



PARENT/STUDENT HANDBOOK

School Year 2016-2017

Our Lady of the Assumption School in Lynnfield, Massachusetts is a Catholic school that exists primarily for the total development of the student through spiritual growth and academic excellence. Only with the mutual support, cooperation, and encouragement of parents and faculty can the mission be fully realized in the life of the student.

In fulfilling our mission, we prepare the youth at Our Lady of the Assumption School to be concerned Christians and future leaders in our changing society. In accordance with this mission, we present the following philosophy:

- Lead others by our example
- Inspire others by our activities
- Faithfully follow the path of our Lord Jesus Christ
- Each of us will work together to benefit all of us

ADMISSION POLICY:

New students will be admitted to Our Lady of the Assumption School in the following order:

1. Siblings
2. Parishioners OLA/SMG Collaborative
3. Other Applicants

ADMISSION REQUIREMENTS:

1. Students entering OLA are required to submit birth, baptismal and health records.
2. Immunization data on the child's health record must be up to date.
3. Children entering the 3 year old preschool must be 3 yrs. old and potty-trained by August 31st of the year they begin or 4 yrs. old by August 31st to enter the 4 year old program. Children entering kindergarten must be 5 years old by August 31st.
4. New admissions require an interview, a placement test, and a copy of the most recent report card.
5. Parents/Guardians must be supportive of the school's philosophy, and cooperate with administration and staff in matters pertaining to school regulations.
6. The ability to meet financial responsibilities must be demonstrated.
7. A commitment of time must be made to the PTO and other school-related activities in accordance with guidelines established annually by the PTO and School administration.
8. Students must cooperate with school regulations and to conduct themselves in a manner befitting a learning environment and self-discipline.

NON-DISCRIMINATORY ADMISSIONS POLICY:

1. Our Lady of the Assumption School does not discriminate on the basis of race, color or national origin.
2. Scholastic aptitude is not the sole determinant of our admissions policy; however, the student applying must have successfully completed the previous grade.
3. OLA will collaborate with parents and faculty to determine the learning needs of the student as it pertains to acceptance in relation to the resources OLA is able to provide.
4. Non-Catholic applicants are accepted upon their agreement, and that of their parents, to attend religion classes and religious activities conducted in the school.

ACADEMIC AND ASSESSMENT POLICY: *Updated for upcoming school year*

The RCAB adopted a new standardized assessment, NWEA (Northwest Evaluation Assessment) MAP that Our Lady of the Assumption School will administer the this year in accordance with the Archdiocese to students in grades 1-8 on 3 different testing dates throughout the school year.

AIDS:

Our Lady of the Assumption School adheres to the Massachusetts school attendance policy with regards to Acquired Immune Deficiency Syndrome.

ASBESTOS MANAGEMENT:

Our Lady of the Assumption School has complied with Archdiocesan and state recommendations regarding the removal of all exposed and friable asbestos. A Management Plan for asbestos monitoring is on file in the school office.

ATTENDANCE POLICY:

7:45 a.m. students are picked up from cafeteria

7:45 a.m.-7:55 a.m. students prepare for first class period

7:55 a.m. morning prayer and announcements

***Students arriving after this time are considered TARDY**

8:00 a.m. first period class begins

11:10 a.m.-12:50 p.m. lunch periods and recess

11:30 a.m. Preschool Half Day dismissal

2:25 p.m. Preschool and Kindergarten dismissal

2:40 p.m. afternoon prayer and announcements prior to dismissal

2:40 p.m. 1st dismissal: bus, first floor, siblings and carpools

2:50 p.m. 2nd dismissal: second floor

EARLY RELEASE:

Dismissal for early release days will follow this procedure:

- 11:30 a.m. for Preschool and Kindergarten
- 11:50 a.m. for first dismissal: bus, 1st floor, siblings and carpools
- 12:00 p.m. for second dismissal: 2nd floor
- Attendance is as important on these half days as any other day.
- There is no After School Program on these days.

EXTENDED DAY:

Before School starts at 6:45 a.m.- 7:15 a.m. for a fee. Regular drop-off 7:15 a.m. – 7:45 a.m.

After School start at 2:30 p.m. for Preschool and Kindergarten, 3 p.m for 1-8th Grade.

ABSENCES:

1. Absence calls should be made to the Nurse's extension at 781-599-4422 ext. 4 before 7:45 a.m. on the day of the absence.
2. **Excused absences** are those absences that are **documented** by a note from the student's treating physician, or are kept at home by the parent/guardian due to illness with **a note** documenting the illness upon the students return.
3. **Unexcused absences are family vacations and appointments** that are made while school is in session. The school is not responsible for providing school work prior to unexcused absences. **Parents/guardians are responsible for seeing that the student is taught any concept presented during an unexcused absence.** Students must return to school from unexcused absences prepared to take tests/quizzes missed, as well as complete class work, and homework assignments.
4. Excessive absences and/or dismissals may contribute to a drop in academic grades; result in an incomplete mark on report cards; need summer school instruction or private tutoring, or require retention.
5. **Seven (7)** or more absences in a quarter may result in a student failing for that quarter.

TARDINESS:

- Students are tardy when he/she is not in their classroom by 7:55 a.m. If you arrive at 7:55 a.m. or later, you are required to drive around to Grove Street and enter through the front doors. Your child will not be permitted to enter through the cafeteria doors.
- All parents and/or guardians and student(s) must report to the office. **YOU MUST SIGN YOUR CHILD INTO SCHOOL IN ORDER FOR THE CHILD TO ATTEND CLASS.**
- Each incidence of tardiness is entered into a child's permanent record. **Excessive tardiness may be questioned by the teacher and the administration.** Future school applications to the schools of your choice are subject to questions regarding tardiness on permanent school records.
- Excessive tardiness may generate written documentation from School Administration.
- Five (5) tardys in one quarter may result in a detention by the teacher or administration. Three (3) detentions due to tardiness may result in a suspension.

STUDENT DISMISSAL:

- Students who are to be dismissed early must have a note from a parent/guardian which informs the school of the reason for dismissal.
- Students may be dismissed only after parent/guardian signs the dismissal log in the nurse's office.
- Parents will be contacted by the school if dismissal is necessary due to illness. **Children who are ill may not remain in school. Please keep your children home if they complain of not feeling well before school.**
- It is the responsibility of the parent/guardian to make arrangements for someone to come and pick up the child.

CLASSROOM VISITATION AND COMMUNICATION:

- **NO PARENT/GUARDIAN may enter the school through the cafeteria doors to deliver lunches, projects, or homework assignments to the classroom.**
- ALL VISITORS, including family/friends of students, must use the front door, report to School Office and sign in and receive a visitor pass.
- Parents/Guardians that have a **scheduled** conference with a teacher or has a child with a physical disability may accompany their child to the classroom.
- Monthly communication will be posted on the OLA website. It is the parent's responsibility to check the website on a regular basis.
- Teachers will meet with parents/guardians upon request. It is important that there be complete cooperation in authority between parents and teachers.
- It is important to withhold judgment on what appears to be a problem or grievance until you receive all the facts from the proper person.
- A request for an appointment with the principal may be made by phone or in writing, **only after the problem has been discussed with the classroom teacher(s) first.**
- Please see Parent/Teacher Communication (Appendix D).

FAILURE GRADE - Grades 3-7:

- Any child who fails any major subject(s) for the year must attend an accredited summer school or be tutored by a certified teacher for an amount of class time equal to that of an accredited summer school.
- At the end of the school/tutor period, the student must have passed the failed subject with a C (75-79) in order to be promoted.
- The certified tutor must submit the test portfolio and make-up work to the school along with a written report of the student's progress.
- Any student who fails **three or more major subjects may be retained.**

GRADUATION/PROMOTION:

- All students have the opportunity to succeed at Our Lady of the Assumption School.
- Parents/guardians will be notified if a student isn't meeting grade requirements by the 3rd Quarter Report Card.
- Promotion and graduation may be granted upon the successful completion of all required subject matter.
- All financial obligations such as tuition, graduation fees, athletic fees, etc. must be fulfilled prior to graduation.
- The 8th grade graduation fee is \$175.00 and includes the following:
 1. Cap and Gown Rental
 2. Yearbook
 3. Diploma
 4. Banquet/Dance
 5. Graduation pictures
 6. Class gift
- 8th grade students have the opportunity to participate in the class trip to New York City in May. Dates and costs will be discussed at the 8th grade parent meeting.

HEALTH OFFICE:

- **No medication** will be given to a child without a signed consent form and a signed order form from a physician on file in the nurse's office.
- Students who require any over the counter medication ("OTC") must bring in their own OTC medication in the **original package and with a signed order from a physician.**
- Our Lady of the Assumption School will **not** supply any over the counter medication such as Acetaminophen, Advil, Tums, cough drops, etc.
- All efforts should be made to medicate your child before school.

HOMEWORK:

- Grades of projects and/or long term assignments may be penalized for each day beyond the due date.
- All students are expected to participate in class assignments, projects, and homework and to complete all assignments as required by the teachers.
- Report card grades are a combination of test marks, homework, projects, class assignments and participation.
- Homework is not a reward or a punishment. It is a necessity to **reinforce, supplement, and strengthen** skills.
- Parents should not only inquire about assignments but also help their child evaluate the quality of work they will be returning to school.
- Incomplete assignments, assignments not done, and missed assignments may affect the student's grade and effort in that academic area.
- Homework assignments should be written in the assignment book provided by the school for grades 3-8.

PHONE CALLS:

- Arrangements for after school activities and transportation must be made **BEFORE** coming to school in the morning. Students **WILL NOT be permitted to call home for forgotten materials, assignments or to make personal after-school activities with friends.**
- Cell phones or pagers **MUST BE TURNED OFF when in school and kept in the student's backpack.** If a student uses the cell phone without permission, it will be taken away and the parent/guardian must pick the phone up from the office. **Detention and possible suspension may result from cell phone use, taking photographs by cell phone or camera without permission.**
- If you need to get a message to your child, it would be helpful to do it as early as possible in the day. Incoming calls at dismissal time can be disruptive as it is the busiest time of the day and messages could be missed.
- **A child who is going home with someone else must bring a note to school that day.**

PARENT/VOLUNTEER SERVICES:

- Through volunteering, each family provides valuable services to Our Lady's School, which would otherwise increase the cost of operation, and in turn, cause higher tuition rates. Service can be provided in the following areas:
 - **Recess duty**
 - **Kitchen/Lunch Help**
 - **Library**
 - **PTO**
 - **Various fundraiser committees**

SCHOOL CANCELLATIONS:

- You will receive a message via the MyStudentProgress (MSP) system.
- If it becomes necessary to close the school due to severe weather or any other unforeseen circumstance, you will receive a message via the MyStudentProgress (MSP) system. The following television stations may also list the school closing: WHDH - Channel 7 Boston, WBZ - Channel 4 Boston, Fox News 25 Boston.
- In most cases, we follow the Lynnfield School Department.
- There are occasions when Our Lady of the Assumption uses its own judgment regarding delayed openings or cancellations.

TRAFFIC REGULATIONS:

- Please park in the lot assigned to your town.
- **Please STAY IN or BY YOUR CAR during dismissal. DO NOT LEAVE your car and block the movement of car lanes.**
- Teachers are on duty to cross the children. Please follow their directives.
- **No one is permitted to park in the street during dismissal times.**
- **Students WILL NOT be permitted to walk to cars before the large CROSSWALKS painted on the ground.** You must wait patiently until your car passes this line before your child can walk safely to you.
- **YOUR COOPERATION ensures the safety of ALL OUR CHILDREN.**

DISCIPLINARY CODE:

At Our Lady of the Assumption School we strive to teach students self-discipline. We also teach that actions have consequences, some more serious than others. All students are expected to follow the directives of anyone in charge, whether it is a teacher or another designated adult, and to respond with courtesy. By law we are obligated to address any issues of harassment or bullying that is brought to our attention. Classroom discipline is the responsibility of the teacher and is handled at the discretion of the teacher.

CHEATING:

Honesty and integrity are the foundations of solid Christian character. These virtues are expected of all our students. Cheating on any test, quiz, homework or project will not be tolerated. A **zero** will be given and parents/guardians will be notified. Plagiarism IS CHEATING, therefore, it will be treated as such. First offenses in cheating will result in a DETENTION. Repetitive cheating may result in suspension or a more serious consequence such as suspension and or expulsion.

GUIDELINES OF BEHAVIOR

(misbehavior may incur serious consequences)

CAFETERIA:

- **Peanut products and any other products containing NUTS are NOT allowed in school** under any circumstances due to severe allergies experienced by many of our students. As manufacturers are always changing their labelling, parents are encouraged to read product labels before sending food items into school for lunch or snack. No homemade baked goods are allowed.
- Students are asked to enter the cafeteria quietly and orderly and to take assigned seats.
- No one should touch the food or drink of another student without the permission of the other student.
- Each student is responsible for cleaning his/her own eating area.
- **Parents are not to bring special lunches into the cafeteria (fast foods, Wendy's, McDonalds, etc.).** It is unfair to the other children who can't receive these treats.

STUDENT:

In order to maintain a proper learning environment inside the building, students are asked to exercise self-discipline and self-control in the following ways:

1. Walk so as not to disturb others.
2. Show respect for all faculty and staff.
3. Respect each individual's rights and possessions.
4. Cooperate and participate in classroom activities with a healthy attitude and self-control.
5. Walk on right side of corridors and stairways.
6. Adhere to proper uniform and dress code (see Dress Code Policy).
7. Exhibit proper safety behavior.

DETENTION:

The school reserves the right to issue detentions for the following offenses and may result in suspension:

1. Leaving school, classroom, or recess yard without permission.
2. Threatening, intimidating or causing bodily harm to any person; this policy includes verbal and physical bullying and harassment.
3. Use of obscene language, gestures or possession of materials of pornographic nature.
4. Refusal to obey persons in authority in the school.
5. Forging a parent/guardian signature results in an automatic zero for that particular assignment.
6. Cheating is an automatic detention and zero on that assignment.
7. Lying
8. Misbehavior in church, class, assembly or on school property.
9. Unwanted or threatening touching of another student.
10. Inappropriate behavior on class field trips.
11. Excessive Tardiness.

Detentions will be held at the discretion of the teacher or principal from 3:00 p.m. – 3:30 p.m. Parents will be notified in writing at least one (1) day in advance with the option of one or two different dates. If a student is not picked up by 3:30 p.m., they will be sent to the After School Program and you will be billed accordingly.

SCHOOL SUSPENSIONS:

Suspensions are issued for:

1. Deliberate insubordination.
2. Bullying or fighting in class or on school grounds.
3. Leaving school property without permission.
4. Stealing (restitution of the property stolen or monetary equivalent will be expected).
5. Truancy
6. Persistent violation of school rules.
7. Deliberate destruction of school property (monetary restitution for the damage will be expected).
8. Smoking - any student caught by school personnel smoking or possessing cigarettes or any other tobacco products while on school property or while participating in any school function will be suspended immediately.
9. Persistent/chronic disturbance anywhere on school property.
10. Inappropriate cell phone or internet usage, cyber-bullying, texting or instant messaging.
11. Pulling a false fire alarm.
12. 3 Conduct or 3 Dress Code violation slips in one year (at Principal's discretion).
13. Any other inappropriate behavior deemed unbecoming of an OLA Student per Principal's discretion.

Parents/guardians are required to attend a conference with the principal should a suspension occur. The student will not be re-admitted to class prior to the conference.

EXPULSION:

Expulsion is issued for the following:

1. Physical violence or use of any type of weapon or object used as a weapon.
2. Any student who communicates a bomb threat, threatens any member of the school community, vandalizes the property of any member of the school community, or brings a weapon or weapon facsimile to school or a school function will be subject to expulsion and the notification of the proper authorities.
3. Alcohol and drugs. Any student using or possessing alcohol or drugs while on school property will be subject to expulsion.
4. 2 Suspensions may result in Expulsion.
5. Inappropriate or abusive Internet use or Social Media. ie Facebook, Twitter, Instagram, etc...

PROBATION/ BEHAVIORAL CONTRACTS:

- Probation/Behavioral Contracts may result from frequent violations of school regulations, suspensions or other behaviors that indicate a continued lack of cooperation with school policies.
- Probation/Behavioral Contracts may lead to expulsion.

FIRE DRILLS AND LOCKDOWN:

- Absolutely no talking during fire drills.
- A fire exit sign is posted in each room.
- Students are to leave the classroom as quickly as possible, and listen for any instructions from the adult in charge. The last student to leave the room closes the door.
- If an exit is blocked, the first students to arrive should raise their arms above their heads and turn around. The adult in charge will redirect the students to the next nearest exit.
- Every drill should be treated as an actual emergency.
- Everyone in the building must vacate the premises.
- Lock-Down drills will be practiced – Get Silent, Get Small.

CRISIS PLAN:

A crisis plan has been formulated in case of any outside threat to the school or the safety of the students. OLA's first responders are the Lynnfield Fire and Police Departments. The school will be notified if a situation occurs in close proximity to the school grounds or building by the Lynnfield Police Department. In case of such an emergency parents will be notified via the MyStudentProgress (MSP) system. You are strongly requested to follow the information provided in that notification. All teachers and staff will follow the necessary procedures to keep your children calm and safe.

Our Lady of the Assumption School has adopted COPsync 911, which is a "Real-time threat alert system" that immediately connects the staff of a building under potential threat with the five officers closest to the building's location.

COPsync911 takes school security to a new level. If under potential threat, the school opens an immediate and direct real-time connection with the law enforcement officers closest to the threat location.

With COPsync911 faculty, staff and administration click an icon (on laptop and iPhones) to open a real-time connection with the closest law enforcement officers and 911 dispatch. Officers can send an immediate reply message letting the sender know they are on their way.

- Immediate alert to dispatch **and** law enforcement
- Get officers **on scene faster**
- **Live** chat between officers, dispatch **and** threat environment
- Access to a **building sketch** of threat location(provided by OLA)

OTHER

EXTRA CURRICULAR ACTIVITIES:

Participation in all extracurricular activities is subject to behavior and academic standards. Refer to the Academic Eligibility for Sports Policy (Appendix A). Please note there is a fee associated with certain program listed below.

EXTENDED DAY PROGRAM: For students in grades Pre-K3-8th grade, information and registration forms are available on the OLA website.

BASKETBALL: 2 teams for boys and girls respectively. Junior Varsity (grades 5/ 6) Varsity (grades 7/8)

CHEER LEADING: There are 2 teams for girls. Junior Varsity, grades 5 and 6. Varsity grades 7 and 8

DRAMA: Two performances a year: Fall play and Spring Musical. For students in grades 5-8

ENRICHMENT PROGRAMS: Various programs are offered through the course of the school year for a fee.

FALL CROSS COUNTRY: For students in grades 5-8

NATIONAL JUNIOR HONOR SOCIETY: For students in grades 7-8

SPRING TRACK: For students in grades 5-8

STUDENT COUNCIL: For students in grades 5-8

RECYCLING CLUB: Green Team is for students in Grades 5-8

INTERNET USE:

Our Lady of the Assumption School has access to the Internet which can be used by students and teachers. Before any student can use the Internet, **EACH STUDENT must READ and UNDERSTAND and the Responsible Use Policy.**

LIBRARY:

Each class has one Library period a week. Students may use the Library for reference work when the Librarian is present. You are required to pay for lost or damaged books; the cost will be determined by the Librarian. Parents will be notified of Library violations.

NUT DAYS:

'NO UNIFORM TODAY' days are for dressing appropriately and conservatively in style and color. You represent your school and family by what you wear. STUDENTS MAY NOT WEAR: short shorts, oversized shorts, pants or shirts; tops that show bare skin at waist; strapless, tube or halter tops; tops with spaghetti strings; low rise pants or shorts; sport tee shirts or tank tops. No flip flops or backless shoes. No work boots are allowed. Refer to the Dress Code Policy – Appendix B.

PARENT/TEACHER COMMUNICATION:

Please see Appendix D.

PHOTOGRAPHY/VIDEOGRAPHY:

During the school year, there are many opportunities to publicize the events and accomplishments of OLA students and the OLA school community. Sharing our successes with the public can be done through newspaper, church bulletin, television, school publications, Internet and in particular, the class yearbook. We would like to continue to spread the good news about Our Lady of the Assumption School, however, in order to do this, we require your permission to photograph or videotape your child(ren) for this purpose. **Please sign permission form on website, under Mandatory School Forms.**

TUITION:

Please read the SMART Tuition Agreement provided by the OLA Finance Office.

As a friendly reminder, The Family Fundraising Commitment is important and mandatory.

OLA reserves the right to withhold Student Report Cards/School Records due to delinquent family accounts.

UNIFORM POLICY:

All students are required and expected to be in full uniform while on school property. Disciplinary action will be taken for any student who is improperly dressed. Excuses will not be tolerated. Refer to the Dress Code – Appendix B)

PLEASE NOTE: Our Lady of the Assumption School reserves the right to amend its Parent/Student Handbook at any time during the school year. You will be notified of changes via MyStudentProgress (MSP) and the OLA website (www.olalynnfieldschool.com).

Appendix A

Academic Eligibility for Extracurricular and Sports Program

At Our Lady of the Assumption School, we hold our students to the highest of academic standards in the classroom as well as on the athletic field. Participation in extracurricular programs (i.e., drama) and athletics at Our Lady of the Assumption School **is a privilege and not a right**. We need to hold our Students/Athletes accountable for their actions in the classroom. In keeping with these high academic standards, **ALL** Students/Athletes are expected to keep a certain average in **ALL** of his/her classes in order to be eligible to participate in OLA sports.

All Students/Athletes must maintain a C average (one C- will be accepted) in **ALL** subject matter (including: Religion, Gym, Music, Art and Spanish). Those students who do not maintain the above mentioned average will abide by and adhere to the following sanctions:

- One (C-) - Will be acceptable and considered eligible. The Principal may meet with the Student/Athlete to discuss action plan to maintain and raise grades going forward.
- Multiple (C-s) - Will result directly in **Academic Probation**. The Student/Athlete **WILL** practice but **NOT** play in any games. The Student/Athlete may be required to turn in a weekly progress report where they must maintain a C average or better until the 1st progress report of that quarter. If at any time the Student/Athlete does not maintain that average, they may be required to stay on **Academic Probation**.
- (D- thru D+) - In any subject, the Student/Athlete will be placed on **Academic Probation** where the Student/Athlete **WILL** practice but **NOT** play in any games until the 1st progress report of that academic quarter. The Student/Athlete may be required to turn in a weekly progress report where they must maintain a C average or better until the 1st progress report of that quarter. At that time the Principal may use his discretion as to whether or not to reinstate the Student/Athlete.
- (F) - In any subject will be considered **Academically Ineligible** and the Student/Athlete will **NOT** be able to practice **OR** play for the quarter or the entire season. At any point during the quarter or season, the Principal may use his discretion as to whether or not to reinstate the Student/Athlete based on **MAJOR** improvements in academic performance.

Appendix B

OUR LADY OF THE ASSUMPTION SCHOOL UNIFORM

Purchase at JB Pride - 39 Cummings Park - Woburn, MA 01801 - Phone: 1-781-376-2071

The Our Lady of the Assumption School has three uniforms. Many components are monogrammed. The **required** uniforms are the *formal dress uniform* and the *gym uniform*. The dress uniform is required for Mass Days, picture days, concerts, and other days as announced, but it may be worn at any time. Sharp and polished, it is always appropriate. For students who prefer a more relaxed look, the casual uniform is listed under optional casual components.

GRADES K-4		
	Girls	Boys
Formal Dress Uniform <ul style="list-style-type: none"> • <u>Required Students K-8</u> • Must be worn on Mass Days, picture day and selected days throughout the year. • May be worn any day (except for gym). 	<ul style="list-style-type: none"> • OLA plaid jumper • white blouse • navy blue OLA monogrammed sweater or vest • navy blue knee socks or <u>tights</u> • black or navy blue dress shoes 	<ul style="list-style-type: none"> • Navy blue pants (No Shorts) • white oxford dress shirt • navy blue OLA monogrammed sweater or vest • navy blue tie • navy blue or black dress socks • navy blue or black belt • black dress shoes
Gym Uniform <ul style="list-style-type: none"> • <i>Required of All Students K-8.</i> 	<ul style="list-style-type: none"> • Gray OLA Monogrammed T-shirt or OLA Spiritwear shirt • Navy blue OLA gym shorts • Navy blue warm-up or OLA sweatshirt/sweatpants • Sneaker of choice 	<ul style="list-style-type: none"> • Gray OLA Monogrammed T-shirt or OLA Spiritwear shirt • Navy blue OLA gym shorts • Navy blue warm-up or OLA sweatshirt/sweatpants • Sneaker of choice
Casual Component/Options	<ul style="list-style-type: none"> • Navy blue pants or skort • light blue OLA monogrammed polo shirts/<u>new performance shirt</u> • ¼ zip monogrammed fleece • white socks/navy knee-high* • Navy blue or black belt • Black or navy blue dress shoes • Plain white or black sneakers (laced or Velcro closure) 	<ul style="list-style-type: none"> • Navy blue pants • light blue OLA monogrammed polo shirts/<u>new performance shirt</u> • ¼ zip monogrammed fleece • White or black ankle socks* (no logos showing) • Navy blue or black belt • Black dress shoes • Plain white or black sneakers (laced or Velcro closure)
Summer/Fall Options <ul style="list-style-type: none"> • <i>Start of school and end date determined by Principal</i> 	<ul style="list-style-type: none"> • Navy blue shorts or skort • light blue OLA monogrammed polo shirts • Navy blue or black belt • Plain white or black sneakers (laced or Velcro closure) 	<ul style="list-style-type: none"> • Navy blue shorts • light blue OLA monogrammed polo shirts • Navy blue or black belt • Plain white or black sneakers (laced or Velcro closure)

***Elite/tall socks AND socks with logos are NOT allowed except on gym or NUT days.**

During the cold weather seasons, students may wear their navy blue OLA monogrammed sweater, vest or OLA quarter-zip fleece during class for warmth if needed. A long sleeve white blouse or long sleeve light blue OLA monogrammed polo may also be worn as a casual option (grades K-4).

GRADES 5-8

	Girls	Boys
Formal Dress Uniform <ul style="list-style-type: none"> • <u>Required Students K-8</u> • Must be worn on Mass Days, picture day and selected days throughout the year. • May be worn any day (except for gym). 	<ul style="list-style-type: none"> • OLA plaid skirt • white blouse • navy blue OLA monogrammed sweater or vest • navy blue knee-hi socks or <u>tights</u> • black or navy blue dress shoes 	<ul style="list-style-type: none"> • Khaki pants • white oxford dress shirt • navy blue OLA monogrammed sweater or vest • navy blue tie (Gr. 5 & 6) or tie of choice (Gr. 7 & 8) • navy blue or black dress socks • navy blue or black belt • black dress shoes or Sperry's
Gym Uniform <ul style="list-style-type: none"> • <i>Required of All Students K-8.</i> 	<ul style="list-style-type: none"> • Gray OLA monogrammed T-shirt or OLA Spiritwear shirt • Navy blue OLA gym shorts • Navy blue OLA warm-up or OLA sweatshirt/sweatpants • Sneakers of choice 	<ul style="list-style-type: none"> • Gray OLA monogrammed T-shirt or OLA Spiritwear shirt • Navy blue OLA gym shorts • Navy blue OLA warm-up or OLA sweatshirt/sweatpants • Sneakers of choice
Casual Components/Options	<ul style="list-style-type: none"> • Khaki pants • navy blue OLA monogrammed polo shirts/<u>new performance shirt</u> • white ankle socks • Navy blue or black belt • Black or navy blue dress shoes • Plain white or black sneakers 	<ul style="list-style-type: none"> • Khaki pants • navy blue OLA monogrammed polo shirts/<u>new performance shirt</u> • white or black ankle socks* (no logos showing) • Black dress shoes • Navy blue or black belt • Plain white or black sneakers or Sperry's
Summer/Fall Options <ul style="list-style-type: none"> • <i>Start of school and end date determined by Principal</i> 	<ul style="list-style-type: none"> • Khaki shorts or skort • navy blue OLA monogrammed polo shirts • white ankle socks*(no logos) • Navy blue or black belt • Plain white or black sneakers 	<ul style="list-style-type: none"> • Khaki shorts • navy blue OLA monogrammed polo shirts • white or black ankle socks* (no logos showing) • Navy blue or black belt • Plain white or black sneakers

****Elite/tall socks AND socks with logos are NOT allowed except on gym or NUT days.***

During the cold weather seasons, students may wear their OLA monogrammed sweater, vest or OLA quarter-zip fleece during class for warmth if needed. A long sleeve white blouse or long sleeve navy blue OLA monogrammed polo may also be worn as a casual option (grades 5-8).

Note: Extra-curricular athletic apparel sold by the school Athletic Department, is not part of the uniform and may only be worn in class on NUT days (grades K-8).

DRESS CODE

The Our Lady of the Assumption school uniform helps everyone to recognize our students as members of our community, and contributes to the sense of cooperation, equality, and unity which is important to a Catholic school. The dress code is designed to ensure that *modesty*, neatness and pride in the Our Lady of the Assumption school identity are evident at all times. The intent of the dress code is to keep students appearance *modest*, simple and free from the distractions and competitiveness of brand name comparisons.

The dress code is also important for developing a sense of *modesty* and appropriateness. The school uniform represents proper attire at a Catholic school. All clothing worn in a Catholic school setting should be dictated by the virtue of *modesty*, at all times. This means that uniforms, as well as clothing worn on dress down days should fit properly. Items which are form-fitting, skin tight and hug the body are unacceptable. Clothing which is too tight, too loose, too short, too revealing, too provocative, or worn in a slovenly manner is never appropriate in a Catholic school setting.

The dress code is considered in force for all activities sponsored by the Our Lady of the Assumption School. This includes dances, social activities and sports practices – whether in an offsite facility or held after school on the property.

It is understandably difficult but not impossible for parents to find clothing today that meets the criteria of *modest*. Additionally, it is beyond the scope of this document, given the ever changing world of fashion, to list all the different types of clothing that do not fit the criteria for *modest* and *appropriate clothing*. As custodians of a proper Catholic education, the faculty and administration will be the sole determiners of the scope and intent of the dress code. Rest assured our definition of “*modest*” is quite conservative. By enrolling your children in Catholic education, you have accepted the responsibility of supporting and complying with the school policy.

Purchasing the Uniform

The uniform vendor is J. B. Pride Uniforms. All components - including shirts, pants, shorts, belts etc. must be purchased from J. B. Edward Uniforms. Clothing purchased from other vendors detracts from the UNIVERSAL appearance which constitutes a Catholic School uniform. Therefore, clothing which does not match the J.B. Pride Uniforms selections in style, color, or fit will be considered a violation of the dress code.

Closely examine your child’s clothing because clothing which does not match the J.B. Pride Uniforms selections in style, color, or fit will be considered a violation of the dress code.

JB Pride Uniforms is located at:

39 Cummings Park
Woburn, MA 01801
Phone: 1-781-376-2071
Fax: 1-781-376-2081

www.jbedwarduniforms.com

Please refer to the JB Edward Uniforms website for hours.

Appearance

- * All clothing should be clean, pressed, rip free, with buttons and hems intact.
- * Shirts and blouses must be tucked in at all times so that the waist band shows. No draping or blousing.
- * Items with belt loops require a navy blue or black belt.
- * No Makeup.
- * Clear nail polish only. No artificial or gel nails.
- * No tattoos. No body, tongue or brow piercing. No gauging. No earrings on boys.
- * One small ring. A wristwatch. Religious medals and small crosses.
- * *Girls only:* one pair of stud earrings or one pair of small hoops no larger than a nickel.
- * Hair:
 - * **Boys:** conservative cuts: bangs above the eyebrows, hair line may not touch or cover the ears, or touch the collar at the back of the neck. No carved designs, coloring, Mohawks, Fauhawks, etc. No trendy or extreme hairstyles.
 - * **Girls:** no bleached, dyed, streaked, striped, painted or colored hair. No feathers, beads or other trends. **Scrunchies and other head gear must be purchased through J.B. Edward Uniforms. All other hair accessories are not allowed and will be considered a Dress Code violation.**

Determining Proper Fit

Long pants should be the proper length: not so long as to puddle under footwear, and not so short as to hang above the top of the ankle. DO NOT USE “the finger tip test” to determine if a garment is too short. The guidelines for length are below.

To accommodate growth, all shorts, skirts and skorts should fall below the knee in September. When kneeling on the floor, the hem will hit the floor. As your child grows, the hem of the garment may not exceed three (3) inches above the knee when kneeling on the floor. Hems may be lowered for approximately \$15.00 at Broadway Tailoring. If the garment cannot be altered, a new one is required.

NUT Days = No Uniform Today

NUT days are held throughout the school year. These days can be for charitable fundraisers, theme days, rewards, or spirit days. They provide the children with an opportunity to wear something other than the uniform; however, students **MAY NOT** wear anything they please. The dress code still applies, and will be enforced. All tops must have some type of sleeve. No bare skin back, bust, belly, shoulders or underarms.

For emphasis: “Clothing which is too tight, too loose, too short, too revealing, too provocative, or worn in a slovenly manner are never appropriate in a Catholic school setting” and “it is beyond the scope of this document to list all the different types of clothing that do not fit the criteria for *modest and appropriate clothing in a Catholic School.*”

DRESS CODE VIOLATION POLICY

Students who violate the dress code policy will be sent to the office and issued notices which must be signed by parents and returned the next school day. The consequences for violating the dress code are as follows:

First Offense: A Uniform Reminder is issued to the student with a parent signature required. If a parent cannot bring a change of clothes to school to rectify the violation, the student will be provided with an appropriate uniform from the used uniform collection to wear for the remainder of the day.

Second Offense: The student will serve a detention within 48 hours. If a parent cannot bring a change of clothes to school to rectify the violation, the student will be provided with an appropriate uniform from the used uniform collection to wear for the remainder of the day.

Third Offense: The student will serve a detention within 48 hours, and will be ineligible to participate in the next scheduled NUT day. Parents will meet with an administrator.

Fourth Offense: The student will serve a detention within 48 hours. The parents and student will meet with administration. The student will be ineligible to participate in NUT days for the rest of the year, and may be placed on social probation which may include any or all of the following: removal from athletic programs, ineligibility to participate in non-academic activities such as the Monster Mash, the Amazing Race, field trips, and dances. **Specific to Grade 8:** Participation in class field trips; the Live Stations of the Cross; 8th grade trip to Pennsylvania; graduation banquet and ceremony are privileges, not rights. Participation in the aforementioned may be revoked at the discretion of the principal.

Continued violations of the Dress Code will be considered willful insubordination, and will be handled as such by the Administration. Insubordination is grounds for suspension or expulsion.

Appendix C

School Safety & Security

Our Lady of the Assumption School places a high priority on your child's safety. This information bulletin has been prepared to provide you with important instructions should there be an emergency at school. Please read the following information carefully and then save this sheet where you can refer to it quickly.

PARENT/GUARDIAN ACTION STEPS

Communication:

Verify that OLA has your correct home, work and cellular telephone numbers. Current e-mail addresses are also important.

Emergency Information Cards Student:

Verify that the information on your child's Emergency Card is correct. Be sure to specify the names of parents, guardians, and others who are authorized by you to pick up your child from school.

If your child has any medical conditions or requires medications, please speak with the school nurse. This information may be very important during an emergency.

In the event of a school emergency:

Please **DO NOT** come to school! If all parents descend on the school, motor vehicle traffic around the school will impede the movement of emergency vehicles.

Please **DO NOT** call the school! You will be notified via the MyStudentProgress (MSP) system – our automated telephone messaging service – with instructions on where to pick up your child.

EMERGENCY PROCEDURES

Evacuation

Students and staff will quickly exit the school building if there is a hazard inside such as a fire, bomb threat, or chemical spill.

Lockdown

Students are protected from an intruder within the school building by remaining silent and invisible behind closed and locked classroom doors. If the security threat is outside school, exterior doors will be secured but movement within the building will not be restricted.

Shelter-In-Place

Students are sheltered in the building when there is an airborne hazard outside the building. Airborne hazards may include chemicals released from a transportation accident.

We suggest you talk with your child about these procedures which will be practiced periodically during each school year.

All OLA emergency/crisis plans are in compliance with the 2015-2016

Town of Lynnfield Police and Fire Crisis Management Plan

Appendix D

Parent - Teacher Communication Contract

E-Mail Guidelines:

The Our Lady of the Assumption faculty and staff e-mails are published on the OLA website. Teachers and parents are encouraged to use e-mail as an additional mode of communication. However, the following guidelines must be followed when using e-mail to communicate. **E-mail communications which do not conform to these guidelines will be forwarded by faculty to OLA administration.**

Confidential information and/or sensitive information regarding any student CANNOT be sent via e-mail. E-mail may not be used as a means to discuss sensitive issues such as student performance, discipline, incidents, suspensions, or personal information about any person: faculty, staff, student, parent or other individual.

Prohibited uses of e-mail include:

- Discussing a child's behavior, progress, or other personal information (unless previously agreed upon in a face-to-face meeting as part of an education plan).
- Discussing issues regarding another student, critical issues that require an in person meeting, or a timely response.
- Explanation of homework, discussion of low test/quiz grades, or grade calculation.
- Sending or forwarding e-mail containing libelous, defamatory, offensive, racist, or obscene remarks, or graphics.
- Sending inflammatory e-mails.
- Sending e-mails not related to school activities, including advertisements, unwanted spam, messages or greeting cards.

In general, parents may anticipate a response from the respective teacher or an administrator within two-three school days via e-mail, telephone, handwritten note, or other appropriate form of communication at the discretion of the staff member. Bear in mind, the primary responsibility of teachers is the care and instruction of the children (students). Therefore, a teacher may not check or respond to e-mails while class is in session and as a result, e-mail is not an appropriate form of communication for matters which are urgent or otherwise time sensitive. Professional staff are not required to check e-mails on non-school days, including weekends and school vacations.

Parents are advised that e-mail is not considered private and that OLA does not guarantee privacy for electronic e-mail. Parents should exercise caution when sending and opening attachments in order to prevent the potential spread of computer viruses.

Teachers cannot be expected to meet with parents without an appointment. Questions concerning averages and effort/conduct grades should be directed to the teacher of that class and not to the Main Office. Your child should keep track of his/her grades and should be able to explain why he/she earned the grade they were given. Teachers ask that parents speak with their child regarding poor grades before contacting teachers. A meeting may take place with the parent and teacher before and only before and administrator may be requested to mediate. Our teachers work diligently grading papers, tests/quizzes, assignments, etc. to assure that a child receives the grade that he/she deserves.