Sorrows offers an After School Care program. The program runs from 2:45 - 5:45 and is supervised by OLS teachers. During the first hour, students are assisted with their homework after which there is an opportunity for outdoor/indoor play as weather permits. In addition to a family **registration fee of \$40.00 per year**, there is an **hourly fee of \$15.00** for the first child and **\$5.00** for each additional child.

As long as a student is engaged in school-sponsored programs, the student is expected to follow school policy. Therefore, it is important for you to review school rules/procedures with your child.

### Summer School

Attendance at some summer program is strongly recommended for any student who fails a course.

## **Departmental**

Grades K - 5 are self-contained. Grade 5 is departmentalized in science. Grades 6 - 8 are departmentalized in English, mathematics, science and social studies, with foreign language offered in Grades 4 - 8. Students in all grades receive instruction in general music and art once a week, and physical education twice a week. At the 7th grade level, students are divided into homogenous groups in science and math to provide the opportunity for acceleration in 8<sup>th</sup> grade.

In Grade 8 students are also divided into two heterogeneous groups for instruction in the major subject areas of English and social studies. Students are grouped by ability for science and math. The intent at this level is to provide the opportunity for acceleration.

## **Report Cards & Parent Conferences**

Report cards are distributed on a quarterly basis in grades K-8. Students receive an achievement grade in each subject. This grade represents an average of class marks, tests, homework and other required assignments. This grade also reflects the student's effort as demonstrated by completion of class work and homework, constructive class participation and responsibility toward work (having proper books and materials at all times, etc.), on-going attempts to improve, ability to concentrate and wise use of time.

Parent-teacher conferences are scheduled twice a year in the fall and spring. If, at any other time during the school year, a conference is requested by either parent or teacher, one can be arranged at a mutually agreeable time by sending in a note to the teacher. Any parent wishing to speak to a teacher after school is asked to send in a note to the teacher ahead of time. Parents are requested to wait in the front hall until all students are dismissed at 2:45 before going to a classroom.

## **Marking Code**

In Grades 1 - 8, percentage grades are given in each subject except music, art, physical education & foreign language (grades 5 & 6.) In these areas, letter grades are assigned. Letter grades are assigned according to the following scale:

**A** = 90 - 100

**B** = 80 - 89

**C** = 74 - 79

**D** = 70 - 73

**F** = below 70

The final grade for the year is an average of the four quarterly grades in grades 1-8 and includes the June comprehensive exam grades. Failure to pass two major subjects will result in retention unless the student attends summer school and successfully completes the courses.

## **Conduct**

All students are evaluated on their conduct according to the following code:

**A**     Excellent

**B**     Good

**C**     Fair

**D**     Poor

**F**     Consistently Unacceptable

### **Interim Progress Reports**

In Grades K-8, parents are encouraged to consult the parent portal to be informed about the progress of their child.

### **Exams**

Students in Grades 6 - 8 will take cumulative semester examinations that will comprise no more than 10% of their total mark in each subject area. The purpose of these exams is to provide a cumulative review of subject material as well as practice in taking longer exams in preparation for high school. The June comprehensive exams encompass material from a full year of study, with emphasis on the latter part of the year.

### **Honor Roll - Grades 6 – 8 (Includes – art, music, physical education and conduct grades)**

**First Honors:** Average of 95 or above with no numerical grade below 90 or letter grade below A.

**Second Honors:** Average of 90 or above with no numerical grade below 85 or letter grade below B.

\*Certificates are awarded every quarter to all eligible students.

### **Achievement Society - Grades 1 - 8**

Purpose: to recognize students for Christian attitudes and awareness, effort, completion of school and homework assignments and constructive behavior. One or two students per month per class may be nominated by teachers/ principal. Students in grades 1-8 will be recognized monthly and receive certificates in homeroom.

### **Graduation Awards/ Valedictorian & Salutatorian**

Eligibility is based on the cumulative 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade report cards **at Our Lady of Sorrows**.

### **Student Government**

To encourage leadership among its students, OLS sponsors a Student Council. Students in Grades 6 - 8 are eligible for office. The students elect officers after the faculty has approved nominations. Members of the Student Council are responsible for providing leadership through service, representing OLS at various functions, organizing and sponsoring various student activities and helping to serve the school.



### **Extra-Curricular Activities:**

Altar Servers	Instrumental Music	Student Council/Service Club	Brownies
Lego Robotics League	Boys Varsity Baseball	Drama	Cub Scouts
	Girls Varsity Softball	Yearbook	Boy Scouts
	CYO Boys & Girls Basketball (Grades 5-8)		Girl Scouts

All activities are moderated by volunteers, teachers, parents or parishioners and are open to students in various grade levels. A student may only serve as captain or leader of one extra-curricular club or activity.

### **Lost & Found**

It is mandatory that parents **label all articles of clothing** to keep losses to a minimum. Prompt retrieval of lost items is also advised. At the end of each month, unclaimed articles will be donated to the poor.

**Stationery** - Stationery items are sold at the main office.

### **Hot Lunch**

Parent volunteers serve lunch on Mondays, Tuesdays and Thursdays. Menu items include baked ziti, chicken nuggets, tacos, meatball wedges, bagels, pizza, chicken & broccoli served with rice, chicken tenders, hamburgers and breakfast for lunch. Lunch prices range from \$5.00-\$7.00 and snacks are \$1.00. Orders and payment will be placed and collected on our hot lunch app ONLY.

Ice cream is sold on Wednesdays and Fridays for \$2.00. Snapple is sold through a vending machine for \$1.00. Please send in cash for these items.

### **Cafeteria Schedule**

The lunch periods are as follows:

First Lunch	-	Grades K-2	-	11:15 - 12:00
Second Lunch	-	Grades 3 -5	-	11:45 - 12:30
Third Lunch	-	Grades 6 - 8	-	12:15 - 12:57

## **Volunteers**

Each parent is expected to volunteer time, in some capacity, to provide our children maximum opportunity for development. A volunteer request form is sent home in the spring. Each family is asked to complete this form and return it before the opening of the new school year. In order to strengthen our volunteer program, each family is asked to make a commitment of time to some aspect of the school life. There are many areas of service, during and after school, as well as on weekends. Helping with class projects, trips, baking, clerical work, scouting, driving, hospitality, selling refreshments at games, supervising the playground, cafeteria, or classrooms, and sewing are some of the various forms of service.

## **OLS Parents' Association**

As a sub-committee of the Parish Council, the OLS Parents' Association serves as an advisory board in the formation of school policy. Membership is open to all parishioners and support and attendance at meetings is encouraged. The committee meets every other month on the first Monday at 7:30 PM in the school cafeteria. The parent representatives on the Executive Board are:

Liz Oliveri	President	914-831-9532
Kim Baumstark	Past President	914-997-7120
Rebecca Novak	Vice-Chair	914-912-3827
Crissy Werner	Secretary	914-316-5034
Nancy Barletta		917-232-5778
Julia DeLanoy		914-774-3461
Doreen DeLanoy		914-882-6998
Nicole Granata		914-315-6400
Kristine Pisano		497-643-7914
Holly Walsh		914-305-0313

## **The Men's Club**

Open to all men of the parish, the primary purpose of the Men's Club is to plan athletic and social activities for the young people of the parish. In addition, the club sponsors numerous activities for the adult members of the parish. Meetings are held on the third Monday of each month in the Parish Meeting Room.

**Parent Volunteer Committee: 2023-2024**

<b>Book Fair:</b>	Lisa Harding Sheila Mackey	917-757-1611 917-692-3584
<b>Class Parents:</b>	Crissy Werner	914-316-5034
<b>Fall Fundraiser:</b>	Chris & Rebecca Novak	914-574-2805
<b>Food Pantry:</b>	Crissy Werner	914-316-5034
<b>Guys &amp; Dolls Dance:</b>	Irene Briganti Amy Sharkey	914-217-9528 914-356-2488
<b>Hospitality oversight:</b>	Julie DeLanoy Crissy Werner	914-774-3461 914-316-5034
<b>Hot Lunch:</b>		
Scheduling -	Cristina Kraemer	914-557-7345
Purchases- Food -	Holly Walsh	914-305-0313
Snacks	Katie Hein	908-397-4107
	Nick & Ruthie Guttman	917-361-3746
<b>Cash Raffle:</b>	5 <sup>th</sup> & 6 <sup>th</sup> grade parents	
<b>Open School Week:</b>	Parents' Association Board Liz Oliveri Kim Baumstark Rebecca Novak	 914-323-8222 914-843-0744 914-574-2805

<b>Mombo:</b>	Suzanne Colucci Janine Fugarino	646-515-3549 914- 949-2092
<b>Playground Scheduling:</b>	Nicole Muscolino Carolyn Loftus	917-783-3225 914-715-0401
<b>Publicity/Marketing:</b>	Kat Light Doreen DeLanoy	908-612-8573 914-882-6998
<b>Read-Aloud Story Night:</b>	Sheila Mackey	917-692-3584
<b>Snapple Machine:</b>	Nick Guttman	914-760-6776
<b>Sports Uniforms:</b>	Kyle Walsh	914-630-2500
<b>STEAM Fair:</b>	Ellen Duggan	914-699-6906
<b>Teacher's Luncheon:</b>	Nicole Granata Kristine Pisano	914-787-9468 914-497-6437
<b>Uniform Exchange:</b>	Dina Cinelli	917-653-3755
<b>Volunteer Coordinator:</b>	Liz Oliveri	914-323-8222
<b>Wrapping Paper:</b>	Vanessa Calabro	914-285-0119
<b>Yearbook:</b>	Amy Sharkey Jen Corpus	914-356-2488 914-625-8575

**Class Parents: 2023-2024****Kindergarten:**

Jenna Jennings (Captain)	914-497-2776
Sheryl Parker	914-274-7630
Gianna Ingham	914-772-2790
Kenisha Evelyn	347-366-7935
Kristine Pisano	914-497-6437

**Grade One:**

Kristy Miller (Captain)	914-844-0640
Hera Kayserian	914-261-2750
Brianne Penn	914-419-7073
Crissy Kraemer	914-557-7345

**Grade Two:**

Sheila Mackey (Captain)	917-692-3584
Kathy Buckley	914-960-9646
Rachel Palm	646-533-4423
Holly Walsh	914-305-0313

**Grade Three:**

Doreen DeLanoy (Captain)	914-882-6998
Shannon McCallion	914-260-6837
Katie Hein	908-397-4107
Nicole Granata	914-315-6400

**Grade Four:**

Irene Briganti (Captain)	914-217-9528
Ellen Duggan	914-699-6906
Jennifer Baukol	914-584-2211
Danielle Basso	516-459-5495

**Grade Five:**

Julie DeLanoy (Captain)	914-774-3461
Ruthie Guttman	917-361-3746
Nancy Barletta	917-232-5778
Amy Sharkey	914-356-2488

**Grade Six:**

Crissy Werner (Captain)	914-316-5034
Meg Owens	914-815-7252
Dina Cinelli	917-653-3755
Carolyn Loftus	917-783-3225

**Grade Seven:**

Jamie Austin (Captain)	914-484-4702
Vanessa Calabro	914-774-7630
Christine Lumbao	917-359-1880

**Grade Eight:**

Kim Baumstark (Co-Captain)	914-843-0744
Janine Fugarino (Co-Captain)	914-949-2092
Li Chung	914-318-8845
Nicole Muscolino	914-715-0401
Rose Doyle	917-749-3398
Mary Anne Sheehan	203-923-3502