



Our Lady of Mercy Academy

Where we set the standards for excellence

Family Handbook

Our Lady of Mercy Academy

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TABLE OF CONTENTS

TABLE OF CONTENTS	2
MISSION STATEMENT	5
SCHOOL PHILOSOPHY	5
DIRECTORY	6
SCHOOL HOURS	6
SCHOOL FACULTY & STAFF	7
FACULTY CREDENTIALS	8
POLICIES & PROCEDURES	9
CODE OF CONDUCT	9
SCHOOL ADMISSION POLICY	10
TUITION MANAGEMENT	10
ARRIVAL AT SCHOOL	10
TRANSFERS	10
TRANSPORTATION	10
EMERGENCY SCHOOL CLOSING AND DELAYED OPENINGS	11
DIOCESAN SCHOOL OFFICE POLICY ON POSTING OF INFORMATION ON THE INTERNET	11
HEALTH PROGRAM	11
LIBRARY	11
CURRICULUM	12
▪ PRE-K	12
▪ K-3RD GRADE	12
▪ GRADES 4-5	13
MUSIC	13
INSTRUMENTAL MUSIC PROGRAM	13
SUPPLIES	13
BUDDY SYSTEM	14
ASSEMBLIES	14
FIELD TRIPS	14
MILK MONEY/HOT LUNCH	14
D.A.R.E. PROGRAM	14
AFTER-SCHOOL ENRICHMENT PROGRAM	14

Our Lady of Mercy Academy

Where we set the standards for excellence

EXTRACURRICULAR ACTIVITIES.....	14
APPOINTMENT WITH TEACHERS.....	15
APPOINTMENT WITH PRINCIPAL	15
FIRE DRILLS.....	15
SECURITY	16
DISMISSAL PROCEDURE.....	16
VISITORS.....	16
VOLUNTEERS.....	16
FINGERPRINTING, VIRTUS.....	16
CARE OF SCHOOL PROPERTY OF STUDENTS.....	17
PLAYGROUND	17
DISCIPLINE	17
AFTER SCHOOL DETENTION OR TUTORIAL HELP.....	17
SCHOOL POLICY ON VIOLENCE.....	17
PRINCIPAL’S REVIEW OF PUPIL WORK	18
REPORT CARDS.....	18
GRADING, EXAMINATIONS, STANDARDIZED TESTING, REPORT CARDS AND CONFERENCES	18
CONFERENCES	19
STANDARDIZED TESTING.....	19
WARNING NOTICES.....	19
RETENTION POLICY	19
SUMMER SCHOOL	19
HONOR ROLL (4TH & 5TH GRADE)	20
OUR LADY OF MERCY HEALTH POLICY.....	20
OLM MEDICATION POLICY	20
IMMUNIZATIONS AND PHYSICALS	20
REPORTING CONTAGIOUS DISEASES.....	20
ABSENCES	21
LEAVING SCHOOL EARLY	21
SCHOOL UNIFORMS.....	21
DRESS CODE-UNIFORMS.....	21
<i>Winter Uniform: October 15th to April 7th</i>	21
<i>Spring Uniform: September to October 17th and April 16th to June</i>	22
GYM SUITS (BOTH BOYS AND GIRLS)	22

TECHNOLOGY PLAYS A VERY IMPORTANT ROLE IN YOUR CHILD’S EDUCATION. ALL STUDENTS HAVE ACCESS TO INTERNET, MS OFFICE PRODUCTS (I.E., WORD, EXCEL, POWER POINT), AND SOME OF THE LATEST EDUCATION SOFTWARE AVAILABLE.

Our Lady of Mercy Academy

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EACH CLASSROOM HAS AT LEAST ONE PC THAT IS WIRED TO OR LOCAL AREA NETWORK (LAN). IN ADDITION, OLM ACADEMY PROVIDES A MOBILE, COMPUTER CLASSROOM, WHICH CONTAINS 20 LAPTOPS, SERVED BY A WIRELESS NETWORK. ALL STUDENTS ARE INSTRUCTED IN THE BASIC USE OF COMPUTER DEVICES, AND WILL DEVELOP AN UNDERSTANDING OF THE MS WINDOWS AND OFFICE ENVIRONMENTS. FURTHER DEVELOPMENT IS ACHIEVED THROUGH THE USE OF EDUCATIONAL SOFTWARE AND TUTORIALS23

INTERNET AND TECHNOLOGY RESOURCE USE POLICY FOR STUDENTS23

OUR LADY OF MERCY ACADEMY – HOME & SCHOOL ASSOCIATION27

A PARENT’S PRAYER29

Our Lady of Mercy Academy

Where we set the standards for excellence

Mission Statement

At Our Lady of Mercy we care for the whole child and foster an environment that allows him or her **TO LIVE . . . TO LOVE . . . TO LEARN . . . TO LEAVE A LEGACY.**

School Philosophy

Our philosophy stresses the dignity and worth of each child and flows from the example and teachings of Christ. Each child is treated with respect. At the same time, one of our top priorities is that children be taught to respect others. Our Lady of Mercy Academy adheres to the curriculum required by the State of New Jersey and the Diocese of Paterson. Our goal is to serve the needs of each child: spiritually, academically, emotionally, and socially.

We consider all children to be gifted and our challenge, as educators, is to help develop these talents, as well as the child's own self-image. This can be best accomplished in a supportive Christian environment.

Our Lady of Mercy Academy admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admission policies.

Our Lady of Mercy Academy

Where we set the standards for excellence

Directory

Office	Telephone #	Fax #	Other	Contacts
School Office	(973) 887-2611 (973) 887-2623	(973) 887-6629	Principal's e-mail address: eventola@hotmail.com School Website: www.olmacademy.com	<ul style="list-style-type: none"> ▪ Mrs. Elizabeth Ventola, Principal ▪ Mrs. Coleen Mills, Secretary
Parish Center	(973) 887-0050	(973) 887-0991	Rectory e-mail address: infor@ourladyofmercyparish.com Parish Website: www.ourladyofmercyparish.com	<ul style="list-style-type: none"> ▪ Rev. Sean McDonnell, Pastor ▪ Rev. Daniel Staniskis, Parochial Vicar ▪ Deacon Peter Glabik
Religious Education	(973) 887-0767	(973) 887-0644	Religious Education e-mail olmreligedwhit@aol.com	Lisa Dempsey

School Hours

Program	School Hours
Pre-School and Pre-K	
- Morning Session	8:30 AM to 11:30 AM
- Afternoon Session	Noon to 2:30 PM
Full Day Pre-K	8:30 AM to 2:30 PM

Program	School Hours
Grades K-5 th	8:10 AM to 2:10 PM
Extended Day Care (Pre-K-5 th)	2:10 PM to 5:30 PM
K-2 Morning Snack	9:55 AM to 10:10 AM
Pre-K – 5 Lunch	Noon to 12:30 PM

Our Lady of Mercy Academy

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School Faculty & Staff

<u>Principal</u> Elizabeth Ventola	<u>Art (K-5)</u> Mrs. Christine Segale
<u>Pre-School/Pre-Kindergarten (3-4Year Olds)</u> Mrs. Irene Dourdoulakis Teacher's Assistant – Mrs. Maryann Ripa	<u>Music</u> Mrs. Nancy James
<u>Pre-Kindergarten (4 Year Olds)</u> Miss Michelle Doody Teacher's Assistant – Mrs. Cathy Cowan	<u>Physical Education</u> Mrs. Susan Donaldson
<u>Pre-Kindergarten</u> Mrs. Linda Meisch Teacher's Assistant – Mrs. Rose Compeau	<u>Librarian</u> TBD
<u>Kindergarten</u> Miss Stephanie Turrisi	<u>Technology</u> Mr. Benjamin Wage
<u>Kindergarten</u> Miss Diana Moriano	<u>DARE Moderator</u> Detective Lou Zavaglia
<u>Grade 1</u> Mrs. Maryjane Petescia	<u>School Nurse</u> Mrs. Patricia Russomano RN
<u>Grade 2</u> Mrs. Pamela Middleton	<u>School Secretary</u> Mrs. Coleen Mills
<u>Grade 3</u> Mrs. Lara Rouillard	<u>Year Book</u> Mrs. Colleen Murphy
<u>Grade 4</u> Mrs. Barbara Henneberry	<u>Facilities Manager & Maintenance</u> Mr. Glenn Wiederman
<u>Grade 5</u> Mrs. Colleen Murphy	<u>School Newspaper</u> Mrs. Lara Rouillard
<u>Spanish</u> Mrs. Fannie Rodriguez	<u>Extended Care</u> Mrs. Colleen Murphy, Mrs. Pamela Middleton, Miss Stephanie Turrisi, Mrs. Lara Rouillard, Miss Diana Moriano, Mrs. Cathy Cowan, Miss Michelle Doody

Our Lady of Mercy Academy

Where we set the standards for excellence

Faculty Credentials

<p>Mrs. Elizabeth Ventola</p> <ul style="list-style-type: none">BA Rutgers UniversityMA Montclair State University, 1985MA Montclair State University, 1993D. Litt Drew University, In progressNJ Teacher CertificationNJ Supervisor/Principal Certification	<p>Mrs. Colleen Murphy</p> <ul style="list-style-type: none">BA Long Island University, NY,MA in Elementary Education, Fairleigh Dickinson, Madison, NJ,Teacher of Students wth disabilities CertificationNJ Teacher Certification
<p>Mrs. Irene Dourdoulakis</p> <ul style="list-style-type: none">BS Caldwell CollegeNJ Teacher Certification	<p>Mrs. Maryjane Petescia</p> <ul style="list-style-type: none">BA Jersey City State UniversityMA Reading Specialities Kean CollegeNJ & Mass Teacher Certificate
<p>Miss Michelle Doody</p> <ul style="list-style-type: none">BA Monmouth UniversityNJ Early Childhood, Pre-K-3 CertificationNJ Teacher of the Disabled Certification	<p>Mrs. Lara Rouillard,</p> <ul style="list-style-type: none">BA Ramapo CollegeNJ Teacher Certification
<p>Mrs. Barbara Henneberry</p> <ul style="list-style-type: none">BA St. Peter's College, Jersey CityInstitute Catholique-Paris, FranceMA in Elementary Science, Fairleigh Dickinson, Teaneck, NJ,	<p>Mrs. Patricia Russomano</p> <ul style="list-style-type: none">RN, Central Islip School of Nursing
<p>Mrs. Linda Meisch</p> <ul style="list-style-type: none">NJ Teacher CertificationBA William Paterson, NJ Elementary Certificate w/Nursery School Endorsement	<p>Miss Stephanie Turrisi</p> <ul style="list-style-type: none">BA El. Ed. Montclair StateNJ Teacher Certification
<p>Miss Diana Moriano</p> <ul style="list-style-type: none">William Paterson, BA English Literature & Elementary EducationAssociate Early Childhood EducationNJ Teacher Certification	<p>Mr. Benjamin Wage</p> <ul style="list-style-type: none">BA Pontifical UniversityPH.B Pontifical UniversityMA Philosophy – Pontifical UniversityPH.L. Pontifical University
<p>Mrs. Pamela Middleton</p> <ul style="list-style-type: none">BA Kean CollegeNJ Teacher Certification	<p>Mrs. Nancy James</p> <ul style="list-style-type: none">BA Thomas Edison State College
<p>Mrs. Fannie Rodriguez</p> <ul style="list-style-type: none">BA Pontificie Universidad Madre y MaestraMA Pontificie Universidad Madre y Maestra	<p>Mrs. Christine Segale</p> <ul style="list-style-type: none">BS – SUNY New PaltzNJ Teacher Certificate
	<p>Mrs. Susan Donaldson</p> <ul style="list-style-type: none">BA Mt. St. Mary CollegeNJ & NY Teacher Certification

Our Lady of Mercy Academy

Where we set the standards for excellence

POLICIES & PROCEDURES

CODE OF CONDUCT

We strive to create a Christian atmosphere in our school. To do what is best for the child is to love the child. Sincere praise and also firmness and corrections are very important in dealing with children; and with this, consistency.

The essence of Christian discipline is self-discipline. Parents and students need to realize that the observance of rules is essential to the smooth operation of any organization. Students should be made aware that authority is necessary in order to promote mental and spiritual growth.

A student in Our Lady of Mercy Academy neither loses the right nor escapes the duties and responsibilities of a child in a parochial school facility. All students are both members of the education community and the local community. Conduct in the areas of good manners, politeness and courtesy should be in line with this. If an infraction does occur and disciplinary action is necessary, the school intent is educational, never punitive. Our students are taught to distinguish between good choices and poor choices keeping in mind the consequences that result from each choice made. It is in this spirit that we hope parents will assist us in helping our young people develop their own self-discipline.

In order for students' rights to be respected, and in order to maintain good order and safety for all concerned, students are expected to assume the responsibility for adherence to the rules of our school as written in the *OLM Student Handbook* and to conform to teachers' regulations in the classroom.

Classroom teachers deal with discipline problems on their particular grade level. When rules are repeatedly disobeyed, teachers will inform parents either in writing or by phone or will request a parent conference. If further action is required, a conference will be held with the teacher, parents and principal so that appropriate measures for improvement will be discussed.

Our Lady of Mercy Academy

Where we set the standards for excellence

School Admission Policy

Pre-School children must be 3 yrs of age by October 1st and must be toilet trained.

The Roman Catholic Elementary and Secondary Schools of the Diocese of Paterson admits students of any race, color, national origin, or handicap, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. These schools do not discriminate in the administration of their educational policies, admission policies, scholarships and loan program, and athletic and other school administered programs.

Tuition Management

Tuition payments will be sent to Tuition Management on the first of every month starting in August. Extended Care payments are to be sent to the school either by mail or through the backpacks on the first of every month starting with September.

Arrival at School

- **Kindergarten through 5th Grade**

Any child who arrives at school after the 8:00 bell must report to the office and present the teacher with a note for his/her tardiness. Drop off time begins at 7:30 AM. Dismissal time is 2:10 PM.

- **Pre-School & Pre-Kindergarten Morning**

Arrival time is 8:30 AM. Dismissal is 11:30 AM.

- **Pre-School & Pre-Kindergarten Afternoon**

Arrival times is 12:00 Noon. Dismissal time is 2:30 PM. (Both sessions are to use the Parish Center doors for arrival and dismissal).

Transfers

All transfer requests must be made in writing, or in person. It is the policy of the school that no transfers be approved or records released from the school until all outstanding obligations have been fulfilled.

Transportation

All parents requesting use or reimbursement for transportation must complete an application form when registering, to be submitted to the Board of Education in the town they reside.

Our Lady of Mercy Academy

Where we set the standards for excellence

Emergency School Closing and Delayed Openings

All decisions are made by the Hanover (K-8) School District. You will receive notification from the class mother call chain. Listen to radio station **WMTR** AM 1250 on your radio between 6:30 and 8:00 AM. In case of bad weather when no announcements are made, or in the event of a possible early dismissal, parents are advised to use their own judgment in sending their child to school.

Diocesan School Office Policy on Posting of Information on the Internet

The Internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, school staff, or other students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. The posting or any such information on any website, bulletin board, chat room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish, school, and/or by the Diocese of Paterson.

Health Program

The School Nurse is present Monday from 9AM to 12:30 PM & all day Friday. Parents must complete emergency forms for use in case of emergency.

Library

The Library is open throughout the school day. Each class has a scheduled time to use the library every week. In addition, students may use the library for their informational needs at other times under the supervision of the teacher.

1. Students in grades K-5 are taught how to check out a book themselves. All students are reminded that their signature on a book card makes them fully responsible until the borrowed book is returned.
2. Two books may be borrowed for one week and renewed until the student has an opportunity to finish the material.
3. Pre-K and Kindergarten may only borrow one book a week.

Our Lady of Mercy Academy

Where we set the standards for excellence

4. Nothing may be checked out if the child has an overdue book. A letter will go home to parents if there is a problem.
5. No reference material may be taken from the library without the consent of the librarian.
6. If a book is lost or destroyed, the student will be required to pay.

Curriculum

The Education Council consists of members of the school and parish who serve as an advisory board to the principal as to educational matters.

Paterson Diocesan schools follow the standards of the State of New Jersey. However, in our Catholic schools this curriculum is carried out in a religious atmosphere. Although religion is taught formally in the classrooms, Christian principles become an integral part of the entire curriculum.

The curriculum is reviewed and updated periodically by the principal in conjunction with the faculty.

- ***Pre-K***

Our program is an introduction to alphabet recognition, colors and shapes. This is taught using multi-sensory activities that includes the use of computers. We also provide a nurturing environment based on Christian values to enhance social development.

- ***K-3rd Grade***

A self-contained full day Kindergarten stresses academic readiness in the areas of religion, math, language arts, science and social studies. Each child's individual learning style is addressed through a variety of activities that include: logical thinking, musical/rhythmic activities, art, use of manipulatives, and use of computers and kinesthetic/hands on experiences.

Interpersonal skills are developed through peer and co-operative learning groups. Children are encouraged to develop interpersonal skills by considering the choices they make in light of the consequences. Students also participate in specialized classes such as computer education, world language, art, music and physical education.

Our Lady of Mercy Academy

Where we set the standards for excellence

▪ **Grades 4-5**

Students follow a departmental schedule for the following academic areas: religion, science, social studies, and math. Academic instruction in homeroom is given in language arts, reading, and spelling/handwriting. Additional instruction is provided for world language, computer skills, library, music, art, and physical education.

The goal of our instructional format is to present the material in multiple learning styles to address the needs of all students. Several examples that are utilized in the classroom are: small group work, hands-on activities, AV materials, reports, projects, and daily homework.

As part of our mission as a Catholic school, all students participate in service activities.

Music

The children take a music class once a week. Exposure to good music, as well as music theory is covered in the class. The children also learn about musical instruments and practice singing. As part of the music curriculum, a Christmas and spring concert, are held every year. All students are required to participate in the concerts.

Instrumental Music Program

An instrumental music program is offered by Parteesi, Inc. for an additional fee. This is provided for those children who wish instruction in playing a musical instrument. Students then perform in a Year End Concert. Third grade is provided lessons on the recorder.

Supplies

During the summer, a school supply list for the coming year will be sent home. Children should have these supplies prior to the first day of school. The supplies should be replenished as needed throughout the school year.

Books are very important tools that should be properly taken care of in the following manner:

- Students should carry them in a regular-sized backpack sufficient in size to hold books

Our Lady of Mercy Academy

Where we set the standards for excellence

- Books must be neatly covered at all times and labeled with name and grade
- Any lost books or books that are badly damaged must be paid for by the student

Buddy System

In an effort to increase and improve the spirit and camaraderie of the student body, we have a Big Brother-Big Sister Program. It pairs Kindergarten and 4th & 5th graders. These students usually come together for school liturgies, assemblies and other various activities through the year. They plan some other sharing projects with and for each other.

Assemblies

Educational assemblies are sponsored in the school. HSA helps support these programs.

Field Trips

Must be educational, lend to classroom teaching and be curriculum related.

Milk Money/Hot Lunch

During lunch milk and hot lunch can be provided by OLM Academy for a fee.

D.A.R.E. Program

Officer Lou Zavaglia from the Hanover Township Police Department heads these classes in the classrooms. Upon completion of Grade 5, students are graduated from the D.A.R.E. Program.

After-School Enrichment Program

An after-school enrichment program is provided by Enrich & Grow Academy. A variety of 10 week one hour classes are offered during the year. Information is provided to students prior to each 10 week session.

Extracurricular Activities

Extra curricular activities are those that are not part of the academic program, but serve to enhance the education process and provide for well integrated student development. Activity programs and meetings will be held after

Our Lady of Mercy Academy

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school hours on school days. Designated times and meeting places will be assigned for each group. Current extracurricular activities are:

Field Trips	Grades K-5
Scouting	Beginning in K, depending upon the level of parent involvement
Altar Servers	Grades 4 & 5
Instrumental Music	Grades 1 – 5
School Newspaper	Grades 3, 4, 5
Yearbook	Grade 5

Appointment with Teachers

Please send a note to your child's teacher requesting an appointment. Suggest three or four possible dates and times outside of school hours. Conferences are scheduled for November and "will be made available midway upon request." Parents should not disrupt classroom/teachers for feedback.

Appointment with Principal

Parents are welcome to request an appointment with the principal. However, if the appointment concerns a particular teacher or subject, parents are requested to **first** set up an appointment with that teacher. Should an appointment with the principal still appear to be necessary, one will be arranged.

Fire Drills

Fire drills are conducted twice a month, as directed by New Jersey State Regulations. A school Lock-Down is conducted twice a year.

Our Lady of Mercy Academy

Where we set the standards for excellence

Security

Please do not call in messages to be delivered to your children during school hours. This added responsibility should not be placed on the teachers or the secretary. Any necessary directives should be given to the children before they leave for school in the morning. **You must enter the school by the front door on Whippany Road. You must always report to the school office and sign the book.** This policy is for the safety and security of all the children.

We are very concerned about the safety of our Pre-School and Pre-K students. They need to be properly supervised at arrival and dismissal times. They may not run on the grass or the shrubs or up and down the steps of the Center. You as a parent must be responsible for your own child. Parents of Pre-S and Pre-K, please drop your child off at the entrance to the Parish Center. The teachers' assistants will be there to receive them.

Dismissal Procedure

All students are dismissed from the side door. Bus riders are dismissed first followed by car riders. Parents must wait outside the school for their child(ren).

Visitors

Anyone not employed by OLM Academy is a visitor and must report to the office upon entry. The Whippany Road entrance will be the **ONLY** approved entrance to the school for visitors.

Volunteers

Volunteers are necessary in order for our school to function as a cohesive and collaborative unit. All volunteers entering the school must do so using the Whippany Road entrance and report to the office prior to beginning their volunteer assignment.

Fingerprinting, Virtus

All volunteers must be fingerprinted. This is both Diocese policy and N.J. State law. Virtus training is required by the Diocese of Paterson. All information regarding these procedures is available in the main office.

Our Lady of Mercy Academy

Where we set the standards for excellence

Care of School Property of students

Students will exercise care of all schoolbooks, supplies, desks and equipment utilized by them in either curricular or extra-curricular activities.

Playground

Students must be respectful of their classmates, teachers and lunch supervisors. There is no food allowed on the playground. Students will line up quietly and wait for their teachers.

Discipline

We feel that discipline is an important part of education. However, we foster self-discipline on the part of students. We respect children; and in turn, we insist that the children be respectful of teachers and each other. Parents are notified if a student's behavior is not satisfactory. No form of corporal punishment is allowed in our school.

After School Detention or Tutorial Help

Teachers will notify parents of the children at least a day in advance of planned tutorial help or detention.

School Policy on Violence

As parents and educators we have a joint responsibility to maintain an environment free of violence, threats or other forms of intimidation, harassment or discrimination. We need to be vigilant, alert and prepared to act appropriately. All threats whether verbal, physical written or using a weapon will be taken seriously. Students who make threats will be suspended from school and will be required to get a psychiatric evaluation. Student can return to school only if he/she presents a written statement indicating he/she is ready to return to school and the administration is willing to have the student return. If the student does return to school, then the student's parents will be notified in writing that a second offense will result in expulsion.

As parents and educators we need to be alert to detect the early warning signs, (changes in student behavior, withdrawn, the student's deportment and dress, written, verbal and non-verbal communication).

Some helpful hints for parents:

- Let your child/children express their thoughts and feelings.
- Be a good listener.

Our Lady of Mercy Academy

Where we set the standards for excellence

- Know who their friends are and what they do when away from home.
- Keep in touch with your children's teachers and be involved in school extra curricular activities.
- Correct your child when necessary.
- Each child must take responsibility for his/her actions.
- Parents must be consistent when dealing with your child's behavior.
- Insure that all children are treated fairly and with respect.
- Build his/her self esteem.
- Set an example for your child to be a respectful and positive citizen.

Principal's Review of Pupil Work

The principal reviews the children's tests, workbooks, notebooks, and composition folders on a regular basis. After these have been reviewed and signed by the principal, they are sent home to the parents. These should be signed and returned to the school the next day.

Report Cards

Report cards are issued four times in grades 1 through 5. They should be signed and returned to school the next day. Kindergarten report cards are given in January and June.

Progress Reports are issued at the midpoint of each quarter for any student who is failing a subject or is in danger of failing a subject for the marking period.

Grading, Examinations, Standardized Testing, Report Cards and Conferences

Student achievement and progress is measured in a variety of ways: class participation, homework, quizzes, chapter tests, progress reports, project presentations, research reports, and portfolio assessment as grade appropriate. Report cards are issued quarterly in grades 1-5; Pre-Kindergarten and Kindergarten report cards are given at the completion of each semester.

A social skills checklist is sent home in November for the Pre-School and Pre-Kindergarten. Parent-Teacher conferences for Pre-K are scheduled in January or upon request of teacher or parent. Pre-School conferences are upon request of teacher or parent at any time.

Our Lady of Mercy Academy

Where we set the standards for excellence

Conferences

Parent, teacher, student conferences are scheduled after the first report card for all students. Parents may request a conference at any time by sending a written request to the teacher or by telephone through the school secretary.

Standardized Testing

Standardized testing is administered each year in March. Currently the Terra Nova Test of Basic Skills is used in Grades 1-5. The Cognitive Ability Tests are administered in Grades 3-5. Parents will receive the results of the tests with a written explanation. Teachers are available by appointment to provide further clarification if needed. Testing is not an end in itself but a means used in the successful education of our students. The results provide information for teachers in evaluating student progress and enhancing the curriculum as well as enabling the school to evaluate curriculum and instruction.

Warning Notices

Warning notices of possible non-promotion (K-5) are sent home with the second report card at the end of the first semester (end of January). These notices are to be signed by the parent and returned to school the next day.

Retention Policy

Children in grades K, 1,2 must repeat a grade for the following reasons:
(Major subjects: religion, reading, math, English, social studies, and science)

First Grade: Lack of adequate achievement in reading or lack of readiness.

Second Grade: Failure in two or more major subjects.

Summer School

Pupils (Grades 2-5) failing for the year in one subject must attend summer school for that subject. The child's parents must present notification from the summer school of satisfactory attendance and a passing grade for the course. This notification must be sent to the principal before the school begins in September in order for that child to be promoted to the next grade.

Our Lady of Mercy Academy

Where we set the standards for excellence

Honor Roll (4th & 5th Grade)

1. Highest Honors: A or above in all subjects (excludes art, music, computers, and gym).
2. Honors: B+ or above in all subjects (excludes art, music, computers, and gym).

OUR LADY OF MERCY HEALTH POLICY

OLM Medication Policy

1. There is a specific medication form that must be filled out for all **prescription and over-the-counter medications**. It must be signed by **both** a parent and a legal prescriber (physician, dentist, or nurse practitioner). Any dosage or medication changes require a new form. We need written notification for withholding or increasing even one dose. Forms for daily medication must be updated annually.
2. All medications must be in their **original** prescription bottle. No loose, unlabeled pills will be given.
3. If liquid medication is to be given in school, please include a **measuring spoon** for your child.
4. Since it is not a safe practice for a child to transport medication daily, please ask your pharmacist to give you an extra-labeled prescription bottle for school purposes. Therefore, you can send in exactly what is needed at school and avoid sending medication to school on a daily basis.
5. If your child requires an inhaler or Epi-pen, please supply one to be **kept** at school.

Immunizations and Physicals

1. Any child new to the school must present his immunization records and a current physical exam form completed by a health care practitioner (within one year of start dates). Out-of-state or out-of-country transfers must also have had a Mantoux test done within 6 months.
2. **All Children** must have up-dated immunization records as required by the State of New Jersey.
3. **Kindergarten** children need a second MMR, a DPT and POLIO Booster (received after 4th birthday), a completed Hepatitis series and a completed physical exam form.
4. **Any** student receiving immunizations or physicals should send this up-dated form to the health office.

Reporting Contagious Diseases

All contagious diseases, such as measles, mumps, chicken pox, German measles, strep throat, scarlet fever, etc. are to be reported to the school, as well as to your local Board of Health. The child must present a doctor's note to return to school.

Our Lady of Mercy Academy

Where we set the standards for excellence

Absences

The parents of an absent student must report the reason for the absence by telephone before 8:15 AM. A written excuse must also accompany the child when returning to school, as required by the State of New Jersey. In order to develop a sense of responsibility, an absent child is to make up all class work along with assignments or tests he/she missed.

If the child is absent longer than three days, he/she must present a doctor's note before being re-admitted to the class.

Permission to absent a child from school must be obtained from the school principal by the parents for a valid reason. Parents are asked to plan family vacations at times when school is not in session. A written request must be sent to the principal.

Leaving School Early

If for some reason a child must leave school before the school day is over, a note from the parent stating the reason and time of pick-up is required. The parent is to report to the office for his/her child.

SCHOOL UNIFORMS

Dress Code-Uniforms

Flynn and O'Hara – Parsippany (973) 882-0833 is a supplier of student uniforms.

The dress code at Our Lady of Mercy Academy is:

Winter Uniform: October 15th to April 7th

Girls (Grades K-5th)

Our Lady of Mercy Academy

Where we set the standards for excellence

Navy Blue/red belted tunic, with crisscross tie, white Peter Pan style blouse (long or short sleeve), navy knee socks, navy cardigan sweater and solid black shoes or saddle shoes (no other style of shoe is acceptable, no clogs, boots, and no high block heels.)

Boys (Grades K-5th)

Navy uniform pants, white dress shirt (long or short sleeve), uniform plaid tie, navy socks and black shoes (not black sneakers or boots).

Spring Uniform: September to October 17th and April 16th to June

Girls and Boys (Grades K-5)

Navy walking shorts or skort (for girls), white knit short-sleeve shirt with school logo, white crew socks, and regulation school shoes. See above. The spring uniform is to be worn Monday through Thursday during the specified time periods. As always, the gym uniform will be worn on Fridays.

Gym Suits (Both Boys and Girls)

These are to be worn only on Fridays (Gym days only). Navy blue shorts with white knit shirts with school emblem. Solid white sneakers and white socks. Solid navy blue sweats are to be worn over the gym uniform.

- **Shoes:** Both boys and girls are to have clean shoes daily as part of the dress code. On casual days, wear dress that is appropriate for school.
- **Hair:** Neither boys nor girls are to have hair covering their eyes. **Boy's hair should not touch shirt collar in back.** No bizarre haircuts such as mushroom, tracks, skinheads, rat tails, etc. will be tolerated.
- **Earrings:** No boys attending Our Lady of Mercy Academy will be permitted to wear earrings of any type. Girls are permitted to wear pin type earrings only. Anything else is unacceptable.

Our Lady of Mercy Academy

Where we set the standards for excellence

Computers

Technology plays a very important role in your child's education. All students have access to internet, MS Office products (i.e., Word, Excel, Power Point), and some of the latest education software available. Each classroom has at least one PC that is wired to or Local Area Network (LAN). In addition, OLM Academy provides a mobile, computer classroom, which contains 20 laptops, served by a wireless network. All students are instructed in the basic use of computer devices, and will develop an understanding of the MS Windows and Office environments. Further development is achieved through the use of educational software and tutorials.

Our Lady of Mercy Academy is in compliance with the Diocesan Internet and Technology Resource Acceptable Use Policy. This policy should be reviewed, and the "Acceptable Use Policy for Technology" agreement must be signed by the parents, students, and teachers each year.

INTERNET AND TECHNOLOGY RESOURCE USE POLICY FOR STUDENTS

OLM Academy allows students to use computers and the Internet at school. These pages tell you how you are allowed to use the computers and other electronic tools of the school. Even though we say "computer" and "computer system" in these pages, what we say applies to all the computers and other electronic equipment (TV's, VCR's and DVD players, telephones and other things like that) that are here at school. These rules also apply to any information and software programs, not just to the actual equipment. The Internet system here at school is for school activities only. Whenever you are using the Internet, the school uses a filter that controls the websites you can go to. There are things that you might be allowed to do using the Internet and computers at home that you are not allowed to do here at school. What you do using the computers here at school has to go along with what you are learning in your classroom. Our Lady of Mercy Academy can tell you what you are allowed to do, and what you are not allowed to do using the computers at school. These are rules that we have made to help keep

Our Lady of Mercy Academy

Where we set the standards for excellence

you safe, and to be sure that you use computers and the Internet the right way while you are in school. We want you to use the computers and the Internet in a way that is Christian and doesn't break any laws. You shouldn't use the computers and Internet at school to buy or sell things, and you can only use the computers and the Internet at school with the permission of your parents, the principal, and your teachers. Later on, we will ask you to sign your name to show that you understand these rules, and that you are promising to follow them. We will also ask your parents to sign so that we know that they agree with these rules, and have talked to you about these rules.

Here are some things that you are not allowed to do:

1. Keeping Yourself Safe

- You will not tell people on the Internet where you or any of the other students live, or how they can find you or any other student.
- You will not send your picture or pictures of any other students to other people on the Internet.
- You will not tell anyone you meet online that you will meet them somewhere in person. If someone you meet online says they want to meet you in person or talk to you on the telephone, you will tell your teacher and parents.

2. Not Doing Things That Are Against The Law

- You will not try to use any computer, or anything on a computer at school without permission. If you have a password, you will not share it with anyone else. If you know someone else's password, you will not try to use it to get to their files and other stuff on the school computers.
- You will not try to do anything on purpose to the computers at school that would make them stop working. You will not try to change or erase anything that belongs to someone else that is kept on the computers.
- You will not try to change anything on the school's computers without permission. This means that you won't try to change any computer settings or software settings.
- You will not use the school's computers to do anything that is against the law.

3. Using the Computers Carefully

- Your school might give you a special place to keep your files and other work on the computers in school.
- You should be careful to keep other people from being able to go to that place to use your special files and other stuff. If you have a special password that the school gave you, you will not give it to anyone else.

Our Lady of Mercy Academy

Where we set the standards for excellence

- If something doesn't seem to be working right, or if you have any problems with the school computers, you will tell your teacher right away.
- You are not allowed to download or copy anything from another computer or from the Internet without your teacher's permission. You should not try to add any programs or software to the school's computers without the permission of the person who is in charge of the computers at your school.

4. Not Using Bad Language

- Anytime that you use the computers or Internet, you will remember that you are a student in a Catholic school. You will only use good language, and will never use words that someone else might think are mean or vulgar. You will not use language that shows disrespect or that would make someone else afraid or uncomfortable.
- You will not send or post information that puts someone else in danger, or is like an insult or attack on someone else.
- You will not annoy or pester other people online. If someone asks you to stop doing something online that they find annoying or that makes them upset, you will stop doing it right away.

5. Respect for Privacy

- You will respect the privacy of other students by not telling or writing about what someone else told you without permission of the person who sent you the message. But if an adult you meet online asks you to keep something secret or private, you ask your teacher and parents what to do.
- You will not tell private information about yourself or another person.

6. Being Fair About Using Internet and Computers

- You will use the computers at school only for schoolwork.
- You will share computers with others, and will only use the computers for as long as your teachers allow.
- You will not send unnecessary messages to people.
- You will use e-mail only with the permission of your teacher. If you have your own personal email, you will not try to send mail or check your mail at school using the school's computers.
- You may use the tools of the Internet that people use to talk to each other (e-mail, chat, instant messaging, and other things like that) only if your principal and teacher allow it. This will only be allowed if it is part of your school assignments or classes.

Our Lady of Mercy Academy

Where we set the standards for excellence

7. Not Copying or Stealing Things

- You will not copy words or ideas that you find on the Internet and try to pretend that they are your words or ideas.
- You will respect the rights of people who own things. You will not copy things that you find on the Internet, like pictures or music, without the permission of the person or company that own it. If you are not sure, you should ask your teacher.

8. Be Careful of Where You Go Online

- You will not use the school's computer to go places or download things that are dirty, or against the law, or that talk about hating or hurting other people.
- Your parents might tell you about other things that they want you to stay away from while you are online. The school wants you to do what your parents' tell you about this.

9. Other Things You Should Know About What You Can and Can't Do Online

- The school can tell you what you can and can't do while you're using the computers at school. This also means that the school can keep you from using the computers and the Internet while you are at school. Whenever you say or do anything while you are online at school, you must remember that you are a student in a Catholic school and must act like a Christian.
- Remember that your principal and teacher are allowed to look at anything you have stored on the computers at school, and anything that you make using the Internet or computers while you are at school.

If the police or any other government official needs to look at information on the school computers to investigate a crime or something against the law, the school will help them.

If you do anything that is against any of the things talked about in these pages, the principal and your teacher may punish you. They may also stop you from using the computers or Internet while you are in school.

The school can't promise that the computers or Internet will always work at the school. You should always make a copy of anything you keep on the computers at school in case it is lost or damaged. You should always check with your teacher about any information you get from the Internet – Sometimes it may not be right. If you do anything while you are online at school that costs money, you and your parents are responsible for paying for it. If you do something that breaks the computers, or cost the school money, you and your parents will have to pay for it.

Our Lady of Mercy Academy

Where we set the standards for excellence

The school might have to change what you are allowed to do using the computers and Internet at school. We will tell you and your parents about any changes we need to make, and we expect that you will obey any new rules when we tell you about them.

The school expects that you follow the directions of your teachers and other school authorities when you use the computers and Internet at school. Anytime that you use the computers or the Internet, you must show a respect for others. Your actions must also show that you understand that every person is important and that we are all God's children and are brothers and sisters.

Parents and students are required to sign an Acceptable Use Policy.

OUR LADY OF MERCY ACADEMY – HOME & SCHOOL ASSOCIATION

The Home & School Association's purpose is to:

- Provide a forum that will foster greater interaction between all family members of the school community
- Strengthen our school community and the education process through unity and communication with programs of a spiritual, social and cultural nature
- Raise funds for the benefit of our children and the school
- Provide opportunities for the school parents to get acquainted with one another through various social activities

Our Lady of Mercy Academy

Where we set the standards for excellence

Two (2) Home & School Association meetings are held through the school year. Your attendance at each meeting is important, and your active participation in fund-raising is vital to our school.

President	Joe Russo	973-887-6229	Hot Lunch Coordinators	Kathy Grumka Kathleen Karovic Jenee Werther Gwen Pritchett	973-781-0570 973-503-1830 973-887-7325 973-538-0309
Vice Presidents	Kim Gigantino Erin Monteverdi	973-463-0327 973-560-0559	Class Mom Coordinator	Lisa Cerrato	973-887-6967
Treasurer	Danielle Batanjany	973-463-0377	Milk Program	Coleen Mills	973-463-9490
Fundraising	Nancy M. Goebel	973-978-1072	Hospitality	Jenee Werther	973-887-7325
Publicity	Krista Turchiano	973-463-1742	Consultants	TBD	
Recording Secretary	Lisa Cerrato	973-887-6967			
Corresponding Secretary	Eileen Dangler	973-463-1147			

Our Lady of Mercy Academy

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A PARENT'S PRAYER

*God our Creator, make me a better parent,
Teach me to understand my children, to listen patiently to what they have to say
And to answer all their questions kindly.
Keep me from interrupting them or contradicting them.
Make me as courteous to them as I would have them be to me.
Forbid that I should ever laugh at their mistakes, or resort to shame and ridicule
When they displease me.
May I never punish them for my own selfish satisfaction or to show my power.
Let me not tempt my children to lie or steal.
And guide me hour by hour that I may demonstrate by all I say and do
That honesty produces happiness.
Reduce, I pray, the meanness in me. And when I am out of sorts, help me,
O God, to hold my tongue.
May I ever be mindful that my children are children
And I should not expect of them the judgment of adults.
Let me not rob them of the opportunities to wait on themselves and to make decisions.
Bless me with the bigness to grant them all their reasonable request and
The courage to deny them the privileges I know will do them harm.
Make me fair and just and kind.
And fit me, O God, to be loved and respected and imitated by my children.*