

**PARENT/STUDENT**  
**HANDBOOK**

**2009-2010**

**75 Mendon Street  
Uxbridge, MA 01569  
(508) 278-5851  
FAX: (508) 278-0391**

Dear Parents/Guardians and Students:

***Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever present teacher in classes. He is the model of this faculty and the inspiration of all students.***

Welcome to Our Lady of the Valley Regional School! In choosing us, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This Parent/Student Handbook reflects the policies of Our Lady of the Valley Regional School. Please read this document carefully as a family and sign the attached agreement which states that you will abide by the policies of Our Lady of the Valley Regional School during the school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together we comprise a very special community of dedicated staff, devoted parents, and outstanding students. This is a wonderful family and we are blessed to have you as a member.

Most sincerely,

*Marilyn F. Willand,*  
Principal

# **Mission Statement of Our Lady of the Valley Regional School**

Our Lady of the Valley's mission is to create a learning atmosphere rooted in peace, love and justice that will inspire the school community to build the kingdom of God through service to others, in imitation of Christ.

## **Philosophy**

The educational philosophy at Our Lady of the Valley Regional School is a message and a mission. Its message proclaims the Risen Lord and His gift of hope and salvation for all. Its mission is to build, through charity, Christian leaders whose love and service will be Christ's witness before the world.

The purpose is to assist the parents in educating their children morally, intellectually, and physically, so that they are prepared to live happy and productive lives for God and neighbor.

## **Accreditation**

Our Lady of the Valley Regional School is accredited through the New England Association of Schools and Colleges (NEASC).

## **Admission Information**

### **Nondiscriminatory Policy**

Our Lady of the Valley Regional School admits students of any race, color and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Our Lady of the Valley Regional School:

1. Siblings
2. Alumni
3. Other interested students

At the time of registration, all new students in Grades 1-8 seeking admission to Our Lady of the Valley Regional School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- Health Records
- Birth Certificate (original)
- Baptismal Certificate (if applicable)
- Report Cards
- Standardized Test Results
- Record of IEP (if applicable)

Students applying for admission in Grades 1-8 must present a copy of the current report card and any standardized test results. These will be reviewed to determine whether the program at Our Lady of the Valley Regional will meet the educational needs of the students. An interview conducted by administration and teachers with the parent/guardian and student is part of the admission process for grades 4-8.

Testing in some academic areas may be held for new incoming students in Grades 4-8.

All new students will be given a trial probationary period in which to prove himself/herself both socially and academically. If during this trial probationary period there are any problems, a student may be asked to withdraw his/her attendance at Our Lady of the Valley Regional School.

## **Parent's Role in Education**

We, at Our Lady of the Valley Regional School, consider it a privilege to work with parents/guardians in the education of children because we believe parents/guardians are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of Our Lady of the Valley Regional School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and

others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Our Lady of the Valley Regional School, we trust you will be loyal to this commitment. During these formative years (PreK to 8), your child needs constant support from both parents/guardians and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents/guardians nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents/guardians and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home, or within the home, will only teach disrespect of all authority. If there is an incident at school, you as parents/guardians must make investigation of the complete story your first step. Evidence of mutual respect between parents/guardians and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

**Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming!**

## Parents/Guardians as Partners

As partners in the educational process at Our Lady of the Valley Regional School, we ask parents/guardians:

1. To set rules, times, and limits so that your child:
  - gets to bed early on school nights
  - arrives at school on time and is picked up on time at the end of the day
  - is dressed according to the school dress code
  - completes assignments on time
  - has lunch money or a nutritional bag lunch every day.

2. To actively participate in school activities such as Parent-Teacher conferences
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
4. To notify the school with a written note when the student has been absent or tardy
5. To notify the school office of any changes of address or important phone numbers
6. To meet all financial obligations to the school
7. To inform the school of any special situation regarding the student's well-being, safety, and health
8. To complete and return to school any requested information promptly
9. To read school notes, newsletters and check website and to show interest in the student's total education  
[www.ourladyofthevalleyregional.com](http://www.ourladyofthevalleyregional.com)
10. To support the religious and educational goals of the school
11. To support and cooperate with the discipline policy of the school
12. **To treat teachers with respect and courtesy in discussing student problems**

## **Non-Custodial Parents**

Please inform the school of the student's custody arrangements in cases of divorce at the start of every school year. OLV abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If a student is not to be released to a non-custodial parent, a court order indicating such must be on file in the school office. Custodial parents are asked to inform the teacher, **in writing**, if the non-custodial parent will be picking up the student on a given day, so that the teacher knows that both parents are aware of the arrangements.

# Parent Organization

The Parent Guild Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. All OLV parents are members of the Guild.

All notices that are to be sent out into the community require Principal approval. Nothing will be sent out without this approval.

## General Information

### School Hours Grades K-8

First bell will ring at 7:50 a.m. Start of School is 8:05 a.m. Dismissal will be at 2:20 p.m. Students not in their homeroom at 8:05 a.m. are considered tardy.

Preschool hours are 8:00 a.m. – 2:15 p.m. (Full Day)  
8:00 a.m. – 11:15 a.m. (Half Day)

At Our Lady of the Valley Regional School, we work in partnership with parents/guardians to enable each child to develop as an independent learner. Parents/guardians should allow their children to enter the school building on their own each morning. Various classes invite parent/guardian involvement or visitation on particular occasions.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. **Half day dismissals will be at 11:15 a.m. unless otherwise noted.**

Excessive tardiness will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the time the last bus leaves will be sent immediately to the After School Care program. Parents are charged the daily per child rate for using this program.

We will offer Before School Care (BSC) for all grades from 7:00 – 7:35 a.m. at a charge of \$3.00/student/day.

## **After School Care**

Our Lady of the Valley Regional School offers an After School Care Program every school day. No After School Care will be held on scheduled early release days or in the event of an early dismissal. The ASC program runs from 2:20 p.m. to 5:30 p.m. A \$1.00/minute fee is charged for students remaining in the program after 5:30 p.m.

**ALL** students should be registered for this program at the beginning of each school year, regardless of use. You never know when something will come up. Forms and rates for this program will be distributed at the beginning of each school year. Rates are determined by hours used.

## **School Office Hours**

The School office is open on all school days from 7:30 A.M. to 2:30 P.M. Summer hours are Monday – Thursday from 9:00 to 12:00 (noon.)

## **School Visitors**

School visitors (volunteers, parents, guardians, etc.) **must** report to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

We know it is convenient to just stop by your child's classroom but this is disruptive to the classroom learning and routine. Teachers will ask that you report to the office first.

## **Attendance**

**A student's absence from school interferes with his/her academic progress.**

When a student is absent from school, a parent should call the office by 8:05 a.m. each day of the absence. If a call is not received, the absence will be considered non-excused.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to inform the Principal with a written reason for the absence.

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent, a parent may call the school office before 9:00 A.M. to arrange for assignments, which may be picked up at the school office before 2:30 p.m.

Students may also make arrangements with classmates regarding assignments or receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No test or assignments will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

Excessive absences may be reviewed on an individual basis for a student to be retained in the current grade for another year.

### **Dismissals**

Students needing medical appointments during school hours require a written note by the parent/guardian. Parents/guardians are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for the day. **No student will be dismissed into the parking lot. PARENTS/GUARDIANS MUST COME TO THE SCHOOL OFFICE TO DISMISS THE STUDENT. We want to keep your child safe and need your help!**

## **Angel of the Month Award**

This award is given to one student in grades Kindergarten and 1, grades 2 and 3, grades 4 through 6, and grades 7 and 8, who exemplifies the spirit of the mission of Our Lady of the Valley Regional School.

Criteria:

- Spirit of reverence
- Academic effort
- Appropriate conduct
- Academic achievement
- Respect for others
- Integrity
- Evidence of service
- Exhibits leadership

The Principal takes recommendations for this award from teachers, parents and students.

# Academic Information

## **Curriculum**

The Diocesan curriculum guidelines, consistent with the Commonwealth of Massachusetts guidelines, are followed for the teaching of all secular subject areas.

Our Lady of the Valley Regional School offers students opportunities for growth in the following major subjects:

**Religion** - Catholic doctrine and tradition, Bible study, and social justice  
Liturgical Services are held once a month for the entire school community. Students in Grades 2-8 participate in leading the morning prayer.

**Language Arts** - Reading, English, Spelling, Vocabulary, Composition, and Appreciation of Literature

**Mathematics** - Grades K-6:                   Grade appropriate  
Middle School Academy:               Pre-Algebra and Algebra I

**Physical Education**  
Physical fitness programs appropriate for grades K-8

**Social Studies** - History, geography,

**Science** - General sciences

**Computer Literacy**                               Grades K-6  
Word processing, data base, spreadsheets, Web Design and integration with curricular subjects

**Foreign Language** - Spanish is taught once a week in grades PreK – 3. Students in grades 4 – 8 will have Spanish twice a week and will receive a report card grade the second and fourth term.

# Academic Reporting

## Grading Scale

### Grades 1-3

**E = Achieving Mastery**  
**P = Proficient**  
**M = Meets Expectations**  
**I = Improvement Needed**  
**H = Having Difficulty**

### Grades 4 – 8

**A = 100 - 90**  
**B = 89 - 80**  
**C = 79 - 70**  
**D = 69 - 60**  
**F = 59 or below**

## Report Cards and Parent Conferences

Progress Reports are sent out in the middle of each term for grades 4-8. Report cards are issued at the end of each quarter. **Parent conferences are scheduled twice a year.** Conference schedules are prepared and issued by the teachers well in advance of the scheduled date; every effort is made to accommodate parents' working schedules and to see that sibling conferences coincide. Parents requiring additional conferences during the school year are encouraged to make arrangements with individual teachers.

## Extra-Curricular Activities/Sports Policy

Extra-Curricular Activities are very important for the full development of the students. Students are encouraged to take advantage of the activities this school has to offer, such as basketball, cross-country, cheering, enrichment, etc.

However, students will not be permitted to participate in these activities if grades and attitude do not meet the school standards. Students who are not in school for a full day due to illness or who leave school early due to illness will not be allowed to participate in any after school activities (dances, plays, sporting events, etc).

Standards: Grades must be A, B, or C, in major subject areas. Grades in minor subjects and skills master rubrics must be S or above in order to participate in extra-curricular activities without any penalties. Failure to attain these grades will result in the following actions:

1. An "F" in any subject will result in an automatic expulsion from all activities.

2. A “D” and/or “H” will result in a suspension from all activities until there is an improvement in grades.

## **Student Records**

Parents/Guardians requesting records/transcripts/recommendations must request and sign a student record release form. Completed student records will be sent via the U. S. mail to the requesting school district.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

## **Testing**

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

Students in Grades 4-6 may be given a maximum of two quizzes or tests per day.

Students in (Grades 7-8) may be given a maximum of three quizzes or tests per day.

Students in Grades 2-8 take the Terra Nova 3<sup>rd</sup> Edition Assessment yearly.

## **Parking Lot**

We have a wonderful cadre of parents who graciously volunteer their time to keep our children safe as they are dropped off for the start of school. We ask that you please follow the direction of our Parent Volunteers who work hard to keep cars and buses moving efficiently and safely. Your patience and cooperation in the morning is appreciated.

## **Website**

Please check the school website [www.ourladyofthevalleyregional.com](http://www.ourladyofthevalleyregional.com) for up to date information regarding the school and activities. Teachers also have their own pages to provide the parents with information on homework, class projects, field trips, etc. Check these pages often, at least once a week, to be informed of classroom/school wide programs. We will be using this format to provide you information. If you do not have access to a computer, let the school know and we will provide you with a hard copy whenever possible.

Teachers also have email accounts on their individual pages. Parents may communicate with teachers in this manner.

## Counselor

Our guidance counselor/values teacher serves the needs of students and parents through class and individual consultation three days per week.

## Promotion Policy/Retention Policy

A promotion to the next grade at Our Lady of the Valley Regional School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion depends on successful completion of all subject areas. The Administration and teacher may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

In grade K – 3, retention may be recommended by the teacher after two conferences with parent/guardian in conjunction with administration. For grades 4 – 8, students who fail two major subjects based on yearly average will be retained. Major subjects include: Religion, Math, Reading, English, Social Studies and Science. Parents will be notified of the possibility of Retention in February.

## Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Friday.

When a student is absent, a parent may call the school office **before 9:00A.M.** to arrange for homework assignments. Homework assignments may be picked up at the school

office by 2:30 p.m. Students may also make arrangements with classmates or teachers regarding assignments. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

## Library

Our Library is staffed by parent volunteers. Students are encouraged to use the library for curricular enrichment in addition to regularly scheduled time. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student.

## Field Trips

1. Field Trips are designed to enrich learning experiences.
2. All grades do not always have the same number of field trips but are not to exceed two.
3. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
4. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **will not** be accepted.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. NOTE: **A fax does not take the place of an original signature.**
7. **A telephone call will not be accepted in lieu of the proper field trip permission slip.**
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not participating in the field trip are required to attend school or will be marked absent.
10. All money collected for one day field trips is non-refundable.

11. Cell phones **are not** allowed on field trips unless otherwise directed by the teacher and/or administration.
12. All chaperones for field trips must have a CORI check and must have taken the Safe Environment Training.
13. Parents should contact the teacher if there are any concerns about medications, food allergies, etc.
14. Students represent the school community on field trips. Any requests to wear non-school uniforms on field trips require prior permission from the Principal. Special items (t-shirts, etc.) that are printed require Principal approval. If prior permission is not received, there will not be any reimbursement and students may not be allowed on the trip.

## **Lunch Program**

Our Lady of the Valley School offers a hot lunch program daily for Grades PrreK-8. Meals are prepared at the local public school. Lunches are ordered on a weekly basis. Payment MUST be made on Friday of each week for the following week. If a student is absent on Friday, the lunch envelope should be brought to the office as soon as the student returns to school on Monday. Envelopes will be distributed for lunches. **We ask that payment be made in the form of a check made payable to OLV.**

**Every effort will be made to contact parents when a student forgets a lunch. In the event that contact fails, students will be given a leftover lunch (if available) or cereal and milk.**

Students may choose to bring their lunch each day. Student should not bring glass bottles, soft drinks or excessive amounts of candy. During lunch, students are expected to use the same manners required in the classroom. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

## **Uniforms and Dress Code**

All students must be in uniform every day. There will be out-of-uniform days (usually the first Friday of every month), “Dress Down Days”, which will be announced during the course of the school year (a dress code for such days is included in this section.) If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

## **Girls - Grades K-3**

- Jumpers – Choice of two jumpers
- Shirt – White or powder blue Polo shirt (long or short sleeves). No “designer” logos
- Sweater – Plain Navy cardigan without school letters.
- Socks – Plain knee socks or tights (navy or white)
- Pants - Navy corduroy or twill dress pants sold by Harvey Uniform Co. may be worn in the winter months – November 1<sup>st</sup> through April 1<sup>st</sup>.

### Girls – Grades 4-6

- Skirts – plaid or gray

## **Boys - Grades K-6**

- Pants – Navy twill dress pants (corduroy may be worn in the winter months – November 1<sup>st</sup> through April 1<sup>st</sup>).
- Shirt – White or powder blue Polo shirt (long or short sleeves). No “designer” Logos
- Sweater – Plain Gray cardigan
- Socks – Plain navy or white

## **Middle School Academy**

**Girls** plaid or gray skirts: No shorter than 2” above the knee or finger tip rule  
If purchasing a skirt, it should be gray

Shirts: pink, maroon, navy

navy fleece vests/jackets from Harvey Uniforms

pants: khaki – may be worn October 1<sup>st</sup> thru April 1<sup>st</sup>.

**Boys** pants: khaki permanent press twill pants

shirts: maroon, navy, pink

navy fleece vests/jackets from Harvey Uniforms

**STUDENTS ARE EXPECTED TO BE IN FULL UNIFORM AT ALL MONTHLY LITURGIES.**

**Shoes: Boys & Girls** - Dress shoes (navy, black or brown) are required at all times except on Gym Day. NO sandals, no open-back shoes or any type of shoe which resembles a tennis shoe, no boots or high-top shoes, and no shoes with a heel over one inch (measured from the back exterior of the shoe) are permitted.

**Gym Uniforms:**

Sweatshirts, sweatpants, T-shirt and shorts in navy. Shorts may be worn from September 1<sup>st</sup> through October 31<sup>st</sup>, and May 1<sup>st</sup> to the end of the school year.

**SNEAKERS ARE PERMITTED AND REQUIRED ON GYM DAYS!**

**Warm Weather Uniform**

First Day of School until October 31<sup>st</sup>, and May 1<sup>st</sup> to the end of the school year:

- Shorts – Navy permanent press twill shorts
- Shirt – White or powder blue Polo Shirt
- Socks – uniform socks
- Shoes – uniform shoes; students may wear sneakers on days that shorts are worn

School Uniforms may be purchased through Harvey Uniforms or the Uniform closet.

**Uniform Guidelines**

**ALL STUDENTS**

Hair should be neat with bangs above the eyebrows. **Boy's hair** should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, etc. must be in the hair, NOT WORN ON WRISTS.

Extreme hair coloring and bleaching is not permitted. No beads can be worn in the hair. Also not permitted are: excessive cosmetics, tattoos of any kind, Hologram contact lenses and body piercing. (except pierced ears). Girls may wear one pair of earrings no larger than a dime and without hoops; colorless nail polish is allowed. Boys may not wear earrings of any type. Jewelry should be limited to one watch or bracelet. One ring and simple crosses or holy medals on a narrow silver or gold chain are allowed.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirt tails should be tucked in while a student is on school grounds.

Brownie/Scout Uniforms – Students may wear the scout uniforms on meeting days.

**Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.**

**Gym uniforms are NOT worn after May 31<sup>st</sup> since gym classes will have ended for the year.**

## **OUT OF UNIFORM GUIDELINES**

### **Students may wear:**

- Jeans (no holes, rips or tears, etc.)
- sneakers
- short socks
- shorts **no shorter than two inches above the knee or longer than tips of fingers when arms are at side (finger tip rule)**
- skirts **no shorter than two inches above the knee or finger tip rule**
- skorts
- sweatshirts
- jogging suits
- nail polish
- jewelry
- dresses
- slacks

### **Students may NOT wear:**

- flip-flop sandals
- open back shoes
- tank tops
- clothing with inappropriate writing
- sneakers that convert to roller skates (Healey's)
- biker shorts
- pajama pants
- hats

**Good Rule: If you think you shouldn't wear it, you shouldn't!**

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND FADS WILL BE REVIEWED.

## **Medication**

Per state law **only** the school nurse is allowed to dispense medication. If the nurse is absent, parents may come to school to dispense the medication.

If a child must take any medication in school which is prescribed by a doctor, that medication along with a doctor's form must be sent to the School Nurse in the container received from the pharmacy and must have on the label the following information:

Medication **MUST** be brought in by a parent.

- a. Child's Name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

At the end of the school year, parents must pick up unused medication by the close of the school year. **No medication will be returned to a student for obvious safety reasons.**

## **Procedures for Life Threatening Allergy Issues**

### **Notifications**

The School Nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an

explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

**Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.**

Medications are to be transported by an adult. No medication will be given to students to bring home. **This is for the safety of ALL our students!**

### **School Field Trips**

Medications including an EpiPen must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

## **Gifts and Parties**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

There are no parties allowed in school due to food allergies.

Invitations for slumber, birthday parties, etc., cannot be distributed in school unless an invitation is being given to every student, or all the girls, or all the boys, in the entire grade.

Birthdays are not celebrated in school. However, you may honor your child's special day by donating a book to the classroom library.

## **Conduct**

In accordance with the stated philosophy of the school, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are **not** allowed at school at any time and may be confiscated by the administration.

The School Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

## Off-Campus Conduct

The administration/faculty of Our Lady of the Valley Regional School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

## Cheating

Cheating of any type will NOT be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion.

## Detention

Detention will be issued for a serious breach of classroom and/or school rules and are held at the discretion of the teacher or Principal. Parents are provided with written notification of the after school detention. In some cases, recess/"specials" may be eliminated. **Detention takes precedence over appointments, practices, lessons, ballgames, etc. Parents must contact the Principal if a detention will be missed or the student will have to complete it.**

## Suspension/Expulsion

Suspensions from school are to be invoked for serious or continued infractions of stated school policies. Students who are given an in-school suspension will be required to report to school each day and work under the supervision of the Principal. A second major infraction leading to another in school suspension may result in expulsion. Students must complete all class work and tests from the days of suspension.

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Our Lady of the Valley School. Students who have been expelled will NOT be allowed to return to the school.

## Dismissal Procedure

Dismissal begins with riders. Bus students will be dismissed last. Parents will meet their child/children in the designated area and shall immediately leave the parking lot in order for the school buses to enter and exit safely. PreK dismissal can begin at 2:00 p.m. Our parking lot can get very congested and leaving promptly will help us keep your children safe. Kindly **do not call** the school with changes to dismissal procedures. **A note should be given to the teacher at the start of the school day.** Students should be aware of any dismissal change before they leave home. Our office is very busy and phone messages can get misplaced.

## **School Safety/Harassment or Bullying**

Our Lady of the Valley Regional School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or on-line) face detention, suspension and/or expulsion. Harassment of any type is NOT tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion.

### **Behavior**

General Guidelines: Discipline that fosters learning will be stressed in our school. Proper Christian behavior is to be maintained at all times. In all fairness to students, parents and staff members, a firm, consistent and comprehensive discipline policy will be maintained at Our Lady of the Valley Regional School.

**BULLYING:** The act of physical or verbal abuse toward a student will result in a week of after school detention or suspension.

Students are expected to:

1. accept the leadership and authority of all teachers, staff members, principal, and volunteers.
2. respect all classmates, their property, and possessions.
3. respect all school property and keep their school neat and clean – no littering.
4. dress in proper school uniform at all times.
5. refrain from chewing gum.
6. be honest, considerate and thoughtful to all with whom they come in contact.
7. cooperate with teachers and other students.
8. do nothing that may injure another by word or by action.
9. use only acceptable language.

### **Major Offenses**

The Diocesan School Department in conjunction with the discretion of the principal has established procedures whereby students may be suspended or expelled for any of the following reasons:

1. **OBSCENITY:** The act of using obscene language by students in verbal or written form, pictures, or gestures in or on school property.
2. **STEALING:** The act of dishonestly acquiring the property of the school, another student, teacher, or staff member.
3. **FORGERY:** The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses, or other data on school forms.
4. **FIGHTING:** The act of quarreling involving bodily contact during any school activity.
5. **DEFIANCE OF AUTHORITY:** The failure to respond or carry out a reasonable request made by any faculty, staff member, or volunteer.
6. **GROSS MISBEHAVIOR:** The act of deliberate conduct that is detrimental to school functions or threats to staff members or others.
7. **VANDALISM:** The act of willful destruction of school property or property belonging to others.
8. **INDECENDY:** The act of offending commonly recognized standards of good taste.
9. **TRUANCY:** The act of repeated skipping of class, or tardiness to class.
10. **WEAPONS:** The deliberate act of bringing to school any items that could cause bodily harm or injury to another person.

## **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school, or any school function, face suspension and/or expulsion.

## **Child Abuse Laws**

Our Lady of the Valley Regional School abides by the Child Abuse laws of the Commonwealth of Massachusetts. This law **mandates** that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## **Volunteers**

All individuals above the age of 14 who volunteer in the school are required to attend the Diocesan mandated Safe Environment Training Class and complete a CORI check.

## **School Property**

A child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property, the parent/guardian will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No

writing in hard covered books is permitted. The student will pay a fine or replacement for damaged or lost texts.

## Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until business office accounts have been settled. (See student records)**

## Office Records

Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete and up to date.

## Telephone

Students are not permitted to call home for books, homework etc. The office phone is a business phone and students are permitted to use it only in case of an emergency. Arrangements for after-school visits with friends should be made at home and students should know what the arrangements are **before** they come to school. Please be considerate of a busy school office.

## Cell Phones

Students are NOT permitted to use cell phones in school. We realize that they have become a necessity in our daily lives and parents want to be aware of certain situations. However, all cell phones are to be turned off and stored by the student. No calls are to be made during school hours and the school is not responsible for phones that are lost or stolen.

## Emergency Drills

State Law requires that fire drills be held. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Close windows and doors
3. Walk to the assigned place briskly, in single file at all times, and in silence

4. Stand in a single line facing the building
5. Return to building when signal is given

## **Crisis Plan**

Our Lady of the Valley Regional School has implemented a “crisis plan” in case of a lockdown or a bomb threat emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of an emergency, students will be evacuated to a safe location.

## **Weather Emergencies**

If it should be necessary to close the school or if there is a delay because of weather conditions, an announcement will be made over the local television and radio stations. Listen to the radio. If Uxbridge Public School are closed, so is OLV!

**You will be contacted through Connect-Ed in the event of an early dismissal. It is your responsibility to ensure that phone numbers are current and correct. We will post early dismissals on our website, as well. You will receive a Connect-Ed call that school is cancelled ONLY when we receive advanced notice.**

## **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found Box. Items remaining for a prolonged period of time are donated to charity.

## **Right to Amend**

Our Lady of the Valley Regional School reserves the right to amend this Handbook. Notice of Amendments will be sent to parents.

**TELECOMMUNICATIONS USE AGREEMENT**  
*Guidelines from NCEA "From Chalk to Chatroom"*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Our Lady of the Valley Regional School.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval or appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs for computer equipment. I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards not chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number of those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

**Please complete both sides and return to school by September 11, 2009.**

**PHOTO-VIDEO RELEASE**

To Whom It May Concern:

I hereby give permission for my son/daughter \_\_\_\_\_ to be photographed or videotaped at Our Lady of the Valley Regional School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Our Lady of the Valley Regional School.

Signed: \_\_\_\_\_

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

**INFORMATION RELEASE**

\_\_\_\_\_ I give permission for the school to release my phone number/email address to the OLV community.

\_\_\_\_\_ I do **NOT** want my phone number/email address to be given out.

Signed: \_\_\_\_\_

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

**FAMILY NAME:** \_\_\_\_\_  
(Please print)

**Family Signature Page**

We have read the 2009-2010 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Signed form due to Principal by September 11, 2009.**







