

Our Lady's Christian School Family Handbook



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INTRODUCTION

OUR LADY'S CHRISTIAN SCHOOL

MISSION STATEMENT

Our Lady's Christian School offers a Catholic education to children from Preschool through Eighth Grade. We provide a learning experience that stresses high academic and moral standards and strives to meet the needs of individual students. Social, emotional, and spiritual growth is fostered in a secure environment, where students are challenged to think critically and creatively and to become lifelong learners. Students are called to live the gospel message and to become loving, responsible members of the family, church, community, and world.

PHILOSOPHY

Our Lady's Christian School is dedicated to the development of the "whole child." We strive to nurture their individual gifts by providing a healthy environment that fosters a commitment to Gospel values and learning. This goal is achieved through mutual cooperation of home, church, school, and community.

Our students develop a commitment to Gospel values through every day interaction and observation of family, parish, school, and community role models. Instruction in the Catholic tradition enables them to live these values.

We recognize that children vary in learning styles, talents, and abilities. In response to these individual differences, we foster growth through a variety of teaching methods, learning activities and practical experiences. We emphasize respect for others while providing each child with opportunities to develop his or her potential for knowledge, self-inquiry and, ultimately self-esteem.

We believe that parents are the primary educators of their children and we value their partnership in formation of these children. We create a sense of community through mutual respect, communication, and cooperation among students, parents, teachers, priests and administrators.

We encourage our children to become loving and responsible members of their family, church, community, and world.

ADMINISTRATIVE ROLES:

PRINCIPAL

The principal is the delegated administrator of the school and as such is responsible for its organization and discipline according to the terms of the contract with the pastor and the Vicar for Education. The principal cooperates with the pastor in fulfilling all responsibilities of the school. The principal works closely with the Vicar for Education to see that the Mission Statement and policies of the Catholic Schools Office are closely adhered to and supported. The principal is the educational leader of the school.

PASTOR

In his role as leader of the total educational program for member of the church entrusted to his care, the pastor is the administrative head of the parish school with the additional consent of the pastors of St. Andrew and St. Julia. He consults and cooperates with the school principal and sees that an effective program of religious education is maintained in the school under the direction and supervision of the Vicar for Education.

VICAR OF EDUCATION

The Vicar of Education is appointed by the diocesan bishop as his delegate in all educational matters. This person serves as the primary agent of the Bishop's teaching office toward the parishes, schools, and other educational institutions in the diocese. The vicar oversees the curriculum and personnel of diocesan schools and is the head of the Diocese of Erie Office of Education.

MOST REVEREND BISHOP

The Bishop of Erie has ex officio, full responsibility for the educational apostolate for the Diocese of Erie.

SCHOOL BOARD

The purpose of the Our Lady's Christian School Board is to assist the Pastors of St. Jude Parish, St. Julia Parish, St. John, and St. Andrew Parish and the Principal of Our Lady's Christian School by serving in an advisory capacity in regards to procedures related to the school. Recommends policy or policy changes in dealing with the administration of Our Lady's Christian School in all areas permitted by Canon Law and that has been delegated to the respective Pastors and by the Ordinary of the Diocese of Erie.

All appointed Board Members shall serve for two-year terms. No appointed member may serve more than two consecutive two-year terms. The Pastors, Principal, and Representatives of the Parent/Teacher Organization and Athletic Board also serve as members of the school board. Meetings are held monthly.

PARENT/TEACHER ORGANIZATION

The name of this organization shall be Our Lady's Christian School PARENT/TEACHER ORGANIZATION (PTO). The objective of this Organization shall be:

1. To maintain an assemblage wherein the family, parents and supporters of Our Lady's Christian School shall cooperate with the faculty in a united effort to provide every child the highest advantage in physical, mental, social and spiritual education.
2. To plan and establish a parent education element for each public meeting to further parent understanding for today's education.
3. To provide a working organization that will financially assist in acquiring needed materials for students and the school deemed necessary for the operation of the school.
4. To assume responsibilities requested by Our Lady's Christian School Board or related organizations when deemed appropriate by the Executive Board.

Any candidate interested in the elected offices must be a member of the Parent/Teacher Organization for a minimum of one year. The Parent/Teacher Organization has become a respected voice in the well being of OLCS students.

TECHNOLOGY COMMITTEE

Our Lady's Christian School is dedicated to the holistic development of our children. The school community will use multimedia technologies for communication, analysis, and research in accordance with Catholic values, ethical principles, and moral decision making. Current and emerging technology will be incorporated into all aspects of the educational system.

The Our Lady's Christian School Elementary school students will be able to locate, process and evaluate information from a variety of sources. With increasing emphasis on a global society, the students must be able to understand and access current technologies. Familiarity with technological advances coupled with highly educated faculty and staff will improve the students' abilities to learn, work, and communicate with others on a local, regional and international basis.

The committee is comprised of the principal, technology teacher, parents and members from the community. The members lend their expertise to evaluate and make technology decisions and to make recommendations concerning upgrades and other technology.

ATHLETIC BOARD

The Athletic Board of Our Lady's Christian School assists the administration in the area of the school athletic program.

Purpose:

1. To promote a healthy approach to sports by supporting school and diocesan athletic policy.
2. To facilitate the athletic program at Our Lady's Christian School through the committee structure.
3. To facilitate a group of Our Lady's Christian Schools parents whose purpose is to hold various fund raising activities. These fundraisers would be subject to the approval of the School Board in conjunction with the PTO.

The board consists of the Pastor/Associate and members of the Parish Family. For the 2009-2010 school year the board is in the process of updating its bylaws.

Any parent interested in being a member of the board must submit a letter to the board stating the reason for membership. The board will make recommendations to the Pastor, who has final approval. No board member will serve more than three consecutive two-year terms.

GENERAL PROCEDURES

ABSENCE/ATTENDANCE

Absence should be due to illness or an excused vacation. a maximum of ten days of cumulative lawful absences verified by parental notification are permitted during a school year. Absences beyond ten cumulative days require an excuse from a physician. Children should be kept home until they have totally recovered from their illness. Frequent absences may result in a conference between principal and parent. Absences that continue may result in a request for a doctor's excuse after any additional absences. Such absences will be turned over to the attendance office of the appropriate public school district. Teachers will strive to do their best to remediate students with frequent absences. There is no need to call school unless an absence exceeds one day. ***Students returning to school must present a written excuse signed by the parent or guardian on the day that they return to school. If no excuse signed by a parent has been turned into the homeroom the absence will be marked as an unexcused absence.*** Homework will not be issued the first day a child is absent.

TARDINESS - A student is tardy if he/she arrives in the homeroom after 8:30 AM.

If a student has a morning appointment before 8:30 AM, a note must be sent to the teacher the **previous** day; otherwise the student is marked tardy. **Please do not call the school office.**

SCHOOL HOURS

Preschool half day sessions: 8:30-11:00 AM and 12:30-3:00 PM for three-year-olds
8:30-11:15 AM and 12:15-3:00 PM for four-year-olds
All-day Preschool: 8:30 AM – 3:00 PM
Grades K-8: 8:30 - 3:05 PM

The building is open at 7:50 A.M. Students arriving before that time are to report to the Before Care Program located in the Parish Center for their own safety. Students are never permitted to stand in the gym hallway or gym unsupervised.

Adult supervision ends at 3:10 PM. Students are not permitted in the building unsupervised.

Car riders and bus riders enter school through the gym doors. When dropping off or picking up your child in the parking lot, please exercise caution and maintain a safe speed to insure the safety of all those on the property. If you need to enter the school, drop off, or pick up your child, please pull into one of the marked parking spaces. The entrance to the school should be left unobstructed at all times. ***PLEASE DO NOT PULL FORWARD INTO THE FIRE ZONE. THIS IS USED AS A SAFE WALKWAY FOR CHILDREN AND ADULTS.***

APPOINTMENTS

We will honor requests for students to leave the building for appointments during school hours. Please submit requests the day before the appointment. Your child will meet you in the school office. Please do not interrupt classes by going to the classroom. If someone other than a parent is picking up your child, please identify the person in that note. Students are to be picked up in the office for all appointments. No student is permitted to walk to his/her appointment.

When possible, efforts should be made to make appointments outside of school hours.

Students may be excused for funerals if an adult accompanies them.

BICYCLES

The school does not assume liability for the safety or security of bikes on the property. The school also does not have adequate space to store bikes in the event of rain. Fire regulations prevent bikes from being in the halls. A bike rack is located on the school property for use by the students.

BIRTHDAY TREATS

Students may bring a treat for the entire classroom to celebrate their birthday. New government guidelines require that all birthday and classroom treats meet federal nutritional standards. A letter explaining these guidelines will be sent home the first month of school. In addition, please do not send flowers, balloons, or other gifts to school on birthdays.

BleST (Building Level Support Team)

The Building Level Support Team is a process not a program. It consists of several teachers, the principal, guidance counselor and Act 89 personnel to support parents and teachers who have tried a variety of strategies in response to behavioral, instructional, social, and/or other concerns but the student has not shown improvement. The goal of the process is to help students meet success.

BUSES

All buses operate on the first day of school.

Bus riding is a privilege to those who abide by the rules for bus safety and courtesy. The rules call for children to remain seated on the bus and speak at a conversational level with the person sitting closest to them. They are only to get out of the seat when the bus reaches its stop. The aisles of the bus must be clear of book bags, etc. for safety reasons. Language on the bus should be respectful and courteous. Students should not throw anything on the bus or throw anything at the bus. No drinking or eating or cell phone use is permitted on school buses.

Please review the rules and policies frequently with your child. Let your child know what your expectations are for his/her behavior on the bus. Please remember that parents must pay for any damage done to the bus by their child.

Pupils eligible for bus transportation are given bus assignments by the transportation department. Due to insurance constraints, students in Millcreek Fairview, Girard, and Waterford may only ride their assigned bus. There are no exceptions.

City of Erie students in Grades kindergarten (all day)-8 qualify for a bus pass. Bus passes are not always available the first day of school, but City of Erie students may ride the bus without penalty until the passes arrive. Students who still do not have their bus pass by the end of the second week should have their parents contact the school office. City of Erie students must have a bus pass to ride the bus or must pay the current fare.

CAFETERIA

Weekly lunch or milk tickets are sold on the first day of each week in the kitchen.

Free and reduced lunches are available to those families who meet the eligibility guidelines issued by the PDE - food and nutrition section. Forms are found in the back-to-school packet mailed to parents at the start of each school year. Forms may be obtained throughout the year by contacting the school office. No child will be discriminated against because of race, sex, color, national origin, age, or handicap in the operation of the child feeding programs, if you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Parents who might qualify for this opportunity are encouraged to participate. All lunch tickets are identical and the names are confidential.

Students are to conduct themselves in the cafeteria as they would in their own dining room. Please discuss with your child the appropriate manners and courtesies that should be extended to other children and to those adults who work or help in the cafeteria. Students are not to leave the table until the supervisor informs them that it is

their turn. Students who deliberately harm dishes, silverware, or any property will be responsible for the replacement.

GLASS CONTAINERS ARE NOT PERMITTED TO BE BROUGHT INTO THE BUILDING OR INTO THE CAFETERIA FOR SAFETY REASONS.

There are no facilities or staff available to heat items brought from home.

Students who bring lunch from home are encouraged to design lunches around current nutritional guidelines.

CANADIAN COINS

Please do not send Canadian coins to the school or cafeteria. The banking institution the school patronizes will not accept foreign coins for deposit.

CONFERENCES

Parent/Teacher conferences are held once a year in grades 1-8. This gives both the teacher and parent the opportunity to exchange information that will benefit the child. Attendance at this conference is required of all families. Parents are encouraged to bring older students in grades 5 through 8 to attend the conference. Additional conferences are scheduled throughout the year at the discretion of either the parent and/or teacher.

Kindergarten conferences are scheduled twice a year.

DISCIPLINE

The essence of Christian discipline is self-discipline. A student must be free to choose one form of behavior over another and to deal with the consequences of that behavior. The purpose of any punishment is to help the child understand the responsibility for making poor choices. It is always meant to be corrective not punitive. The school provides each student with the maximum opportunity to acquire an education. Our students are encouraged to be loving and responsible members of family, church, community and world. No student has the right to interfere with this opportunity. School rules apply on the school grounds, going to and from school and at any event where our school is represented - regardless of location.

Students in grades 4-8 follow the school's philosophy of discipline, and have a specific discipline process.

Minor infractions are handled with a verbal correction, or a **Option I *first verbal*** warning. The student has the opportunity or choice to stop inappropriate behavior immediately. If the student chooses to continue the inappropriate behavior or if repeated infractions or a major infraction occurs an **Option II** will result. Space will be set aside in each classroom where the student will be isolated from the rest of the class. The student will be required to pay attention to the remainder of the class lesson and must fulfill its requirements. At home, the student will be responsible for completing an appropriate/acceptable Option II plan that must be signed by a parent and returned to school the next day. The student will review the plan with the classroom teacher. If the behavior does not change or a major discipline problem erupts, an **Option III** will be assigned and the student sent to the school office. The student forfeits the right to make up all missed work and is responsible for obtaining all information missed while in Option III. While in the office, the student will write an acceptable Option III Plan. The plan will be reviewed by the principal, the student and a parent before leaving school that day. If the student receives 3 Option II's or III's in any month (beginning with the first day of the month and concluding with the last day), he/she will receive an **Option IV (in-school suspension)**. *Any further Option II or III's in that month will result in an out-of-school suspension.*

An Option IV is immediate in-school suspension, where the student will spend the remainder of the school day in the office. Class work will be provided by the teachers. Option IV is reserved for the most serious of offenses such as verbal or physical abuse, intentional deception such as theft or cheating, or any situation the administration or the middle school team considers to be a serious violation of OLCS policy. Parents will be notified and a conference will be scheduled for the following school day.

Students are under the supervision of many teachers during the day. Each teacher will have his/her own requirements and students should understand these expectations and abide by them. Teachers will handle minor

disciplinary offenses with private conferences, corrective assignments, make-up work, home calls, and/or a referral to the principal.

EARLY DISMISSAL (Monthly)

School is dismissed at 1:30 PM on the second Wednesday of each month for faculty meetings. On early dismissal days, the Millcreek and Fairview buses DO NOT transport home, however they do transport to school. City of Erie and Girard buses DO transport students to and from school on these days.

ELECTRONIC/COMMUNICATION DEVICES

Students are not permitted to bring/have electronic/communications devices and/or games in school. This includes but is not limited to the following: Gameboys, cellular phones, walkie-talkies, radios, walkmans, and/or tape recorders. **Cellular phones and other electronic communication devices are not to be powered on, heard, used, or visible during school hours and must remain in bookbags during school hours.** Cell phones and similar electronic devices that are discovered powered on, seen, or heard by staff/faculty members during school hours will be confiscated. **Devices confiscated will be held until the parent can pick up the device at dismissal.** Students who allow electronic devices to become a distraction may face disciplinary measures beyond confiscation. *Students discovered to be in possession of such a device during a test may receive a grade of zero.*

EMERGENCY DISMISSAL

In the case of an emergency dismissal, the procedure is as follows: when either Millcreek or Fairview School District notifies us that they will be sending buses because schools are closing due to weather conditions, we will notify EMTA so that Erie buses can be sent as soon as possible. You will receive a call from Parent Broadcast giving you the information. If you arrive at school to take your child home, please report to the office. Do not go to the classroom. Information will be announced and your child will meet you at the office. Students who have permission to walk home will be dismissed to walk. All others will either be dismissed to parents or to their bus. **PLEASE DO NOT TAKE HOME ANY CHILD OTHER THAN YOUR OWN UNLESS THE PARENT IS INFORMED BEFORE YOU LEAVE THE BUILDING WITH THE CHILD.**

In cooperation with the Millcreek Township School District, OLCS observes a two-hour delayed starting time when severe weather conditions exist. The delayed starting time will permit school district officials to evaluate road and weather conditions before making a decision on closing school for the day. When the delayed start is initiated, all starting times will be delayed by approximately two hours. Because of the short morning session, there will be no A.M. kindergarten when the school opening is delayed. The school day will end at the regular time and the cafeteria will follow its standard operating schedule.

During the winter season, for any emergency parents will receive a special message from "Parent Broadcast" on days of inclement weather. "Parent Broadcast" is a telephone and email messaging service to quickly contact parents and guardians with urgent and non-urgent news. For any delays or school closings, you will receive a telephone call with the information.

EMERGENCY INFORMATION

An emergency information form will be sent home for each family. Please complete this form with accurate information and return to school as soon as possible. It is imperative that at least three persons are listed to contact in case of an emergency or illness if parents are not available. Remember to update your family's information as changes occur (i.e. phone numbers, addresses, employer etc.)

ENDOWMENT AND SCHOLARSHIP FUNDS

The Endowment Fund of Our Lady's Christian School has been established to maintain, implement and improve the educational facilities and programs and help insure the future of Our Lady's Christian School.

A portion of that money along with all money and gifts specifically pledged will be placed in the Scholarship fund. That fund is used to help defray the costs of Catholic education to those who are in a temporary financial crisis. It is not a permanent scholarship fund. Families experiencing such financial hardship are encouraged to immediately contact the Director of Advancement (838-7676 Ext. 45)

Any contributions to the Scholarship fund are gratefully accepted throughout the year. Gifts to Scholarship fund are made as memorial, anniversary gifts, as well as periodic contributions that some families make several times a year.

All money, property, and gifts received by this fund shall be used in such manner as the administrators of the endowment designate.

GUIDANCE COUNSELOR

The school has the resources of a guidance counselor several days each week. The counselor meets with groups of children as well as individuals. The counselor will also meet with parents. Should you desire to discuss your child with the counselor, please call the school office. If the counselor is unavailable the counselor will return your call as soon as possible. The counselor also coordinates the RAINBOWS program for children suffering loss through death, separation or divorce.

GUM CHEWING

Gum chewing is forbidden anywhere in or around the building at any time. This includes field trips or any activity sanctioned and supported through the school. Middle school student use of gum will result in an Option II.

GYM

No student is permitted in the gym before, after, or during school hours for any reason without adult supervision.

HEALTH SERVICES

The school has a part-time nurse who is present for 1 day of the school week. She is in charge of all health services. A health aide is present in the health room each day from 10:00-2:30 P.M. to assist with health care. In accordance with school health regulations based on State Act 404, health care services should be provided as follows:

1. Vision screening annually for every child.
2. Hearing screening annually for pupils in K, 1, 2, 3, & 7. In addition, screening tests will be administered to any other child referred by teacher or parent.
3. Height/ weight measurements and blood pressure are taken of all students yearly. Any deviation from normal is observed more frequently.
4. Medical examinations are scheduled to be done by the school physician with the school nurse assisting in Grades K and 6. The Requirement for physical examination may be met by returning the completed private physician form to the school nurse. Parents are notified the spring prior to exam.
5. Dental screening will be given to children who have not returned a completed dental form from their family dentist. The school dentist does dental exams in grades K, 3 & 7.
6. Scoliosis screening annually for all students in grade 7.
7. Special programs pertaining to health are arranged during the year by the school nurse.
8. Any medication your child needs will be given by the nurse. For prescription medication parent and physician must complete a permission form. Over the counter medication requires a parent permission form. All medication must be

in the original container and the dosage must be as stated on the container. This is the Millcreek School District's policy to which we adhere.

Basic school policy in situations involving illness or injury to children while under the jurisdiction of the school is as follows: 1. First aid rendered 2. Parents contacted 3. Child transported by parents to doctor's office or hospital. If parents cannot be contacted and the situation warrants immediate attention, the child will be transported to the hospital by calling 911.

Parents must recognize that no physician or hospital staff will begin treatment without the written consent of parents. School staff will remain present with the child until family members arrive.

It is also important to recognize that the school does not carry any type of insurance that pays the medical costs for students injured during the school day. Parents are reminded each August that if their own health insurance is not sufficient, to please contact the school office in writing and student health insurance packets will be sent to you. This is student health insurance for purchase through a national company. No student is permitted to have any type of medication on his/her person.

HOMEWORK

Homework is given to all pupils; however, it is not always given daily. It is intended to help students develop habits of work and study.

Approximate homework times are as follows:

Grade 1 – 20 minutes

Grades 2-3 – 30 minutes

Grades 4-6 – 45 minutes

Grades 7-8 – 60 minutes

Actual time spent on homework may vary from student to student.

Homework is not usually assigned over the weekend, over holidays, or on the evenings of Parent/Teacher Organization meetings. However, students in middle school may receive long-range projects in which work may be encountered during these time periods. If too much or too little homework is coming home with your student, please look at the required assignment pad. If necessary, contact the classroom teacher with concerns.

Homework may be issued when a student is absent for one day. Parents should request homework when calling the school to notify of a student's absence. If a student is absent for an extended period of time, parents are requested to either send a note to the homeroom teacher or contact the school office in the morning prior to 9:00 AM. All homework will be picked up in the office at dismissal unless it is to be sent home with another child. Please include in the note or phone call the name and homeroom of the student who is to transport the homework home. In grades 5-8 if a student is absent for a day, it is his/her responsibility to make sure the assignments missed are made up. Homework assignments are available on the teachers' web sites.

Should a student consistently have homework lasting beyond the child's attention span, a note should be written to the teacher and efforts made to resolve the situation. Many children have different working styles. It is not the school's goal to have the child working nonstop through the evening. The goal of homework is to reinforce skills or allow time to work on various projects. Each child in grade 3-6 has a homework pad, which is purchased in September. Each child in grades 6 -8 have an option to purchase an alternate pad from the Student Council. The homework pad is to assist the child and the parent with organizing work and checking for completion of assignments.

IMMUNIZATIONS

The certified School Nurses of Pennsylvania wish to remind parents of school age children, that all students in Pennsylvania in every Grade K-12 will be required to have a second Measles immunization (usually given as MMR) by September 1, 2006. Call the school nurse of Health Department (451-6777) for more information.

LEAVING THE PREMISES

Students are not permitted to leave school grounds during the school day unless accompanied by an adult (i.e.; dental appointment). Students attending after school activities are not permitted to leave the building and return without adult supervision. Written permission from the parent must be sent to the homeroom teacher if a student is walking anywhere other than home after school.

LIBRARY INFORMATION

The library of OLCS is the resource center for both teachers and students. The collection includes books, periodicals, encyclopedias and additional reference materials. The card catalog is automated, as are circulation procedures. The purpose of the library at OLCS is to support the school curriculum, reflect its philosophy, and motivate students to read for information, inspiration, and recreation. Each student receives instruction in library and research skills during scheduled library periods. The librarian and guest readers read aloud to the students, choosing poetry, seasonal literature, or personal choice. The library periods are also used to do research on classroom assignments. The card catalog computers are available for student use in research and for class work. Inappropriate use results in the loss of computer privileges.

In order to encourage responsible book care and prevent books from being permanently lost, all students are fined for overdue books, beginning in second grade. Most books and magazines can be checked out for a one-week period and may be renewed once; reference materials are available only for overnight borrowing. Students are responsible for the care of the books and magazines in their possession. The student must replace lost or damaged materials. After a specified amount of time past the date due, a replacement notice is sent to the student, and the lost book or magazine must be paid for before more books may be checked out of the OLCS library. Report cards may also be withheld until fines and lost books are taken care of in the library.

The library has a Birthday Book program, a way to share a child's special day with the school while enhancing the library collection. Call the librarian for information. Memorial books also add to the quality of the library holdings.

Volunteers are always welcome in the library. Please give the school a call and the librarian will be happy to utilize your talents in a variety of ways.

MEDICATION

Students may not have medicine in their possession. In order for school employees to dispense prescription medication, an authorization form must be signed by both parent/guardian and physician. Medications must be in an original container with written instructions indicating dosage and schedule. Non-prescription medication can be given without a physician's signature. No non-prescription medication can be given without a parent/guardian signature. **School personnel will not bear responsibility for administering antibiotics or over the counter medications.** There is a massive potential for error in timeliness of administration and accurate dosage. Keep in mind that the ordinary business of the office can make a non-emergency medical task impracticable.

eOLC

The electronic publication, eOLC is a weekly school wide newsletter. It includes news events from the classroom and school organizations. The newsletter is sent via email each Monday.

PARENT BROADCAST

"Parent Broadcast" is a telephone and email messaging service to quickly contact parents and guardians with urgent and non-urgent news. The telephone number identified is the schools and the message begins with "you are receiving a parent broadcast from Our Lady's Christian School." Each family's home phone number will be entered into the program. Information will be sent home at the beginning of each school year regarding changing or adding phone numbers.

PARKING LOT

Please observe the map on the last page of this handbook for morning drop off of children. In the afternoon cars should park in the lot toward St. Jude Church, not within the coned-off area or the aisles. Parking places are designated by the yellow lines.

RELIGION

Students enrolled at Our Lady's Christian School that are not of the Catholic faith receive a grade in Religion. The expectations are the same as for any other students. They attend all liturgical celebrations with their class and/or school.

REPORT CARDS

Kindergarten Students are given the diocesan checklist evaluation three (3) times a year. Formal conferences are held with parents twice a year.

Grades 1-6 Students receive report cards four (4) times throughout the school year. Parent/Teacher Conferences are scheduled in November.

Progress Reports (Grades 4-6)

All students in grades 4-6 receive a progress report midway through each quarter.

Honors (Grades 4-6)

Students may receive 1st or 2nd honors distinction based upon the report card grades. Students obtaining all A's or A's and one B and no 3's in effort and/or conduct receive 1st honors. Second honors are obtained by receiving all A's and B's with no 3's in effort and/or conduct.

Grades 7-8 (Three Semesters)

Students receive report cards three (3) times a year. Parent/Teacher Conferences are held in November.

Progress Reports

All students receive a progress report midway through each semester.

Honors

Students obtaining all A's with no 3's in Christian Spirit/Character Development/Conduct or Quality Indicators receive first honors.

Students obtaining all A's and B's with no 3's in Christian Spirit/Character Development/Conduct or Quality Indicators receive second honors.

SACRAMENTAL PROGRAM

Rite of Reconciliation: Grade 2 during Lenten Season

First Eucharist: Grade 3 in the Spring

Parents are expected to attend the Parent Sacramental Meetings as part of the child's preparation.

SCHOOL INFORMATION/PACKETS

All school related information will be sent home on Monday. On weeks when school is not in session on Monday, information will be sent home on the first day of the week that school is in session. Parents are asked to sign the folder and have the child return it the next day. School information is also available through eOLC in electronic format.

SCOUTING

GIRL SCOUTS

Girls age six and older may join grade level troops, which meet, from September through May in the activity room at OLCS. Information is handed out to students in the fall of each year. Parents needing additional information may contact the office, and will be put in touch with the scout coordinator.

BOY SCOUTS

Cub Scouting is open to boys from age 8 through 10.

The Boy Scout program is open to boy's ages 11 through 18 years of age. This includes Grades 6 - 12. Meetings are held in the activity room at OLCS. Boys learn skills, love of nature, respect for God, and how to become future leaders of our country.

SPECIAL SERVICES

ACT 89 READING SPECIALIST

State funds under Act 89 provide an additional reading specialist for those in need of remedial services.

ACT 89 MATH SPECIALIST

State funds under Act 89 provide a math specialist for those students in need of remedial services.

LANGUAGE SPECIALIST

Speech and language therapy services are offered free of charge on school premises to students enrolled in nonpublic schools via the Act 89 Program of Northwest Tri-County Intermediate Unit #5. Act 89 provides a number of auxiliary services to students enrolled in nonpublic schools. At the beginning of each school year, the speech clinician conducts brief, group speech/language screenings involving the following students

- All students in kindergarten & first grade;
- Students requiring follow-up from previous screenings;
- Students enrolled in the therapy program the previous year; and
- All new students to the building.

Parents will be notified of the screening results only if it is determined that the student requires a more in-depth evaluation or enrollment in the therapy program. Written parent permission will then be obtained prior to any further evaluation therapy.

PUPIL SERVICES

Act 89 funds also provide the services of a school psychologist, home-school visitor, and learning disabilities consultant. Should a parent or teacher express a concern about a child's learning ability or learning rate, a referral may be filled out and sent to Pupil Services. The school psychologist will contact the school and review the child's permanent record. The psychologist will meet with the student and evaluate the child's strengths and weaknesses. The psychologist will also contact the parents for their input. A meeting will be held with teachers and parents to discuss the findings and make recommendations. The recommendations will help all involved to increase the child's success in school. The home-school visitor's role is to insure continuity of communication between home and school. The learning disabilities consultant is brought in to assist parent and classroom teacher with utilizing appropriate materials and approaches for a child who has a defined learning disability.

STANDARDIZED TESTING

Diagnostic tests in the main subject areas of reading, language skills, mathematics, science, social studies, and study skills are included in the diocesan testing program. Students in grades 2-8 are tested each year using the Stanford 10. Students in Grades 3 & 6 are administered the Cognitive Abilities Test. The Cognitive Abilities Test measures the student's ability to perform schoolwork and gives a school ability index number to each student.

Scores of the Stanford 10 are also weighed against the child's performance in the Cognitive Abilities Test to try and obtain a true indication whether the child is working to his/her potential. The test results are used by the classroom teacher to assist in lesson planning and remediation and enrichment throughout the following school year.

Individualized student testing is also administered by Pupil Services. See section on SPECIAL SERVICES.

TELEPHONE/MESSAGES

The telephone in the school office is for business purposes. *We are unable to take messages for students unless it is an emergency.* Transportation arrangements should be made before the children arrive at school. It is difficult, and disruptive to the classes to deliver messages during the school day. Students are not permitted to call home to request forgotten items such as homework assignments, gym clothing, lunches, etc. However, there is no problem transmitting an emergency message to a student.

- Items forgotten may be brought to the office labeled with the student's name and grade. It will be delivered to the student as soon as possible.
- Please be aware of the teachers and students in the classroom. We respectfully ask you to refrain from standing in the hall to talk with teachers during the school day. The focus of a teacher's responsibility is the students. Teachers will happily meet with parents outside of classroom time.

TRANSCRIPTS

Students graduating from Our Lady's Christian School may request that transcripts (academic records) be sent to two schools without a fee. For requests for transcripts beyond two, there will be a \$10.00 fee per transcript.

UNIFORMS

Uniforms are to be worn on the first day of school. Those who wish to purchase new uniforms may do so at the Red Door on West 9th Street. Local department stores also carry navy and khaki dress slacks and some shirts and blouses.

Students are expected to be in full uniform each day. The PTO and the School Board have set the uniform policy and parents and students are expected to abide by the policy. If for some unusual reason, a child must appear in non-uniform clothing, the parent must send a note to the homeroom teacher. The child's alternative should be similar to the uniform.

ONLY OLCS LOGOS ARE PERMITTED ON ANY UNIFORM CLOTHING.

GIRLS' UNIFORM GRADES 1-8

JUMPER	(Gr. 1-5) Uniform plaid jumper (3" above the knee or longer)
SKORT	(Gr. 1-6) Uniform navy blue skort (3" above the knee or longer)
SKIRT	(Gr. 5-6) Uniform plaid skirt (3" above the knee or longer)
SKIRT	(Gr. 7-8) Uniform Khaki skirt (3" above the knee or longer)
SKORT	(Gr. 7-8) Uniform Khaki skort (3" above the knee or longer)
PANTS	(Gr. 1-6) Navy blue dress pants or dress corduroy (no jeans style) (Gr. 7-8) Khaki dress pants or dress corduroy (no jeans style)
SHIRT (NO LOGOS)	White collared long/short sleeve blouse White or navy blue, three button polo shirt (with or without banded waist) White or navy blue turtleneck All shirts should be a SOLID COLOR Clothing worn under uniform blouse or shirt must be PLAIN WHITE Shirts must be neatly tucked in at all times
SWEATER/SWEATSHIRT	Navy Blue vest or crew neck, v-neck, cardigan sweater

	Monogrammed navy blue sweatshirt or gray with plaid OLCS (Must be ordered through OLCS only)
SHORTS	(Gr. 1-6) Navy blue dress walking length shorts (3" above the knee or longer) (Gr. 7-8) Khaki dress walking length shorts (3" above the knee or longer) Option from May 1st – October 15th
HOSIERY	White or Navy blue Crew socks (Absolutely no "no show" or low top sport socks, socks with logos) Navy blue, or white tights (no footless leggings)
BELTS	Plain dark navy or black (Must be worn at all times on pants with belt loops)
SHOES	Dress or casual, dark color, closed toe and heel (no sneakers/athletic shoes)
JEWELRY	One simple thin chain necklace and/or bracelet One small pair hoop or stud earrings (no dangles) Simple rings All other jewelry is excluded
MAKE UP	No makeup is permitted
NAIL POLISH	Girls may wear clear nail polish ONLY.

BOYS' UNIFORM GRADES 1 – 8

PANTS	(Gr. 1-6) Navy Blue dress pants or dress corduroy (no jeans style) (Gr. 7-8) Khaki dress pants or dress corduroy (no jeans style)
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BOYS' UNIFORM GRADES 1 – 8 (CONTINUED)

SHIRT (NO LOGOS)	White button down oxford dress shirt, long or short sleeve
SHIRT (NO LOGOS)	White or Navy blue, 3 button polo shirt (with or without banded waist) Navy blue or white turtleneck All shirts should be a SOLID COLOR Clothing worn under uniform shirt must be PLAIN WHITE Shirts must be neatly tucked in at all times
SOCKS	White or dark color crew socks (Absolutely no "no show" or low top sport socks, socks with logos)
BELTS	Plain dark navy or black (Must be worn at all times on pants with belt loops)
SHOES	Dress or casual, dark color, closed toe and heel (no sneakers/athletic shoes)
SWEATERS/SWEATSHIRTS	Navy blue vest, or crew neck, v-neck, or cardigan sweater

SHORTS	<p>Monogrammed navy blue sweatshirt or gray with plaid OLCS (Must be ordered through OLCS only)</p> <p>(Gr. 1-6) Navy blue dress walking length shorts (3" above the knee or longer)</p> <p>(Gr. 7-8) Khaki dress walking length shorts (3" above the knee or longer)</p> <p>Option from May 1st – October 15th</p>
JEWELRY	<p>One thin chain necklace and/or bracelet, religious medal</p> <p>One small pair stud earrings</p> <p>Simple rings</p> <p>All other jewelry is excluded</p>

KINDERGARTEN UNIFORM

The Kindergarten uniform is the same as grades one through four. In addition Kindergarten students may wear navy blue fleece slacks and sneakers. Sneakers must have a closed heel.

GYM UNIFORM

All students in grades 1-8 wear the gym uniform for gym class. Kindergarteners are not required to wear gym uniforms. The new shirts are yellow Jerzees T-shirts with navy wording. The shorts are navy mesh shorts with a yellow "OLCS" on the left leg. Students also have the option of wearing PLAIN (absolutely NO LOGOS) navy mesh shorts.

ALTERNATIVE DRESS DAY DEFINITIONS

Dress-Down Day: Usually provided as a reward or on early dismissal days as a fundraiser for community/student council events. Students are permitted to wear street/casual clothes of their own choosing, wind and sweat pants are permitted, appropriate footwear (no flip-flops or Crocs/Croc-style shoes permitted) No pajama pants, short-shorts, spaghetti strap or strapless tops will be permitted.

Jeans Day: May be provided as a reward, community building day, or school associated event. Students may wear jeans and OLC colors or OLC tee shirt/sweatshirt and appropriate footwear.

Dress-Up Day: Assigned throughout the year for specific school events. Students are permitted to wear clothing a bit more dressy. No jeans, sweat pants or wind pants, sneakers, etc.

WEB SITE

Please feel free to visit our school website at www.ourladyschristian.com

VACATION

Since education is a sequential process, classroom instruction cannot be replaced. Therefore, parents may find that the quality of their child's work and their grades may decline when they are absent from school for vacation. The following procedure will be used for vacation requests:

1. All requests should be made to the school office.
2. Work will be assigned upon return from vacation. Students will be provided with an appropriate amount of time for the work to be completed following a parent-teacher conference.

3. Students will arrange with classroom teachers for tutorial time before or after school.
4. Quizzes or tests given during vacation dates are expected to be made up after consultation with the classroom teacher.
5. Long term projects, assigned prior to vacation, and due during vacation dates, must be handed in before a student goes on vacation.
6. Due to time restraints, students out of school during standardized testing will not be able to make up the tests.
7. Please try to schedule vacations around testing schedules that appear on the master calendar distributed each August.

POLICIES

REGISTRATION AND ENTRANCE POLICY

Registration is held in early spring for new families enrolling children in Preschool to Grade 8 students. Enrollment is open to active members of St. Jude, St. Julia and St. Andrew parishes. Students must have reached the appropriate age for the grade they are registering for by September 1st (ex: 3 year olds must be 3 by September 1 of the year they enter the preschool). Active membership is defined as those who attend Mass, contribute a minimum of \$6.00 a week to St. Jude and St. Julia parish, \$10.00 a week to St. Andrew parish and become involved in some aspect of parish and/or school life. Families unable to meet this commitment due to financial hardship are encouraged to contact the Pastor. The Pastor will make the final determination of parishioner or non-parishioner status. Openings are then available to non-parish students.

Non-parish families are welcome to become a part of the OLCS community. All students in the school are expected to participate in religion class and attend all religious activities with their classes. If there are more registrants present than openings, those with the most senior membership in the parishes will be admitted in the order of seniority.

NEEDED AT REGISTRATION:

(Students transferring into grades 3 and up must make an appointment with the principal prior to registering.)

1. Birth Certificate
2. Baptismal Certificate
3. Social Security Number (optional)
4. Immunization record verified by physician's office.

ACCEPTANCE OF REGISTRATION MATERIALS

All registration materials must be delivered to the office by the prospective parent.

- Date submitted to office: all registration materials will receive a time and date stamp.
- Preference is given in this order: parishioners with multiple siblings, parishioners with first-time registrants, non-parishioners, non-Catholics.
- Half-day preschool classes will be filled for the morning session first. Should additional classes be needed, an afternoon session will be opened.
- Half-day and all day preschool class size may be limited.
- Proof of parent custody must be provided where applicable: copy of divorce decree or court ordered separation agreement should be presented
- Per-family registration fee, checks made payable to "OLCS"
- Documentation of identified special needs if applicable.

TUITION POLICY

It is the objective of Our Lady's Christian School (OLCS) to provide an environment of quality Catholic education and to maintain a challenging curriculum that provides a sound foundation for further education. Meeting this objective requires the expenditure of considerable sums of money. The majority of this money is provided by student tuition and parish subsidy. This document defines the school tuition policy and all parents or guardians enrolling their children in OLCS commit themselves to the conditions specified in this policy.

- OLCS participates in the FACTS tuition program along with all the Diocesan schools. Tuition may be paid in full by July 15th or families must enroll in the FACTS program. Under the FACTS program tuition payments are made directly from either checking or savings accounts, for an additional fee. All information is confidential.

Transfer or Departing Students

Under certain circumstances, OLCS may accept a transfer student(s) or have a student(s) departing during the school year. Upon the acceptance of a transfer student(s) or upon the departure of a student(s), registration fees and tuition will be charged in accordance with the following:

- (1) If a student in K - 6 is admitted to OLCS at any time during the first semester, 100% of annual tuition and 100% registration fees will be charged.
- (2) If a student in K – 6 is admitted to OLCS at any time during the second semester, 50% of annual tuition and 100% of registration fees will be charged.
- (3) If a student in 7 – 8 is admitted to OLCS any time during the first trimester, 100% of annual tuition and 100% registration fees will be charged.
- (4) If a student in 7 – 8 is admitted to OLCS any time during the second trimester, 66% of annual tuition and 100% of registration fees will be charged.
- (5) If a student in 7 – 8 is admitted to OLCS any time during the third trimester, 33% of annual tuition will be charged.
- (6) If a student in K - 6 is departing OLCS at any time during the first semester, 50% of the annual tuition will be refunded.
- (7) If a student in K - 6 is departing OLCS at any time during the second semester, no tuition will be refunded.
- (8) If a student in 7 – 8 is departing OLCS at any time during the first trimester, 66% of the annual tuition will be refunded.
- (9) If a student in 7 – 8 is departing OLCS at any time during the second trimester, 33% of the annual tuition will be refunded.
- (10) If a student in 7 – 8 is departing OLCS at any time during the third trimester, no tuition will be refunded.

Families sign a tuition contract during the spring proceeding the upcoming school year. The tuition contract clearly indicates the financial requirements for enrollment at OLCS each year.

DRUG/ALCOHOL POLICY

Administrative Procedures in Dealing with Individuals Suspected of Being Under the influence of Illegal Drugs and Alcohol

The first person that discovers a student in possession of illegal drugs or alcohol shall follow the procedures recommended for dealing with the possessor or seller, which is outlined below:

Advisor, chaperone and teachers are to notify the principal and/or his/her designee.

RESPONSIBILITY OF PRINCIPAL

According to local school policy, in most cases the pastor will be notified.

The parent is to be notified immediately.

The nurse is to be notified immediately.

The principal should confiscate any illegal drugs, narcotics or “medicine” from the student for identification and the students’ possessions will be searched. Searching the students’ possessions must be done in the presence of another school employee.

It is extremely important that any illegal drugs which have been confiscated from a possessor, seller or distributor be kept under the control of the principal or his/her designee until transferred to the police.

The Juvenile Division of the proper police department or appropriate drug counselor should be contacted and the principal will assist the police in the investigation.

REPONSIBILITY OF NURSE

The nurse will determine what type of medical care is needed.

If emergency care is needed, call an ambulance, physician or transport pupil to nearest health facility.

ADMINISTRATIVE PROCEDURE IN DEALING WITH POSSESSOR, SELLER OR DISTRIBUTOR

School personnel, advisor and chaperone shall be responsible for informing the principal and/or his/her designee when a student is discovered selling, possessing or distributing illegal drugs.

The school personnel, advisor and chaperone shall make sure that the suspected possessor, seller or distributor does not have the opportunity to dispose of illegal drugs.

ACTION TO BE TAKEN

When the principal has determined that a student has been in possession or under the influence of alcohol and/or illegal drug(s), the student shall be suspended for 5-10 days. He/she will be referred to a trained and qualified drug and alcohol counselor for an assessment and evaluation. The results of the assessment/evaluation are to be made available to the principal with the full understanding that the facts will be held in confidence and used only to help the student overcome the problem.

A second offense will result in immediate suspension and/or expulsion.

This policy is in effect for any student found using, possessing, distributing or suspected of being under the influence of alcohol/illegal drugs while attending, as a participant or spectator, any school-sponsored event held at any location.

NO BULLYING POLICY

We, Our Lady's Christian School, recognize bullying behavior as any word, sign, or action that inflicts or threatens to inflict physical and/or emotional injury to a person's body, feelings, or possessions. Our goal is to create a safe school environment.

We pledge to:

- Establish a positive school climate where all are treated with respect
- Tolerate no bullying
- Intervene consistently in bullying behaviors by enforcing rules and consequences
- Empower students, staff, and parents to report bullying behavior

HARASSMENT POLICY/DIOCESAN

STATEMENT OF PURPOSE

It is the vision of our Church that "we must be people after God's own heart, bonded by the spirit, sustaining one another in love, setting our hearts on God's kingdom, committing ourselves to solidarity with those who suffer, working for peace and justice, acting as a sign of Christ's love and justice in the world." (Statement from National Conference of Catholic Bishops, "Economic Justice for All." Washington, D.C.: United States Catholic Conference, 1986)

Respect for the dignity and worth of each individual is a basic precept of the Catholic Schools in the Diocese of Erie. Each faculty member, staff member, student or other individual who is in a working relationship with the school is entitled to work or to attend school in an environment free from discriminatory practices, including sexual harassment, as well as harassment based on race, creed, color, age, disability or religion. All will be held to standards of conduct, which ensure that the school is free from sexual and other forms of illegal harassment. Although this policy primarily addresses the issue of sexual harassment by employees of the Catholic Schools Office or the individual schools and parishes, students are encouraged to report any complaints or concerns regarding harassment of any type by other students, to their teachers or school administrators for investigation and possible disciplinary action up to and including expulsion.

DEFINITION OF HARASSMENT AND SEXUAL HARASSMENT

The term "Harassment" refers to behavior that is not welcomed; that is personally offensive; and that fails to treat others with dignity and respect. The term "Sexual Harassment" refers to harassment, which is based on the gender of the offended individual. It includes unwelcome sexual advances; requests or demands for sexual favors; and other verbal or physical conduct, including but not limited to:

1. Situations in which submission to sexual conduct or requests/demands for sexual favors or is made—explicitly or implicitly—a term or condition of employment;
2. Situations in which submission to or rejection of such conduct is used as the basis for an employment decision or other evaluation, including grading;
3. Unwelcome touching; sexual or sexually explicit jokes or stories; pictures; drawings; gestures or language by employees directed at other faculty or staff, or directed at students;
4. Any conduct or communication which has the purpose or effect of substantially interfering with the work environment of other employees, interfering with a student's education, or creating an intimidating, hostile or offensive working or learning environment.

REPORTING AND INVESTIGATION

Allegations and complaints of any type of harassment must be reported as soon as possible. All such reports should be made in writing. In most instances, allegations and complaints of harassment should be made to the school principal. Any administrator or faculty member who receives an allegation or complaint of harassment must bring the information received to the attention of the principal **immediately**; failure to do so will result in disciplinary action, up to and including termination of employment. It is the principal's responsibility to report all allegations and complaints involving school personnel as either offender or victim to the Vicar of Education and Director of Catholic Schools for consultation and direction in investigating and resolving the matter.

Individuals alleging or complaining of harassment who feel that there is a legitimate reason why they cannot discuss the complaint with the principal or administrator of the school, should bring their allegations or complaints to the attention of the Vicar for Education and the Director of Catholic Schools **immediately** for investigation and resolution.

In the event that an allegation or complaint is substantiated, the school and the Catholic Schools Office will take such steps as it reasonably deems necessary to ensure that the harassment is stopped and that any offending parties are adequately punished for their behavior. In the appropriate case, this punishment may include termination of employment or expulsion.

FALSE REPORTING

Allegations and complaints of harassment are very serious matters and are not to be taken lightly. Any person who knowingly files a false allegation or complaint against another individual in an attempt to demean, harass, abuse or embarrass that individual will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion.

RETALIATION

Neither the Diocese of Erie nor the Catholic Schools Office will tolerate retaliation—including reprisals, intimidation, and/or increased or continued harassment—against any employee, student or other person who makes an allegation or complaint of harassment. Anyone found to have engaged in such retaliation will be subject to appropriate disciplinary action, including but not limited to termination of employment or expulsion.

PROTECTION OF CHILDREN/DIOCESAN

All diocesan employees and volunteers who work with children in any of its programs must have the Pennsylvania Child Sexual Abuse Clearance, the Criminal Record Check and their references checked. They must also sign a statement of compliance and be screened before they begin their ministry.

THREAT POLICY

Students need to understand that all threats of harm need to be taken seriously and evaluated carefully. The diocesan "Policy on Threats" is as follows:

POLICY GUIDELINES ON THREATS: WHEN STUDENTS MAKE THREATS OF HARM TO THEMSELVES OR OTHERS

The purpose of threat assessment is to assess the level of danger posed by the threat made and to determine the most effective plan of intervention for the child/ren who made the threat.

- Threat occurs – all threats of harm need to be taken seriously and evaluated carefully.
- Secure the situation – School response must start with common sense.
 - Safety of child/ren is the first priority
 - Call 911 if warranted for the safety of a child/ren.
 - Isolate child/children who made the threat; adult supervision is required

Notify the Principal – Assess the situation

- Notify law enforcement if warranted.

- Notify Superintendent of Schools and/or Vicar for Education and Pastor.
- Investigate and take appropriate action.
- Notify Parent (s)
- Document incident: date, time, and all action taken.

Assemble a Threat Assessment Team Meeting. A team approach must be employed. Depending upon the circumstances of the threat, people from the following list would be included: Pastor, Principal, teachers of child/ren involved, school counselor, law enforcement representative, outside agency/community resources if available, parent of child/ren involved.

Draw conclusions and make recommendations. Each threat of harm must be handled on a case by case situation. Determine severity of threat, continuation of school attendance and/or readmittance to school, if charges should be filed, liability issues for school, principal/pastor, and/or teacher. Determine recommendations that need to be made to the child/ren's parents (e.g., counseling, psychological evaluation).

WEAPONS POLICY

A student shall not possess, handle, conceal, or transport any object that can reasonably be considered a weapon. The weapon rule applies to, but is not limited to, any firearms such as: handguns, rifles, shotguns, any other exploding devices, any knife, razor, or other sharp cutting instruments that are capable of inflicting bodily injury, any chains, brass knuckles, bats, clubs, or other objects that are capable of inflicting bodily injury, any chemical such as mace, or any other object, device, or instrument that is of no reasonable use to a student at school and is calculated or likely to produce bodily harm and threaten the health, safety, and welfare of others. Furthermore, any student in violation of this policy may face penalties up to an including immediate suspension pending expulsion or lesser penalties as determined by the principal, depending on the severity of the infraction.

There is never, ever a reason or justification for bringing a weapon of any type to school. The safety of students, parents and staff will not be compromised.

DISCIPLINE

Any student who brings a weapon to school and/or on school property, or to any school sponsored activities, or while under the jurisdiction of the school, will be immediately expelled from Our Lady's Christian School and charges will be filed with the appropriate law enforcement agency.

INTERNET POLICY

The Internet Acceptable Use Policy states the appropriate use of the Internet at Our Lady's Christian School as written by the Catholic Diocese of Erie.

Students in grades 3-8 and their parents/guardians sign an Internet policy at the beginning of each school year, and are bound by the policy. Infractions of the policy will lead to suspension of use of the Internet.

SPORTS ELIGIBILITY POLICY (GRADES 5-8)

Education is the primary focus for students attending Our Lady's Christian School. Therefore, if any student neglects his/her academic studies or whose behavior is not conducive with the school's policy, will not be permitted to participate in school-sponsored sports or cheerleading. If a student receives a combination of two or more three's in effort or check marks in conduct (Grades 7-8 #'s 16, 20, and 26 Progress Reports or 3's in Christian Spirit/Character Development) the following will occur:

Procedure:

1. At the beginning of each season the list of those students participating in a sport will be given to the homeroom teacher.

2. Reports will be sent home with students at mid quarter reports and report cards.
3. If a student receives a report, they are on probation for the following two weeks. They may participate in practice and play in games.
4. After two weeks, a second report will be received indicating improvement or lack of improvement.
5. If a student receives another report after two weeks, the student will be ineligible to practice with the team or participate in a game.
6. After two weeks, another report will be sent home. If no improvement has been indicated, a student will be ineligible to play in that sport for the remainder of the season.
7. If a student misses any school time other than due to a scheduled appointment, they will not be permitted to participate in any games or practices on that day. This includes sports sponsored by another Parish or school that any of our students participate in. A student serving in-school suspension will be ineligible for practice or games for one week. A student who has been suspended from school will be removed from any school-sponsored sports.
8. Any racial slur uttered at an official or another athlete will result in the player being ineligible for the remainder of the season. This is a zero tolerance policy.
9. All aspects of the Diocesan and Our Lady's Christian School Athletic Policies apply.
10. If a student changes schools without moving domicile, that student becomes eligible to participate in the athletic program for his/her new school upon verification by the Principal and Athletic Director of the former school that the move is **NOT** for athletic reasons.

ATTITUDE AND CONDUCT

We expect our students to be courteous and respectful to their peers and all adults. Students are expected to cooperate with coaches. Participants and spectators should always show the utmost courtesy to visiting teams and their fans. Failure to do so may result in suspension from participation and/or from being present on the school property. The same applies when visiting other schools.

PARENT PERMISSION/PHYSICALS

All students who participate in the interscholastic sports and activities must have the signed permission of a parent or guardian. In addition, a doctor's physical (forms are found in the sports registration packet) must be completed before participation will be permitted in these activities. The school usually is able to provide inexpensive sport physicals in the fall of the year. One physical is good for all interscholastic activities throughout the year.

Students are also asked to contribute as part of the overall fee, an amount of money that goes towards a gift given to each volunteer coach listed on the diocesan roster.

SCHEDULES/TRANSPORTATION

Practice schedules and game times are set in advance and if changes become necessary students are notified in time to make arrangements. Parents are advised not to bring their child early for practices or games unless they are prepared to wait with them outside the building until the coach arrives. Children are not permitted in the building until their coach arrives. Parents are also advised to pick up their children on time, as adult supervision is not provided after completion of practices and games.

Any child who fails to follow school policy during these unsupervised times is subject to suspension or dismissal from the team.

PARENT EDUCATION AND BEHAVIOR

The goals of sports are enjoyment, skill development, team spirit and cooperation. We strive to keep these in proper perspective in the child's life.

Parent meetings are scheduled before each sport season begins and attendance at the meetings is required in order for your child to participate.

Parent presence at sporting and competitive events is a sign of support for their child and the team. Parents must remember that children are playing on both teams. Volunteer coaches are trying their best and deserve our appreciation and support.

INTERSCHOLASTIC SPORTS

FALL SPORTS

CROSS COUNTRY

Gr. 5-8

all students

FOOTBALL

Gr. 5-6

Gr. 7-8

J.V. Boys

Varsity Boys

TENNIS

Gr. 5-8

Boys and Girls

BASKETBALL

Gr. 5-6

J.V. Girls

WINTER SPORTS

BASKETBALL

Gr. 5-6

Gr. 7-8

J.V. Boys

Boys Varsity

Gr. 7-8

Girls Varsity

CHEERLEADING

Gr. 5-6

Gr. 7-8

J.V. Girls

Varsity Girls

SWIMMING

*To qualify must swim one length of pool

All students Gr. 1 - 8

WRESTLING

SPRING SPORTS

GOLF

All students Gr. 6-8

SOCCER

Gr. 5-6

Gr. 5-6

Gr. 7-8

Gr. 7-8

J.V. Boys

J.V. Girls

Varsity Boy

Varsity Girls

INTRAMURAL PROGRAMS

Intramural Basketball is a 5 week after school program for all students in grades K-3. The emphasis is on enjoyment and motor skill development through the practice of dribbling, running, and passing. This program is held in March.

SKI CLUB

The members of the ski club travel to Peek 'n Peak Recreation Center in Clymer, New York, each Friday directly after school for the contracted number of weeks. Students are provided with one hour of instruction based on their ability level. After the lesson the students have approximately three hours of free recreational ski time before returning to the OLCS parking lot. Membership is determined by the availability of seating on the bus beginning with the 8th graders. Attitude and behavior that does not follow school policy will be removed from the program at the discretion of the advisor. The price for the program is determined by Peek 'n Peak.

MAP OF PARKING LOT
For Morning Car Arrivals