

**SIGNED CONTRACT IS DUE BY SEPTEMBER 23rd**

## TABLE OF CONTENTS

[Letter and Sign-off Sheet](#)

[Middle School Student Acknowledgement Form](#)

[History](#)

[Philosophy, Mission Statement; School Board](#)

[Parent Teacher Group; School Hours; Entrance and Dismissal procedures](#)

[Program; Religious Education, Academic Program](#)

[Student Expectations](#)

[Special Services](#)

[Homework](#)

[Report Cards; Promotion/Retention](#)

[Field Trip](#)

[Health Policy](#)

[Absence/attendance; vacations Late Arrivals; Early dismissals](#)

[Appearance and Attire](#)

[Uniform Codes K- 5 Uniform Codes 6-8](#)

[Disposition and Conduct](#)

[Harassment Issues](#)

[Detention](#)

[Suspension-Expulsion](#)

[School Climate](#)

[Visitors/Volunteers; School Security; Parties; Personal Property](#)

[Use of telephones; Respect for Property; After School Activities; Library](#)

[Services: Extended Day, Cafeteria, Tutorial](#)

[Transportation](#)

[Communication; Weather emergencies; Lost and Found](#)

[Admissions](#)

[Pupil Records](#)

[Tuition Policies](#)

[Parent-Teacher Group](#)

[Right to Amend Handbook](#)

[Medication Policies; Procedures for Allergies](#)

[Medication Authorization form](#)

[Acceptable Computer/Technology Use Policy](#)

[Sample: Field Trip Permission Slip](#)

September, 2011

Dear Parents and Students of Our Lady of Mercy Regional School,

This Policy Book has only a few changes and they are highlighted in red. Those references need to be checked by all. Family discussion should follow. If you have chosen to be a member of the OLM School family, you have chosen to abide by the policies set forth in this text; in fact, this book forms a contract. For the good of every student, everyone needs to work together as a team. Signing the form but not reading the book or Acceptable Use Policy does not excuse anyone from observing the rules.

**PARENT AND STUDENT AGREEMENT FOR HANDBOOK AND ACCEPTABLE USE POLICY**

We have read, discussed, and agree to be governed by this handbook.

Parent/Guardian name \_\_\_\_\_

Please print

Parent Signature(s) \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

At times the school makes use of pictures with or without names of students for various publications. If you **do not** want your child's picture and/or name used in such publications, **please check those areas below.**

- School website (just pictures used)
- Yearbook
- Publications (newspaper, brochure)

---

Parent's/Guardian's Signature

## HISTORY

Our Lady of Mercy School was established in 1950, a dream of the Pastor of Our Lady of Mercy Parish, whose commitment to providing education and activities for the youth of the parish inspired his parishioners. The acclaimed scholarship, climate and discipline of Catholic elementary school education were benefits that the parishioners wished to provide for their children.

The first year, Our Lady of Mercy School held classes in the basement of the former church on Main Street, while the new school was under construction. Under the direction of the Religious Sisters of Mercy, grades kindergarten, one and two enrolled one hundred thirty-eight pupils. The faculty consisted of three Sisters of Mercy; one sister also served as the principal.

The new school building was ready for occupancy the following academic year. A grade was added to the school each successive year. In 1955 an addition to the building was opened. The addition included a new library and a book fair was held to stock the library.

By 1955 there were two classes of each grade. A very active group of women, who assisted the religious sisters in every possible way, became the "Mother's Club". This was also the year of the first graduation.

Our Lady of Mercy sustained a proud reputation and flourishing enrollment for thirty-seven years, even immediately following Vatican II, a time when enrollments in other Diocesan elementary schools declined. The effects of demographic changes in East Greenwich ultimately impacted upon the school's numbers.

The 1960's through the 1980's brought a remarkable influx of new residents to the town. The volume of OLM parishioners required the establishment of two new parishes, St. Francis de Sales in North Kingstown in 1960 and St. Gregory the Great in Warwick in 1961. Parish lines were redrawn and former children of Our Lady of Mercy parish became non-parishioners.

Miles of undeveloped land were transformed into middle and upper middle-class neighborhoods. This caused a demand for increased classrooms in the East Greenwich public schools and the need for a new high school. The nearby East Greenwich High School was renovated and opened in 1967 as Cole Junior High School. This school's reconstruction provided state-of-the-art educational facilities and a broad range of extra curricular offerings, which were not offered at Our Lady of Mercy School. Seventh and eighth graders of Our Lady of Mercy School and their parents regarded the new public school as a more well rounded educational setting.

From the late 1980's through 1990 Our Lady of Mercy School experienced some decline in upper grade enrollment. During this period, the pastor, the principal, and a task force of teachers and school board members conducted a study of the trend. It was decided to eliminate grades seven and eight by June 1991.

In 1993, under a new pastor, another study was conducted to examine the prospect of restoring grades seven and eight. The consideration was prompted by parents' desire to keep their children in Our Lady of Mercy School until their high school years. The study concluded that the establishment of a separate diocesan sponsored middle school in the West Bay area would

be a more fiscally sound plan. When that plan was not realized, however, and parents continued to press for the reopening of grades seven and eight, a third survey was done between 1997 and 1999. Following that survey, a decision was made to reopen the seventh grade in September of 1999 leading to the eighth grade the following year. This was done and the first graduation in ten years was held in June of 2001.

At that time a decision was made to renovate parts of the building and, also, an addition in the rear of the existing building was planned. It was determined that extra space was needed in order to best serve the increased numbers and a sound upper grade program. Plans were on hold for more than a year due to opposition to the extension from neighbors. However, in the spring of 2001, ground was finally broken and changes began to take place. Rocks were removed, walls came down, and walls went up. Little by little a whole new addition took shape. Included in the renovations were: a new, larger library; a new Science lab/classroom; two new classrooms on the lower level, a small resource room on the lower level; new lavatories on the lower level; a renovated-enlarged computer lab; an Art-Music room in an old classroom that was enlarged; a new handicapped restroom on the first floor; and three existing classrooms received new windows and walls due to the reconfiguration needed to accommodate the new structure. An indoor ramp was also added from the new corridor connecting the new library corridor and the existing gym. In mid October, 2001 the final firewall finally came down and students were able to see the new corridor and rooms. On October 28, 2001 Bishop Robert Mulvee celebrated a special Mass at Our Lady of Mercy Church and led a procession over to the school for the blessing of the new structure.

As the Middle School program grew, 2003 saw double grades through grade seven. The academic year 2004-2005 was the first year for double grades right through grade eight. Forty-four students, the largest class in many years, graduated.

Prior to the closing of grades seven and eight in 1991, the pastor established a small pre-school program in the church. In September of 1990, the service was moved into the school building and formally established as "New Discoveries Early Childhood Center" for children of three and four years of age. Although the program was relocated to the school it was operated under the auspices of the church. This was consistent with the regulations of Rhode Island Department of Children, Youth and Families. The program served the needs of the community, and served as a feeder for enrollment to the school. In 1996, however, the decision was made to transfer the operation and supervision of the New Discoveries Program to the school administration. In 1999 the three-year-old program was discontinued in order to allow room for the projected expansion.

At about the same time as the beginning of the New Discoveries Program, the school initiated an Extended Day Program to accommodate the needs of working parents. The program operates from 7:00 am to 8:00 am and from 2:30 PM to 5:30 PM. Teachers and aides are employed to supervise the children. The program exists in order to accommodate children of working parents/guardians and is only for students of Our Lady of Mercy School. It is under the Administration of the school and an on-site director.

In 1998 Our Lady of Mercy Regional School was visited by an on-site team of educators representing the New England Association of Schools and Colleges. Following that process, Our Lady of Mercy was granted initial accreditation through NEASC for ten years. In October of 2008 another Visiting Committee representing NEASC visited the school for three days. In

December a formal report was received stating that NEASC had granted continued accreditation. The school continues to address recommendations and file periodic reports.

## **PHILOSOPHY**

The philosophy of Our Lady of Mercy Regional School is based upon the belief that a sound and complete Christian education is the right of those who seek it under the auspices of the Roman Catholic Church. Through Christ, the parents, teachers, clergy and students work together to develop to the fullest, each student's potential - spiritually, academically, socially, and emotionally.

The family's faithful witness to an active faith-life is a critical factor in the child's spiritual development. The school supports the family by providing religious instruction, communal worship and opportunities for service in a nurturing Christ-centered environment.

A challenging inter-disciplinary curriculum presents opportunities to address varied student learning styles. An appreciation for learning is fostered by the classroom emphasis on self-expression and creative thinking.

Social formation of the OLM student aims to produce a responsible member of the Church and society, who will strive for a peaceful world.

An affirming climate, in which self-esteem and Christian values are cultivated, promotes the student's emotional growth.

## **MISSION STATEMENT**

Our Lady of Mercy School provides a spiritual and nurturing environment which builds a solid academic foundation and supports the community, all in the Roman Catholic tradition, following Our Lord's example of love and kindness, so that MERCY may flourish.

## **OUR LADY OF MERCY REGIONAL SCHOOL BOARD**

The governance of Our Lady of Mercy Regional School includes a School Board which is consultative in nature according to the directives of the Diocese of Providence. This means that the Pastor must take into account the advice of Board members when making important decisions concerning the school in his parish. If he does not intend to take the advice of the Board he is obligated to tell the Board why he made a different decision.

The School Board has a role to play in determining policy. The Board is made of parents and non parents alike. They are chosen for their background and expertise in different areas. The President of the Parent Teacher Group sits on the School Board during his or her tenure on the PTG Board.

## **PARENT TEACHER GROUP**

The Parent Teacher Group represents the parents of students enrolled in OLM. The PTG Board is not a policy making board; it does not have a role in the internal running of the school. The Board works closely with the Principal who attends monthly meetings of the group and takes into consideration suggestions and ideas discussed. Various committees of the PTG Board plan and execute activities that are in the best interest of students and families. The PTG works hard to raise funds for needs of the school and to provide support for parents through various speakers they invite to the school. Yearly funds are dedicated to the Allocation Fund which is used for several different improvement projects and activities.

### **School Hours: (NOTE CHANGE AS OF 8-31-11.)**

7:50 am Students in grades 6-8 may enter the building and proceed to their lockers

7:50 am Line-up Bell for all other students

When inclement weather: students may enter west wing side door or back doors and report to the gym area. Parents do not stay in the gym since there is coverage by staff.

7:55 am Bell for teachers to lead students PreK through grade 5 into building

8:05 am Late bell will ring. Any student arriving at 8:05 or later must obtain a late pass to enter class. Front Door is to be used by altar servers only, parents with office business, and tardy students. Parents are not to drop students off there to avoid the parking lot.

11:30 am Pre-School Dismissal

2:15 pm School bus dismissal through door on the east side of the building

2:30 pm Dismissal via rear doors

### **Before School:**

7:00am - 7:50am Children may be signed into the Before School Program in the Library.

7:40am Teacher's supervision begins in school yard (in cafeteria - inclement weather). Children are not to be left on school grounds unattended before that time.

**Students are not to be dropped off in the Church parking lot.** It is dangerous when they try to slip between bushes and cross Third St.

**TRAFFIC INTO REAR LOT: ALL traffic enters the lot from Fourth St. (side by the woods) and moves toward the fenced-in playground.** NO traffic is to go down Third St. and into the lot or drop students off in that street. Traffic arriving from Second Ave. is to go around the lot and into it from Fourth St. Traffic exiting the lot may go up Third St. or onto Second Ave. **ALL traffic should be heading in one direction in that lot: TOWARD THE FENCE. Drivers must be watchful of children walking from cars to lines.**

**No drivers are to park in the Church parking lot on Fourth Ave. or under the basketball hoops on the side of the playground! Students should not be dropped off or picked up in the Church parking lot.** These directives pertain to the morning and the afternoon.

### **DISMISSAL:**

Buses leave first. Students exit east wing side door.

Private Transportation students exit via rear doors.

Private Cars: Meet children on time: 2:30pm.

**Parking is in rear school lot behind the cones—not in Church parking lot or under the hoops. Those two places pose safety issues for students.**

**Do NOT park in the basketball court area in the morning or at dismissal.**

Once a child has met the adult driver, that driver is responsible for the child.

ALL drivers need to be alert to children moving in the parking lot.

**EXIT YARD CAREFULLY.**

Pupils are brought to the Office when their driver is late. If the driver is later than ten minutes

the pupil(s) will be sent to the Extended Day Program.

**No Parking Zones:**

**Front of school:** a BRIEF drop off or pick up in an emergency may be made **directly in front**

of the front door which is the unloading zone. The East Greenwich Police will enforce the HANDICAPPED PARKING AREAS, however, so do not park in those places.

## **PROGRAM:**

The program of Our Lady of Mercy School is based on the Christian principle, “to teach as Jesus taught”; that is, with love, concern, dedication, and understanding. Through Him, teachers, clergy, parents, and students cooperate to bring forth each child’s potential -- spiritually, academically, socially and emotionally.

Written curriculum was updated in 2007-2008.

Responsibility: The school believes that the students’ sense of personal responsibility is fostered when the child is encouraged and expected to take charge of his or her duties, according to the child’s stage of development. Therefore, parents are asked to refrain from bringing to school forgotten homework, lunches, etc. Please notify the school office and the school will appropriately handle the matter.

The purpose of the rules and regulations put forth in this student-parent handbook is to help fulfill the educational goals through mutual understanding and co-operation between the home and school. Therefore both students and parents must know and enforce the school’s policies and rules.

## **RELIGIOUS EDUCATION**

Prayer and worship are vital to the child’s education. Religious studies, worship and faith application are required for all students regardless of creed. Religion is taught daily. In addition to the religion text, the Family Life program by Benziger is part of the curriculum. School-wide Mass attendance occurs on the first Friday of each month and on holy days of obligation which coincide with days that school is in session. During Lent the children attend Mass one day each week.

During Advent and Lent the students in grades three through eight usually receive the Sacrament of Reconciliation during school.

The school strives to deepen the students' personal relationship with Jesus and other persons by building a unified community of faith and love. Religious instruction offers a better understanding of the faith and teachings of the Catholic Church. That which is fostered in school should be reinforced by Mass attendance each weekend and the practice of daily prayer at home.

Non-Catholics and children who have not received the sacrament of Holy Eucharist do not receive Holy Communion when at Mass. They do participate in song and spoken prayer.

Throughout the year students at Our Lady of Mercy School participate in several service projects. The programs include: clothing drives, food drives, collections for various causes, sending cards for various reasons, and other needs that arise. We have been richly blessed and our students need to learn to reach out to those less fortunate. Parents should encourage their children to make personal contributions to the various projects by giving from their allowance or earning the contribution in some manner.

### **ACADEMIC PROGRAM**

The school encourages respect for life, a thirst for life-long learning, and a challenging curriculum that strives to exercise each student's maximum potential. The school's academic training is distinguished by its focus upon student research and communication, through the use of library resources and computer skills, in co-ordination with classroom instruction.

The study of science and mathematics leads the learners from the practical and the concrete to the abstract. Physical involvement, the use of manipulative materials and visual aides are employed to this end. Science often initiates its lessons with inquiry and experimentation.

Instruction in Art and Music aims to promote the students' creativity and imaginative self-expression. The school desires to develop the students' appreciation and promotion of wholesome artistic endeavors; to regard them as indispensable to the psycho/spiritual well being of society.

Practical skill application is emphasized in the mastery of language arts, reading, social studies, modern language and computer education. Instruction employs oral and written practice of language, phonetics and writing. Thematic units provide context and meaning in the study of children's literature and social studies enhancing student interest and understanding.

### **STUDENT EXPECTATIONS**

#### **STUDENTS, these are the expectations of each of you:**

1. Students, you are encouraged to do your best work on a daily basis. You are encouraged to view all subjects as interrelated and to use the skills learned in one subject to assist you

in other subjects. For example, the writing skills focused upon in English will be used when writing reports and essays in other subjects. You are encouraged to be thinkers and to work with these thoughts in mind before you speak and on a scrap paper before you write a final draft.

2. Homework assignments and papers shall be completed on loose-leaf paper unless otherwise specified by the teacher. Neither paper torn from a spiral notebook nor colored pens (excluding blue and black) will be accepted.
3. You are encouraged to budget your time wisely during testing and to organize your thoughts on scrap paper (even if just key words) before writing a final draft. Students who hand in papers that are illegible shall be expected to use free time to copy them over before the paper is accepted.
4. Since spelling errors detract from the overall quality of a piece of work, correct spelling will be encouraged in all subject areas. You are encouraged to use classroom or personal dictionaries for class work.
5. All papers requested by teachers should be properly headed with the student's name, the date, and the subject area. Teachers may request additional information.
6. Assignments that are late shall be so noted. If you fail to hand in two major assignments, or hand them in late, parents will be notified. If a book report, "term" paper, or major subject project is submitted late, the mark shall be lowered. Students and parents should be made aware of this policy and students should be reminded of it before each major assignment.
7. If you are in 3<sup>rd</sup> grade or above you are required to carry and use your daily planner as a means to become better organized and meet basic classroom assignments on time.

### **SPECIAL SERVICES**

The Assistant Principal of Our Lady of Mercy Regional School is the coordinator for Special Services. Responsibilities in this area include:

- ❖ Providing in-services for the faculty regarding special education issues
- ❖ Serving as liaison between outside agencies, OLM school, and local school departments
- ❖ Coordinating necessary meetings/conferences/IEP reviews/RTI meetings
- ❖ Maintaining reference materials on supportive strategies along with current RI regulations
- ❖ Providing academic support for students in the classroom, small groups, or individually
- ❖ Maintaining records on children serviced
- ❖ Serving as a source of support for all regular education personnel
- ❖ Serving as the initial contact at school for parents who wish to initiate an evaluation for their child through special services

Procedures:

When it becomes evident that a student is not making sufficient academic progress, the teacher will inform the coordinator by completing an in-house referral form. An R.T.I. (Response to Intervention) form will be completed by the teacher and a discussion with the student's parents along with a referral to OLM School's Response to Intervention Team will follow in order to discuss classroom intervention strategies. If, after a predetermined time, the intervention strategies that have been attempted are reported as producing little or no progress, despite the student's effort and the use of instructional modifications, a referral for an evaluation may be initiated. This evaluation may be arranged privately or (as of 2005) through the town of East Greenwich, depending upon the preference of the parents.

Should it be determined by an evaluation that the child has a disability, recommendations would be made and documented on an Individual Education Plan (IEP). The staff at Our Lady of Mercy will adhere to the recommendations and work together with the members of the multidisciplinary team from the town when the recommendations fall within the school's scope of services. When the recommendations do not fall within the services provided at OLM, parents are encouraged to accept services provided by their school district or through private agencies as deemed appropriate. Of course, the main objective is to find the best way to meet the individual needs of the child. Parents of students with IEP'S, Section 504 Plans or Service Plans are asked to provide Our Lady of Mercy with copies of such plans in order to assist teachers with planning.

GUIDANCE: OLM's Guidance and Counseling Program is founded on the belief that, as a child of God, each student is unique, capable of personal growth and self direction. The focus is to promote three key areas: academic development, exploration of career awareness, and personal and social development both of individuals and of small groups.

### **HOMEWORK**

The purposes of homework are practice, review, enrichment, and development of a greater understanding of concepts considered in class. Homework should help students extend knowledge beyond what was taught in the classroom and aid them in establishing study habits. Long range assignments are occasionally given to aid students in learning to budget their time.

Homework is a daily requirement of the academic program at Our Lady of Mercy. A note is required if work is not done. Teachers in Grades 6 through 8 will employ the policy that homework not completed on time will receive a grade of zero unless he/she determines that it was a true emergency situation.

Parents should use the following guidelines when determining appropriate time to be spent daily on homework assignments:

Primary grades: 30 minutes  
Intermediate grades: 40-60 minutes  
Middle School: 1 1/2 –2 1/2 hours

ALL students in Grades 3 through 8 MUST use the school assignment notebook. This must be used on a daily basis. Some parents may be asked to sign the book each evening.

Parents are asked to provide suitable study conditions for their children and to supervise the homework period. Parents should know the policy of each of their children's teachers and monitor and guide their children as they complete these assignments and projects. However, parents should realize that they defeat the purpose of these assignments when they do not see that students complete such work independently (unless otherwise directed by the teacher). Assignment books are required and should be checked by each student and parent on a daily basis. All written homework must be submitted in the correct format, neat, complete, and on time. Deficiencies in homework completion definitely affect the student's grade average.

## **Evaluation**

**In addition to routine classroom evaluations, the following are utilized:**

- Middle School may utilize exams in mid-January and June
- The Terra Nova Tests (standardized) in grades 3 through 8 in October
- Progress reports (mid-trimester) followed by Trimester Report Cards
- Middle School math placement tests for grades 7 and 8**
- Admissions/placement tests (unless waived); Kindergarten Screening
- Academic Support – after school help; before school help when pre-arranged
- Homework Room – Extended Day Program

## **REPORT CARDS**

The Report Cards issued by the Catholic School Office of the Diocese of Providence are used at OLM. All elementary schools use a TRIMESTER MARKING SYSTEM. Students will receive Report Cards three times a year. In the middle of each trimester students will receive Progress Reports with a Teacher-Parent conference held at the time of the first report. The Progress Report helps parents know where improvement is needed prior to the close of a Trimester.

## **HONOR ROLL**

The Honor Roll is for use in grades 6-8 only. It includes all academic subjects: religion, mathematics, science, reading/literature, writing/composition, spelling/vocabulary, social studies, and Spanish.

- **High Honors with Distinction: all 5's and demonstrates Christian Values**
- **High Honors: 4-4.9 in every academic subject and demonstrates Christian Values**
- **Honors: 3.5-3.9 in every academic subject and demonstrates Christian Values**
- **A student must have at least a 2.0 in each of the special subject areas and demonstrate Christian Values. (not new but was not in Handbook previously)**

**CONFERENCES:** conferences will take place in conjunction with the first Progress Report in October. Details are sent home at an appropriate time.

**PROMOTION/RETENTION:** The child's ability to read at grade level is critical to his/her ability to succeed in the other academic subjects. The foundation for reading is laid in the primary grades. Promotion through the primary grades is determined mainly through the child's level of mastery in reading. Subject failures in and beyond 3rd grade may indicate that the student needs to be enrolled in a more suitable educational program outside Our Lady of Mercy Regional School. At the very least, summer tutoring will be required before a student can move on to the next grade in that subject area(s).

Repeated Subject failure, as well as a chronically lazy approach to learning, is cause for review and possible suggestions for alternative placement.

**NON-PROMOTION WARNINGS:** "warnings" may be discussed earlier but definitely issued in the spring of a given year.

Cause: Failure of two or more major academic subjects.

In order to go on to the next grade level students will need to meet the following requirement:

Students will be required to attend summer school or receive private tutoring during the summer before being declared eligible for the next grade level. Our Lady of Mercy Regional

School requires a written summative report and evaluation of the student's performance indicating that the student has mastered the required concepts and skills.

If the student is an 8<sup>th</sup> grader the tutoring must take place before the student receives a diploma in August. The high school is notified when the student has completed his/her work successfully.

Grade retention is ultimately the decision of the principal.

\*Extenuating Circumstances - The principal reserves the right to waive grade retention when extenuating circumstances outweigh the justice of this policy.

### **FIELD TRIPS**

Field trips must pertain to the prescribed curriculum and be approved by the principal.

**Participation in such an event is a privilege; students do not have a right to such trips.**

Students can be denied participation if they fail to meet academic or behavioral standards of the school. Uniforms are the standard dress for field trips except when the activities involved warrant different clothes.

Parents may decline the privilege of allowing a child to participate in a field trip. However, parents are encouraged not to foster the attitude in their child that field trips are optional. There is preparation and often a written activity follows at school based upon events of the trip which pertains to curriculum. Pupils, who do not participate in a field trip, come to school and receive teacher-prepared assignments to be completed in another classroom; it is a school day.

Students who fail to submit on time the proper form provided by the school will **not** be allowed to participate in the field trip. Parents' telephone calls, notes or faxes can not be accepted in lieu of the proper field trip request form.(legal issue) If a bus deposit has been paid it is not returned to a student who is denied participation in a trip because of behavior or incorrect permission slip; it is part of the cost of the bus that was already reserved.

The parent's/guardian's signature required on this form releases the school from liability. (Sample form in appendix.)

Parents who have followed the Diocesan Safe Environment procedure and have been approved by the AG's Office may chaperone trips. Parents who are acting as chaperones are not to bring other children with them since they are responsible for the safety of the group assigned to them on the trip.

Students may not leave a field trip for any reason other than a medical emergency. Students who are on a field trip are not allowed to use cell phones while on the trip. Students must use the same transportation back to school as used going on a field trip.

### **HEALTH POLICY**

All students entering East Greenwich Schools for the first time and all students entering grade 7 must provide the school with immunization data, which is signed by a physician.

Kindergarten students are required to have at entry 5 doses of DTP (4, if 4th after age 4); 3 doses of Td; Td Booster (grade 7); 4 doses of polio (3, if 3rd after age 4); and 2 MMR, 1st given after hepatitis B (on a graduated scale – all students by 2005); Varicella vaccine on a graduated

scale – all students by 2005. As of 2006, students entering Kindergarten must also have proof of an eye examination.

Each student entering school at or before Kindergarten and every foreign-born new-comer needs documentation of a negative Mantoux (PPD) test performed 12 months before to 4 months after entrance.

(EG Nurses will update OLM when changes occur.)

It is also required that all new students have a physical exam prior to entry, and again in the 1st and 6th grades. Forms are given to the parents at these grade levels for such purposes.

If a student becomes ill in school, he/she should report to the teacher immediately. Injury or illness, considered to be serious, is reported to the child's parent or guardian. In case of extreme illness, a student may be sent home. Parents must report medical concerns to the school office at the beginning of the school year or as soon as a concern arises. Changes in medications and allergies should be made known.

Should it be necessary for a child to receive medication in school, the parent should sign a "Medical Release Form" (available in the school office) and provide the school with a copy of the physician's prescription and appropriately labeled bottle. Be aware that local pharmacies will provide parents with additional labeled bottles specifically for school usage. Please refer to the RI State Health Department regulations on medication. (See Appendix.)

### **ABSENCE**

**Student attendance is a MAJOR factor in academic success.** Therefore, absence from school, except for reasons of illness, should always be avoided. Doctor's appointments should **not** interrupt school attendance. Every effort should be made to schedule medical appointments for after school hours, on weekends, or during school vacations.

Absence, tardiness, and early dismissals all impact the educational environment.

**Vacations should be taken only in accordance with those on the school calendar.** Parents must realize that students can never make up all class presentations and activities that are missed when they are away. Curriculum is more than workbook pages and assignments. If a student does miss days in school, **assignments, etc. must be completed in a timely fashion when the student returns. Teachers should not be asked for work before it is taught.** Upper grade students are to have a friend keep track of all assignments. Students can also proceed in certain subjects because they know the usual procedure for that subject area. (e.g. Spelling; Vocabulary) A one day absence does not warrant homework being picked up in the afternoon.

Assignments may be picked up on the second day if a request is made by mid morning.

**\*\*Parents must notify the school:** 884-1618 or [secretary@olmschool.org](mailto:secretary@olmschool.org) by 9:00am if a child is to be absent. It is a safety issue and absences are checked each day. When leaving a message or e-mailing the school, please note the reason for a child's absence so that illnesses present in the school can be tracked. (often asked for by R.I.) If notification is not provided to the school when a student is absent a call will be made to determine the whereabouts of the student.\*\*

Any student who is absent from school will NOT be allowed to take part in afternoon or evening activities such as sports, drama, etc.

**On day of return,** submit parent-written excuse for absence containing:

1. date of absence
2. child's name
3. reason for absence
4. parent's signature

**Late Arrivals (after 8:00am) are discouraged** unless there is an **emergency** situation. Students arriving after the lines have passed enter through the front door. When students come in late it disrupts the class and gets everyone off to a bad start. If possible, a written note should be sent with them. **Students are considered late if they arrive at 8:05 or after.** If **morning prayers** have begun they **will not be interrupted to give a student a late slip.** Being on time for school is a valuable lesson students must to learn. After three unexcused late arrivals per trimester (not due to emergencies) students will be required to serve time after school.

**Early Dismissal:** When picking up before the close of the school day, parents/guardians must report to the office to sign the logbook at the secretary's office. A note should be sent in that morning to explain the need for an early dismissal. Notes are given to the classroom teacher who reports them to the Office. Students should know a parent is coming for early dismissal. They will remain in class but be prepared for dismissal and will be called to the Office when the parent has arrived.

**Change in Dismissal:** Parents must notify the school at **884-1618 by 1:30 p.m.** of any changes in dismissal. Changes cannot wait until dismissal time to be communicated.

### **APPEARANCE AND ATTIRE**

Parents are responsible for seeing that their children attend school wearing ONLY the proper uniform. It is only with the principal's approval that a pupil may attend school wearing something other than the school uniform. If some emergency at home prevents the wearing of the uniform on a given day, the parent must provide the reason **in writing** to the principal. If a pupil arrives at school in clothing other than the uniform, without a note, the parent can expect to be called to bring in the proper clothing. Any student who continues to disregard the policy (3 notices in a trimester) will serve a detention.

Jewelry, except for a medal or Religious cross, and make up (including colored nail polish) are not acceptable at OLM for school hours. (Colored polish will need to be removed.) Clear polish is fine. No visible body piercing or tattoos are allowed. No Hologram contact lenses are allowed.

Girls only are allowed to wear **stud earrings.** Dangling earrings can be a safety issue and will not be allowed for school hours. They will have to be removed when observed.

Students are not allowed to wear "fashion/fad chains" or "fashion crosses", etc. The administration reserves the right to address this issue.

Students are encouraged to develop the important qualities of cleanliness and good grooming. Haircuts and hairdos are to be neat and of a sensible style. Fad dyed hair or fad styles are not acceptable. Boy's hair should be above--not touching-- the shirt collar and should be trimmed around the ears. Bangs are to be above the eyebrows. The school reserves the right to decide if a student's grooming is in accord with the norm and can issue directives for needed changes.

Sneakers/athletic shoes are worn only on physical education days. The regulation uniform, as outlined below, must be worn at all times. When attending Liturgies and special Masses, students are to wear their formal uniform. No gym uniforms are to be worn for school Mass

### **Girls – Grades K-5**

#### **Formal Uniform**

Jumper: length is to be to the top of the knee

Blouse - Round Collar: Long or short sleeve/white or blue

Navy knee socks or tights

Regular shoes (dark colors) Shoes with strap or tie are best for this age group

Sweaters (optional)with Logo: choice of Vneck, crew pullover or vest.

#### **Winter Uniform (if desired)**

Navy Slacks (Donnelly's)

White Turtleneck under OLM sweater

White LS polo with logo

#### **Warm Weather Uniform: Sept.-**

#### **Columbus Day; May 1 – June**

Navy twill walking shorts (Donnelly's)  
or

Navy skort wrap front (Donnelly's)

White SS polo with OLM logo

“Crew socks” (white or navy) may be worn, but No “Sport socks”

NO sandals or flip-flops are to be worn.

### **Boys – Grades K-5**

#### **Formal Uniform**

Navy Slacks: Donnelly's (plain or pleat)

Button down Oxford:

Long or short sleeve/white or blue

Plaid tie **and belt if pants call for one**

White or navy crew socks

Regular shoes (dark colors)

NO work boots, athletic shoes with this uniform.

Sweaters (optional) with Logo: choice of Vneck, crew pullover or vest.

#### **Winter Uniforms (if desired)**

Navy slacks (Donnelly's)

White Turtleneck under OLM sweater

White LS polo with logo

**Belt**

#### **Warm Weather Uniform: Sept.-**

#### **Columbus Day; May 1-June**

Navy twill walking shorts (Donnelly's)

White SS polo with OLM logo

White or navy “crew socks”; no sport socks

## **Girls Grades 6-8**

### **Formal Uniform**

Regulation plaid SKORT  
Blouses only: LS or SS Oxford; white or light blue worn under OLM sweater  
Sweater with Logo is to be worn: Vneck, crew pullover or vest; teacher can allow girls to remove it if weather warrants it  
Navy knee socks or tights  
Regular shoes (**dark colors**) NO heels, clogs or flip-flops are allowed. (**sturdy soles**)

### **Winter Uniform (if desired)**

Khaki slacks (Donnelly's)  
Navy Turtleneck under an OLM sweater

### **Warm Weather Uniform: Sept. – Columbus Day; May 1- June**

Khaki walking shorts (Donnelly's) or Khaki Skort wrap front  
Navy SS polo with OLM logo  
White or navy "crew" socks

### **Gym Uniform: all grades have the OLM logo (Donnelly's)**

Tee shirt and shorts from Donnelly's; Athletic shoes  
Sweatpants with logo may be worn during the winter  
OLM sweatshirt may be worn only on gym days when the weather calls for it

### **CARGO STYLE(S), SHORT SHORTS, and TANK TOPS ARE NOT ACCEPTABLE AT ANY TIME AT OLM.**

## **Boys Grades 6-8**

### **Formal Uniform**

Khaki slacks (Donnelly's)  
LS or SS Oxford button down: white or light blue (**tucked in with a belt**)  
Navy tie  
Sweater (optional) with Logo: Vneck, crewneck pullover or vest  
White or navy crew socks  
Regular shoes (dark colors) NO work boots style or athletic shoes with any uniforms.

### **Winter Uniform (if desired)**

Khaki slacks (Donnelly's) **with a belt**  
Navy Turtleneck under an OLM sweater

### **Warm Weather Uniform: Sept. – Columbus Day; May 1-June**

Khaki walking shorts (Donnelly's)  
Navy SS polo with OLM logo  
White or navy "crew" socks

## **DISPOSITION AND CONDUCT**

Our Lady of Mercy Regional School requires that respect and reverence for all persons and things should be evident at all times in the pupil's speech and behavior. This should be evident, not only in classrooms, but in the cafeteria and at recess in the yard or in the classroom. School personnel and parents agree to set this example in their own living and to nurture it in the children. The school's duty is to maintain an atmosphere conducive to learning. Behavior (from whatever source) that interrupts learning cannot be tolerated. Conduct unbecoming a Christian student or that conveys disrespect will result in correction. Chronic misconduct and or disrespect will effect parent notification and disciplinary action and may cause the pupil to be exempted from extra-curricular school/parish activities. Suspension or expulsion from school may result from persistent misconduct or manifestations of disrespect as well as failing subject averages caused from lack of student

effort and insufficient acceptance of responsibility for one's studies. Anything that interferes with the education of students will not be tolerated.

### **HARASSMENT ISSUES**

Harassment occurs when one person makes repeated verbal or physical contacts with another person who doesn't want these contacts. Various types of harassment are sexual harassment, bullying, cyber bullying, and hazing. Harassment is a failure to respect the dignity of other people and is not acceptable. Demeaning behavior will be addressed when observed or made known. Any acts of suspected harassment told to parents should be reported to the child's teacher who will bring it to the attention of administration if it is of serious nature.

"Cyber bullying" (mentioned above) can be of two types: Direct attack: IM, Polling, Blogs, Pictures, Codes, Porn; Proxy: getting others to do the dirty work. None of it is acceptable Christian behavior.

Every student in Our Lady of Mercy School has a right to be free from any form of harassment-including sexual harassment. Therefore all actions constituting sexual harassment including but not limited to language, physical contact, gesture, displays of objectionable pictures, objects, or writings are prohibited and will result in disciplinary action and could result in suspension or expulsion from school.

Any person who feels himself or herself subjected to or who has evidence that another individual is being subjected to sexual harassment should report this information to any staff member or to the Administration of OLM **immediately after the alleged incident has taken place.** (Problems often arise when something is reported months after an incident.) It is to be reported and not simply spread through texting, etc.

Any action, spoken or written, that is a form of intimidation, harassment, threats of violence and/or actual violence of any kind is unacceptable. Any of the preceding actions that are the result(s) of the use of e-mail, instant text messaging, texting, photo-phones or any other devices by any member of the school community to any other member of the school community will be dealt with in an appropriate manner. The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on another student or they adversely affect the safety and well-being of a student while in school. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action.

Some laws require that the Police Department be notified in certain situations.

### **DETENTION**

Students who continually violate school rules, are habitually late for school, disrupt teaching and learning, repeatedly fail to complete assignments, or manifest disrespect can expect to be detained for one or more hours outside of school time by either a classroom teacher or school administrator and to fulfill some requirements to compensate for the infractions. The student's parents will receive one day's advance notification and is expected to comply with

the detention appointment. This cooperation is very important since it part of the lesson to be learned by the student.

Administrators and the Middle School Team find it necessary, at times, to change what is expected of students during a Detention period. Parents/guardians will be notified of the proposed course of action.

Any Middle School student who receives three conduct disorder notices during a trimester jeopardizes his/her ability to take part in MS sports, dances, or other MS activities.

MS students who wish to hold a Student Council position **or athletic position** may not have a history of poor conduct or detentions from the preceding year **or preceding trimester**.

### **SUSPENSION – EXPULSION**

Out of school suspension means that a student is excluded from classes for a given period of time. During this time the student is expected to be at home, under the supervision of parents/guardians. He/She is given school assignments that are to be completed and handed in upon his/her return to school. An arrangement is then made whereby the student supplies the time missed (in hours) by performing work in school or on school premises.

During the period of suspension, a student is not to be in the school, or at a school function. Students will not participate in after-school activities during the period of suspension.

In some instances a student is given in-school suspension. In such cases, the student completes assignments away from his/her classroom, and is not allowed to be with classmates for any reason. Additional hours of work performance are determined by the circumstances.

Expulsion means that a student is put out of the school permanently and, thereafter, is expected not to be found in the school, on the grounds, or at any school sponsored function. Diocesan policies are followed with respect to expulsion.

### **SCHOOL CLIMATE**

The climate of the school must promote uninterrupted concentration for the teaching/learning process. Therefore, no parent conferences, visits, etc. should take place during class time or while teachers are attending to entrance or dismissal procedures. When teachers are on lunch/recess duty their full attention is to be focused on students so no parent should hold even an informal conference during that time. Conferences may be scheduled ahead of time with a teacher for a time that is convenient to both parent(s) and teacher. All conferences are to be set up through school; a teacher's school e-mail may be used. NO parent or student should call a teacher at a home phone or on his/her cell phone.

## VISITORS AND VOLUNTEERS

All visitors to the school (for whatever reason) must report first to the office. Only those visitors having legitimate business with the office or guests and volunteers having the principal's approval should enter the school during school hours. **Parents may not** go to the classrooms with messages, homework, food, etc. during the school day. Guest speakers, volunteers and classroom visitors may be requested by the teacher and must receive the principal's approval. Parents may not bring food to the cafeteria at lunch time.

**Everyone entering the school must use the sign-in procedure at the office and wear a Visitor's Badge.**

## SCHOOL SECURITY

All outside doors must remain secured (locked) during school hours- in compliance with Diocesan regulations- in order to protect all students. Parents are asked to assist us in monitoring this practice. The front door is protected by a monitor.

Students will be reminded never to open doors for strangers. Please remember that not all parents are known to all students so don't ask them to open doors for you.

## CLASSROOM PARTIES

Permission must be granted by the principal for any party within a classroom. Birthdays will receive school acknowledgment, but parties do not take place in school.

**NO students may pass invitations out in school or schoolyard unless "all boys" or "all girls" in the class receive one.**

## PERSONAL PROPERTY

Game equipment and toys from home, cell phones, beepers or pagers, and electronic devices of any nature are not permitted unless with specific teacher request and the principal's approval. **Calculators are to be approved by teachers.** If a student has a REAL need for a cell phone for after school use, the phone must be turned off during the day and kept in the student's bookbag or locked locker in the case of MS. **Students are not allowed to use cell phones in school for any reason including phone calls, texting or taking pictures.** The Administration reserves the right to confiscate a cell phone that is in use during the school day. A parent will have to reclaim the phone. **Cell phones are not to be used during MS dances. If they are brought to the dance they must be given to a chaperone upon entering the school.**

## USE OF TELEPHONE

Students needing to use a telephone during the day may make a request at the Office. These calls should be only for EMERGENCIES. After school plans, etc. need to be made before the student arrives at school. **NO cell phones are to be used for calls—neither the child's phone nor a teacher's phone. ALL phones are to be in the off position and placed in backpacks or lockers.**

## RESPECT FOR SCHOOL PROPERTY AND THE PROPERTY OF OTHERS

Students have a responsibility in the care and maintenance of school property. This includes school grounds, the school building, equipment, lockers, and school materials. The school is co-tenant of the lockers and desks and reserves the right to search them at any time without prior notice. Students will be expected to make restitution for damage to or loss of school property, including textbooks and library books. Textbooks should be covered by the end of the first week of school and should be carried in a backpack or equivalent. Students are also expected to show respect for the belongings of other students. Deliberate abuse of property of another student will result in appropriate disciplinary measures. The student will be expected to make restitution for any damages done.

All MS students are required to have a lock on their lockers and to use it. 7<sup>th</sup> and 8<sup>th</sup> grade students are charged a \$5.00 refundable fee for renting locks for their lockers.

### **AFTER SCHOOL ACTIVITIES**

The school office must be informed by the parents if their children are participating in any after school or extra curricular activities that are school-sponsored or which require them to remain in the school building or on the school grounds after school hours. Children should not be on school property beyond the scheduled time of the activity. Their transportation must arrive on time. Only OLM students are allowed at the activities. Conduct and attitudes appropriate to a Christian student, passing grades, and adherence to the rules of the extra curricular activity are required for a child's participation in any activity. When children register for sports, drama, etc. the rules of the coaches or directors MUST be followed. Some MS activities may have additional requirements.

**Children cannot be left "on their own" between the close of school and the beginning of the particular activity. Rules are made for the safety of all students.**

### **LIBRARY**

The library is operated as a central facility for all grades. The purpose of a library is to promote an atmosphere of reflective study, research, and enrichment. Unbecoming library behavior and/or disrespect for materials will cause a student to lose library privileges. Food and beverages are not prohibited at all times.

Students may use the library only under supervision. **Students may never use the computers in the library without permission and under supervision.**

Students must receive approval from the librarian to withdraw any materials. Restitution must be made for damaged or lost books. Any defacement of books, magazines, or any library property is forbidden.

### **SERVICES**

**EXTENDED DAY CARE:** Our Lady of Mercy Regional School provides After School Care from 2:30pm-5:30 pm on school days for students whose parents' work hours extend beyond the normal school day. Students must be pre-registered in the school office for the

program. Registrations are handled on a first come first serve basis. Only children on the office list will be allowed into extended day. Terminating after school services requires school notification as well. Only custodial parents, guardians, or persons for whom the school has received the custodial parents' written permission may take the child from the school. That person must present a photo ID to the EDP supervisor and must sign the dismissal log before the child is transferred to his/her care. If EDP is needed due to an emergency the request needs to go through the Office.

Any concerns of parents regarding personal injury or inappropriate student behaviors emanating during the EDP must be discussed with the program director.

**BEFORE SCHOOL CARE:** care is available starting at 7 a.m. Students should be registered in the log book in the Library when they are dropped off. These students should also be pre-registered for the program. Coverage lasts until other students and supervision are available in the school yard.

**CAFETERIA:** Parents must abide by the procedures set up for a particular year. Assigned volunteers help in the cafeteria. Teachers accompany students in silent lines to the cafeteria and to the kitchen for pick up of milk, pre-ordered lunches, and snacks. A supervising teacher is in charge of the lunch and recess procedures and student conduct. Volunteers assist the teacher on duty. Students remain seated until dismissed by the supervising teacher. GLASS bottles and containers are not permitted. **Students are not to share food with other students because many have food allergies.**

There is a "Peanut free" table for those with peanut or nut allergies. Students diagnosed with such allergies are to use that table.

Unfinished sandwiches, etc. will be sent home in order for parents to know what the child has eaten or not eaten.

Parents are not to bring food from fast food chains into the cafeteria at lunch time.

When an upper elementary student or middle school student asks to leave the cafeteria he or she must first sign out in a book provided. Upon returning to the cafeteria, the student signs back in for the remainder of the lunch period.

Students need to be encouraged to use proper manners while eating in the cafeteria. Manners and voices should allow quiet table conversation. There is to be no yelling or running. Students who continue to misbehave or not obey adults will be removed from the cafeteria and will need to eat with other supervision. Parents are asked to please encourage their children to use restaurant manners in the cafeteria.

**TUTORIAL:** Classroom teachers are available after school or before school by appointment for individual students needing reinforcement. Private tutorial arrangements are recommended for students experiencing severe or prolonged academic difficulty.

## **TRANSPORTATION**

Bus routes are published in the newspaper during August for qualifying East Greenwich, Warwick and West Warwick students who will be transported to and from Our Lady of Mercy Regional School by public school busses. Other students walk to school or are transported by private car.

**SCHOOL BUS POLICY:** Students who are transported by busses and their parents are responsible to know and abide by the policies and rules of their school transportation departments. Parents should demand that their youngsters behave properly on a bus since it is a safety issue for all involved.

Any student who violates school bus rules can expect a warning. If following a written warning the student continues to violate the rule(s) that student's transportation privileges can be suspended or revoked. OLMS will support all bus drivers and monitors since the safety of everyone involved is at stake.

Parents are responsible to check bus numbers and schedules. During the first few weeks of school families can expect changes in pick up, drop off times, and perhaps location of stops.

### **COMMUNICATION**

The school strongly encourages ongoing communication between parent, teacher, and possibly the guidance counselor concerning the education of their child.

Initiate conferences with teachers by making an appointment through the school office (884-1618), by a note to the particular teacher, or by e-mail at least twenty-four hours prior to the desired appointment time. Conferences with teachers should not be spontaneous because that does not allow the participants to be properly prepared and it may not be in the best interest of the student.

Student planners are sometimes used as a means of communication on a daily basis with parents.

**APPROVALS:** All school related events and use of school facilities, personnel, or equipment must be approved by the Administration. Letters to parents are not to be sent home without having them "cleared" at the Office.

**BUSINESS OFFICE:** Telephone Hours between 7:30am and 3:00pm (884-1618). A message may be recorded at other times. At times during the day, the answering machine may be turned on. When leaving a message from a cell phone, please speak slowly and clearly because messages can get lost otherwise. Emergencies will be handled immediately. All other calls will be returned as soon as possible.

A change in dismissal procedures for a student must be called in before 1:30 p.m. unless it is an emergency. The phone is not answered between 2:10pm and 2:30pm during actual dismissal procedures since all attention is directed to the students.

**CHANGE OF STUDENT INFORMATION:** The business office must be notified at once of any change of important information such as: change of address, phone number, transportation arrangements, etc.

**NOTICES:** "Wednesday Notes" are posted on the school website and sent via e-mail blast. Other school communication will be sent home on Wednesday with the youngest child in the family or via e-mail. NOTE: there is a space on the front of the message envelope for you to sign prior to returning the envelope. Please assist us by returning requested replies promptly.

Notify the Office if notices, etc. do not arrive on Wednesday. Please honor deadlines.

**WEATHER EMERGENCIES:** Please do not call the school when a storm begins during the school day. School phones must be free for emergencies and for contact with the transportation and/or Public School Offices. School closings are announced on WPRO-AM radio; TV channels carry the announcements also. They are also on-line as stations get the word from various towns. **OLM will use its AlertNow system to notify families of closings and/or emergencies. All numbers submitted for this purpose will be used in emergencies; at other times it is only home numbers that are used. If possible, e-mail blasts will also be sent.**

Our Lady of Mercy School follows the decisions of the East Greenwich School Department in regards to weather related cancellations. CLOSINGS and EARLY DISMISSALS vary from town to town. Please listen to public announcements.

Remind children to be sure that their siblings are present for bus dismissals. If you think there may be an early dismissal discuss plans with your child as to what he/she is to do

**LOST AND FOUND:** items are put in the cafeteria. If expensive items are found they should be immediately brought to the Office and can be picked up by the owner from the principal or secretary. Items that are labeled are returned much faster to rightful owners.

### **ADMISSIONS**

The parents' primary reason for sending their children to Our Lady of Mercy School should be to provide them with a Catholic education. Parents agree to provide guidance and example by living a full Christian life and to collaborate and co-operate with the teachers and school administration; to support the school by word and deed helping to maintain educational excellence and a safe, healthy, productive, Catholic Christian community.

#### **Prior to admission, the following must be submitted:**

- Birth Certificate
- Proof of legal guardianship when applicable
- Child's citizenship when applicable
- Social Security number
- Academic records
- Health records - allergies must be noted
- Roman Catholic sacramental certificates
- Special Needs - anything in the child's history which could affect his/her disposition toward learning or academic performance
- Individual Educational Plans (I.E.P.'s)
- Special Educational testing when applicable
- Registration Form & Fees
- Teacher's Recommendation Form (grades 2-6)
- Placement tests administered by OLM
- School fees paid up to date

Evidence of respectful school-appropriate behavior, a propensity for learning, satisfactory academic performance in the former school must be provided.

All new students in Our Lady of Mercy School undergo a year long probationary

period. Within this period, a student who is experiencing serious adjustment problems may be asked to transfer to a school which can better accommodate his/her needs. An ongoing lack of student progress may result in the recommendation that the child be transferred to a more suitable school.

Our Lady of Mercy School complies with the Rhode Island State Board of Education policy concerning age eligibility for Kindergarten; a child must have attained five years of age by September 1<sup>st</sup> of the year he/she enters Kindergarten. That means that a child must be four years of age by September 1<sup>st</sup> in order to enter the Pre-K program.

### **PUPIL RECORDS**

A cumulative record card shall be maintained for each student from entrance until graduation or withdrawal. The conditions of access to these records shall comply with the Right to Privacy Law. Cumulative records are treated as confidential matter.

Cumulative records are made available only to the professional staff of the school and, upon request, to the pupil's parents or guardians. It is also within the right of parents to examine unofficial and informal data. Parents wishing to examine their child's file must make an appointment to do so. A member of the staff knowledgeable in such matters should be present to assist the parents in interpreting such records if needed.

In accordance with the guidelines of the State Department of Education, Our Lady of Mercy Regional School maintains three categories of pupil records.

**Category A:** Official administration records consisting of minimal personal data for the operation of the educational system: e.g. name, address, date of birth, parent or guardian, phone number, academic work, level of achievement, and attendance data.

**Category B:** Verified information for the formulation of educational programs: e.g. health records, speech and hearing evaluations.

**Category C:** Verified information necessary for the formulation of prescriptive educational plans designed to meet unique needs of selected students: e.g. confidential records, referrals to other professional staff, planning and placement team findings, correspondence and reports from other agencies.

The records of the school concerning individual students shall be used for the promotion of the welfare of the student. Copies of a student's records are released only to duly authorized persons and only after a release form has been signed by the parent or legal guardian. A student's records and/or teachers' recommendations are sent directly to individuals or institutions requesting information

The Office must have on file a copy of court proceedings when the non-custodial parent does not have legal rights to contact with the child and/or to view records. If there are changes to custodial arrangements the school needs to have copies of those changes if the school could possibly be involved in any way. Such records are kept in the confidential files.

## TUITION

Our Lady of Mercy Regional School uses the FACTS Tuition Management program. Tuition will either be paid in full in August (with a \$100.00 deduction) directly to OLM or on a monthly basis through the FACTS program.

### Parish Tuition Eligibility:

Registered member of Our Lady of Mercy Parish for six months (except for relocation)

Weekly worship in Our Lady of Mercy Church

Weekly Budget Contributions through the use of the envelopes: \$250.00 annually.

Re-enrollment requires that payments for tuition and school fees be fully paid for the current and previous school year(s).

**Tuition Refund Policy:** if enrollment is to be cancelled, written notice must be given to the School Office prior to August 1<sup>st</sup> of a given year. If tuition has been paid it will be returned less the \$100.00 deposit. The refund policy for cancellation after August 1<sup>st</sup> of a given year is as follows:

1. If canceled between August 1<sup>st</sup> and November 1<sup>st</sup>, the parent is responsible for 25% of the annual tuition;
2. If canceled up until February 1<sup>st</sup>, the parent is responsible for 50% of the annual tuition;
3. If canceled after February 1<sup>st</sup>, there is no refund and the parent is responsible for the full tuition. Consideration will be given to special circumstances.

**This is a legally binding contract with Our Lady of Mercy Regional School.**

### **Family Subsidy Earnings:**

During the school year fundraisers will be held for the families opting to fund raise. Your earnings will be posted monthly on your tuition statement.

Family Subsidy Payments/Earnings: Any family that has not earned profits of \$200 by April 1 will make up the difference in their May 1 payment of tuition.

For families arriving at OLM after the beginning of the school year, the family subsidy is pro-rated.

**Scholarship-Aid:** Limited financial aid from the Diocese of Providence is available. Payments are made directly to the school from the Catholic School Office. Payments are made quarterly. Anyone requiring financial assistance MUST follow the directives of the Catholic School Office and the process set up for applications. Applications are due in February and may be made either on-line or by using the forms provided by the FACTS program. Notice is sent out from the OLM office when applications are due.

Our Lady of Mercy Regional School does not discriminate on the basis of race, national or ethnic origin, physical handicap (if the school can accommodate within reasonable accommodations). The school gives preference in admission to Catholic students registered in Our Lady of Mercy parish; secondly, to Catholic students registered in other parishes;

thirdly to non-Catholics, on a first come, first serve basis. To be assured a seat, enrolled children must re-register in January for the next school year.

### **OUR LADY OF MERCY REGIONAL SCHOOL PARENT-TEACHER GROUP**

The purpose of this association is to advance the interests of Our Lady of Mercy Regional School and to support all the programs of a scholastic, extracurricular, and financial nature.

Our Lady of Mercy Regional School parents may join the Parent-Teacher Group. All should become active members. Open PTG meetings are pre-announced. At least one parent from each family is encouraged to attend. Parents are expected to volunteer in PTG committee work, as a school-helper, etc. The PTG sponsors several family socials for enjoyment and community building. All parents are encouraged to participate.

Official membership in the PTG and the OLM school directory are obtained by paying the PTG dues. The **school directory is only for school use.** Under no circumstances may the family directory be used for personal business matters. Each family has the right to be excluded from the directory.

Homeroom parents: A parent may be asked to serve as Room Parent in a child's room for one year. PTG Executive Board members do not serve as room parents while on the Board. Parents may act as Room Parents for only one child per year.

### **PRINCIPAL'S RIGHT TO AMEND HANDBOOK:**

The principal reserves the right to amend the handbook as deemed necessary for just cause. Parents will be given prompt notification when changes are made.

## Acceptable Computer/Technology Use Policy

All students and parents must read and sign this document before students will be admitted to the computer room or have access to the homeroom computers.

### Purpose and Use:

The computers at Our Lady of Mercy School are provided for educational purposes and their use is a privilege. With internet access in the computer room, library, and all classrooms we have the capability for many educational activities as well as the possibility for misuse.

### Responsibilities:

- Use of the computers at school is for educational objectives only.
- Students may touch only the computer(s) assigned to him/her.
- No food or drink will be brought into the computer room or be near the computer tables in the other rooms. Students will have clean hands when using the computer.
- Students will not turn off a computer unless instructed to do so.
- School computers will be used to complete teacher assigned work, students must get teacher approval for any other use.
- Students will not enter the control panel or make any changes to the desktop without the **computer teacher's** approval.
- Students will ask permission of a teacher before going on line.
- Students will ask permission of the computer teacher before using a disk from home.
- Students will not knowingly go to any site on the Internet that is not appropriate and will report immediately, to the teacher only, any inappropriate site.  
(Surfing the net without a teacher assigned objective will not be allowed)
- Students will not retrieve home e-mail at school.
- Students will not enter chat rooms unless told to do so by the **computer teacher**.
- Students will not install, upload or download anything on school computers without the **computer teacher's** consent.
- Students will print files (no web pages will be printed) only when instructed to do so.
- Anything on student monitors in school should be appropriate for teacher viewing.
- Students will enter only their own files, or ones they have permission to open.
- Students must act responsibly when posting material on the web(no personal information should be used) and need to get permission to use any pictures of school events or students.
- Students must have written permission from administration for any electronic devices; games, phones, audio players etc. in school.
- Students may not access any social networking sites from school computers. (Accounts on social networking sites are strongly discouraged and should have parental permission.)
- **Students lose their right to privacy if a digital device is confiscated at school.**

## MEDICATION

THE FOLLOWING OPERATING PROCEDURES ARE NOT TO BE CONSTRUED AS ENCOURAGING THE ADMINISTRATION OF MEDICATION AT SCHOOL, BUT RATHER TO SERVE AS A GUIDE FOR THOSE EXTREME CASES WHERE IT IS NECESSARY.

-----

Children at school under the following circumstances may take prescription medication:

- A. A document is on file in the school from a physician indicating permission for the student to have the drug. The document must identify the drug, indicate the proper dosage and when it is to be given.
- B. A document is on file in the school office from the parent or guardian indicating a desire to have the student take the medication.
- C. The document on file in the school office from the physician and parent must be renewed annually.
- D. Medication must be in a properly labeled container from the pharmacy.
- E. All medication stored in a secure place inaccessible to students.
- F. No student may carry or self-administer any medication at school during the school day. \*\*Sole exception: epinephrine auto-injector.
- G. No medication will be administered until such time as the school nurse verifies that the requirements are met.
- I. Over the counter medication is NOT to be administered under any circumstances unless the above procedure is followed.

**No school employee, staff or faculty may dispense or administer any medication to any student at anytime under any circumstances.**

**Except for a nurse-teacher, only a parent may administer medication to a student at school during the school day.**

### Procedure for Allergy Reaction

- I. Identification of Students with Allergy Reaction
  - A. At the time of registration of a new enrollee or at the start of the School year the Administrator will:
    - 1. Distribute the Emergency Care Card
    - 2. Distribute the Authorization for Medication During the School Day form.

3. Request information of any serious reaction the child may encounter due to bee stings, foods, etc.

B. The parent/guardian will return the completed forms to the school.

C. The school nurse will review the information to ensure compliance with the East Greenwich Public Schools Procedures for Medications.

## II. Treatment

A. When a student has an allergic reaction the protocols for Epipen administration, as posted, will be followed:

B. Access the emergency medical system STAT

1. 911

2. Call the school nurse.

3. Adult accompanying child will take the student's Emergency Care Card and Health Record.

C. Call the parent/guardian.

1. Indicate situation, status of child's health.

2. Indicate who is with the child and where the child is being taken.

3. Instruct parent to meet Rescue at the Hospital.

## III. Following the Incident:

A. The nurse or administrator shall:

1. Enter the episode in the health Record

2. Complete the Daily Log

3. Complete an Incident Report

4. Confer with the parent/guardian and child

5. Request replacement of Epipen

6. Adjust Individualized Emergency Plan as needed

**MEDICATION AUTHORIZATION**

School\_\_\_\_\_Grade\_\_\_\_\_Room\_\_\_\_\_

Student Name\_\_\_\_\_

(date of birth)

Address\_\_\_\_\_Home Phone No.\_\_\_\_\_

I understand that special permission is required for the use of medication by students during school hours. I request that my child be given the medication described below or be permitted to self-carry/self-medicate by me and my physician.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**This Section To Be Completed By Physician**

Medication\_\_\_\_\_Daily\_\_\_\_\_PRN\_\_\_\_\_

Dose\_\_\_\_\_Route\_\_\_\_\_Time\_\_\_\_\_Frequency\_\_\_\_\_

Describe Indications\_\_\_\_\_

Side Effects\_\_\_\_\_

Related Diagnosis\_\_\_\_\_Allergies\_\_\_\_\_

Other Information\_\_\_\_\_

Is medication needed on a field trip or activity away from school: Yes\_ No\_

This child is authorized to self-carry and/or self-medicate in school, on a field trip, or activity away from school (excludes controlled substances). Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
(Physician Signature)

\_\_\_\_\_  
(Date)

**MIDDLE SCHOOL STUDENT ACKNOWLEDGEMENT FORM**

GRADES 6-7-8

I am a student in the OLM Middle School. I have read this handbook and I agree to cooperate with the policies and regulations of OLM School for the good of the whole OLM family. I have read the responsibilities of students' computer use and agree to them. Failure to use computers responsibly will result in the loss of computer privileges.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_ parent/guardian