

# Our Lady of Mercy School

## STUDENT/PARENT HANDBOOK



Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided.

Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me.

Amen.

# **Table of Contents**

Letter from the Principal

Faculty & Staff Directory

## **1. Mission and Identity**

Mission Statement / Saints & Scholars Code of Conduct / Philosophy / History of the School

## **2. School Governance and Information**

Introduction / School Information / School Office Hours / Before School / Arrival / Dismissal / Cancellations, Delay or Early Dismissal of School / School Website / School-Home Digital Portal / School Calendar / Custody Agreements / Student Records / Volunteers & Visitors / School Security / Classroom Parties / Accreditation / School Advisory Board / The Parent Teacher Group (PTG) / Communication / Weekly Notices / Monthly Newsletter / Lost & Found / Personal Property / Transportation / School Bus Policy / Services / Little Saints & Scholars Extended Day Care / Little Saints & Scholars Before School Care

## **3. Admission and Re-enrollment**

Order of Acceptance / Acceptance & Notification Process / Online Registration Form

## **4. Tuition, Fundraising and Financial Aid**

Tuition / Delinquent Tuition / Registration & Tuition Refund Policy / Returned Checks

## **5. Student and School Life**

Promotion & Retention Policies / Religious Education / Appearance & Attire / Student Support Services / Lunch Program

## **6. Student Discipline**

Process for Behavioral Intervention (Level 1: Student, Parent & Teacher; Level 2: Principal) / Uniform Violations / Disciplinary Response to Inappropriate Use of Personal Technology Device (Level 1 Offenses; Level 2 Offenses) / Academic Dishonesty Policy / Disciplinary Action(s) / Bullying & Harassment

## **7. Academic Program and Policies**

Learning Communities & Academic Programs / Academic Programs & Curriculum / Cultural & Technical Arts / Class Placement / Promotion to the Next Grade / Homework / Tests & Quizzes / Report Cards / Honor Roll / Attendance & School Absence / Field Trips / Grading / Health & Safety Policy / Accidents / Illness in School / Medication / Immunization Records / Food Allergies / Emergency Information

## **Appendices**

1. Dress Code
2. Bullying Policy
3. Technology Acceptable Use Agreement
4. Parent & Student Acknowledgement Agreement

## Principal's Welcome letter

Welcome to Our Lady of Mercy School (OLM). The pre-eminent PreK to 8 Parochial School serving western and southern RI. We are dedicated to providing a strong educational program that teaches Christian values and promotes the Catholic faith, supports the education of the whole child, provides a safe environment and promotes preparing students for a life of continuous learning and service to the community and the Church.

At OLM, we establish a Christ-centered environment where Christian values are taught, modeled, learned and lived by all members of the community. These values begin with a gifted, caring, and welcoming staff that shares a host of talents with its students and, in turn, encourages students to share their time, abilities and leadership with one another.

It is our goal to offer an excellent education where diversity of learning styles is honored and where individual differences are respected. Educating the complete child is paramount to his/her success.

Because learning takes place beyond the classroom, service to our community is an integral component of our program. We are preparing our students to be responsible citizens and stewards in a diverse and global community.

## Faculty & Staff Directory

**Pastor:** The Very Reverend, Bernard Healey

**Associate Pastor:** The Reverend, Joshua Barrow

**Principal:** Mr. Scott W. Fuller

**Administrative Assistant to the Principal:** Mrs. Irene Buonaccorsi

**Admission Coordinator/Front Office Manager:** Mrs. Kimberly Izzi

**Bookkeeper:** Mrs. Carolyn MacCrae

### Early Childhood Learning Community

**PreK:** Ms. Erica Watson (PreK) & Mrs. Allesandra DiSandro, Teacher Assistant

**Kindergarten:** Mrs. Courtney Anderson & Mrs. Deborah Carraccio, Teacher Assistant

**First Grade:** Mrs. Denise Palizza (Team Coordinator)

**Second Grade:** Ms. Jean Perretta

### Intermediate Learning Community

**Third Grade:** Mrs. Karen Maguire

**Fourth Grade:** Mrs. Cathy Turchetta (Team Coordinator) & Mrs. Donna Beaulieu

**Fifth Grade:** Mrs. Jennifer Nygren

### Middle School Learning Community

**English** - Mrs. Kathleen Kerin (Team Coordinator)

**Math** - Ms. Paula Noll

**Science** - Dr. Deborah Husak

**Social Studies** - Mr. Michael Kennedy

**Theology** - Mr. Billy Burdier

### Cultural Arts & Technology Learning Community

**Art** - Mrs. Donna Campbell

**Computer Science & Engineering** - Mrs. Bea Lukens

**Library/Literacy** - Mrs. Christie Cambio

**Music** - Ms. Kathryn Hollowell

**Physical Education & Health** - Mr. Dave Stefanik

**Spanish** - Mrs. Katherine Franklin

**Little Saints & Scholars Extended Day Coordinator:** Allesandra DiSandro

**Lunch/Little Saints & Scholars Extended Day Aides:** Sister Lourdes de Leon, FAS

Sister Emma Salvador, FAS

**Health Office:** Mrs. Mickey St. Jean

**Building Aide:** Mrs. Pat DiPrete

**Building Superintendent:** Mr. Dave Belanger

**Buildings & Grounds:** Mr. Paul Anderson, Mr. Eric Anderson & Mr. Jeff Franzone

# 1. Mission and Identity

## Mission Statement

Our Mission at Our Lady of Mercy School is to follow the Lord Jesus Christ and His Church as we pursue excellence in academics, athletics and the arts. In the midst of a safe and nurturing environment we seek to develop a good moral character built upon the teachings of the Catholic Church. *We strive to be Saints and Scholars* who serve the evangelical mission of our parish *so that Mercy may flourish*.

## Saints & Scholars Student Code of Conduct

As those *striving to be Saints and Scholars* we pledge to uphold the highest standards of conduct while at school, at off-campus events, at home and in the community by attempting to do our best to:

1. Follow the 10 Commandments
2. Love others and self as Jesus does
3. Find in Mary—Our Lady of Mercy—our primary role model
4. Ask God’s forgiveness when we make mistakes
5. Live in accord with the teachings of our Catholic faith
6. Use our time, talents and treasure to glorify God in all of our work and actions

## Philosophy

Our Lady of Mercy School is a vibrant, joyful Roman Catholic community dedicated to the education of the whole child. We acknowledge and support the role of parents as the primary educators of their children. Aligned with Diocesan curriculum standards and guidelines, Our Lady of Mercy School prepares students to think critically, integrate Gospel values, and learn the Church’s mission and traditions, as reflected in the life and teachings of Jesus Christ.

We promote skills necessary to be productive, contributing citizens in a global society. We involve students in Christian service projects that benefit the school, parish, and the larger community. We encourage self-expression through student involvement in the visual and performing arts. We honor our students' achievements and instill a respect for people of all cultures, as well as a concern for the needs of the world.

## History of the School

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

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

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

In 2001, an addition took shape. Included in the renovations were: a larger library; a Science lab/classroom; two classrooms, a small resource room and lavatories on the lower level; a renovated-enlarged computer lab; an Art/Music room in an old classroom that was enlarged; a handicapped restroom; and three existing classrooms received new windows and walls due to the reconfiguration needed to accommodate the new structure. An indoor ramp was also added. In mid-October 2001 the final firewall came down and students were able to see the new corridor and rooms. On October 28, 2001 Bishop Robert Mulvee celebrated a special Mass at Our Lady of Mercy Church and led a procession over to the school for the blessing of the new structure. In 2015 a new building-wide wireless system was installed.

Our Lady of Mercy has sustained a proud reputation and flourishing enrollment since its inception and remains the largest Diocesan PreK to 8 school to this date.

## 2. School Governance and Information

### Introduction

All parish school programs are governed by the policies and regulations of the Diocese of Catholic Schools as set forth in the Policy Manual for Elementary and Secondary Schools, Providence Diocese, and in interim communications.

This Student/Parent Handbook contains the philosophy, policies, and procedures for Our Lady of Mercy School. Parents and students are asked to familiarize themselves with its contents and sign and return the **Student & Parent Acknowledgement Agreements Form**.

### School Information

Our Lady of Mercy School	Phone: 401-884-1618
55 4th Avenue	Fax: 401-885-3138
East Greenwich, RI 02818	Website: <a href="http://www.olmschool.org">www.olmschool.org</a>

### School Office Hours

During the school year: Monday through Friday 7:00am - 3:00pm (excluding holidays and vacations). During the summer: Monday through Friday 9:00am – 1:00pm. Saints & Scholars (extended care): Monday through Friday 2:30pm - 5:30pm (excluding holidays, vacations and days listed on the school calendar when the service is not available).

### Before School

**7:00am - 7:40am** Saints & Scholars Before School Program.

**7:40am** Teacher's supervision begins in school yard (in cafeteria - inclement weather). Children are not to be left on school grounds unattended before that time. Students are not to be dropped off in the Church parking lot.

## **Arrival**

**7:50am** Students in grades 6-8 may enter the building-only through the MS door, C5 – and proceed to their lockers

**7:50am** Line-up Bell for all other students. When inclement weather: students may enter the back doors and report to the gym area.

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

**8:05am** late bell will ring. Any student arriving at 8:05 or later must obtain a late pass to enter class. Front door is to be used by altar servers, parents with office business, and tardy students.

## **Dismissal**

**11:30am** Pre-School Dismissal (half day students)

**2:15pm** School bus dismissal through door D6 on the east side of the building

**2:20pm** PreK3, PreK4 and Kindergarten dismissal via rear door C3

**2:30pm** Dismissal of all other students via rear doors (C3, C4 and C5)

Private Transportation students exit via rear doors.

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

Parking is in rear school lot behind the cones.

Once a child has met the adult driver, that driver is responsible for the child. Students are brought to the Office when their driver is late. If the driver is later than ten minutes the student(s) will be sent to the Little Saints & Scholars Extended Day Program.

## **Cancellation, Delay or Early Dismissal of School**

OLM School follows the East Greenwich School Department if school is to be cancelled, delayed, or dismissed early due to poor weather conditions. For this and other circumstances of delayed opening or cancellation, notice shall be given to all media outlets and posted on the OLM website.

In the event of an emergency dismissal from school, faculty and administration will alert families via automated phone call, email, school website and Channel 10 news.

On days when the opening of school has been delayed, the official opening time, time of direct supervision, and expected student arrival time will be advanced in accordance with the length of the delay.

## **School Website**

The school website is the primary portal for communication between our school and all members of the community. This site is updated on a continual basis and parents should consult the site regularly for announcements and events. Our website is [olmschool.org](http://olmschool.org).

## **School-Home Digital Portal**

Our school sponsors an online digital portal for Middle School parents and students to access information regarding academic progress. Access to this portal is available to those community members who are in good standing with the school and who appropriately use this site for school related functions. Only the primary parents/guardians registered with the school will have access to this site.

## **School Calendar**

The official school calendar appears on the official school website. All members of the community should continually access this site to find up-to-date information. Those families who don't have computer access should contact the school for a copy of the calendar.

## **Custody Agreements**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office at the time of admission or in the event of a divorce that occurs while the student is enrolled or re-enrolled. Federal regulations require that an educational agency shall give full rights under the Family Rights and Privacy Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

## **Student Records**

A cumulative record card shall be maintained for each student from entrance until graduation or withdrawal. The conditions of access to these records shall comply with the Right to Privacy Law. Cumulative records are treated as confidential matter. Cumulative records are made available only to the professional staff of the school and, upon request, to the student's parents or guardians. It is also within the right of parents to examine unofficial and informal data.

Parents wishing to examine their child's file must make an appointment to do so. A member of the staff knowledgeable in such matters should be present to assist the parents in interpreting such records if needed. In accordance with the guidelines of the State Department of Education, Our Lady of Mercy School maintains three categories of student records.

- Category A: Official administration records consisting of minimal personal data for the operation of the educational system: e.g. name, address, date of birth, parent or guardian, phone number, academic work, level of achievement, and attendance data.
- Category B: Verified information for the formulation of educational programs: e.g. Health records, speech and hearing evaluations.
- Category C: Verified information necessary for the formulation of prescriptive Educational plans designed to meet unique needs of selected students: e.g. confidential records, referrals to other professional staff, planning and placement team findings, correspondence and reports from other agencies.

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

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



## **Volunteers & Visitors**

All visitors to the school must report first to the office. Only those visitors having legitimate business with the office or guests and volunteers having the principal's approval should enter the school during school hours. Parents may not go to the classrooms with messages, homework, food, etc. during the school day. Guest speakers, volunteers and classroom visitors may be requested by the teacher and must receive the principal's approval. Parents may not bring food to the cafeteria at lunch time. Everyone entering the school must use the sign-in procedure at the office and wear a Visitor's Badge.

## **School Security**

All outside doors are secured (locked) during school hours in order to protect all students. Parents are asked to assist us in monitoring this practice. The front door is protected by a monitor. Students will be reminded never to open doors for strangers. Please remember that not all parents are known to all students so don't ask them to open doors for you.

## **Classroom Parties**

Permission must be granted by the principal for any party within a classroom. Birthdays will receive school acknowledgment, but parties do not take place in school. NO students may pass invitations out in school or schoolyard.

## **Accreditation**

Our Lady of Mercy School is accredited by the New England Association of Schools & Colleges (NEASC) and maintains a membership with the National Catholic Education Association (NCEA).

## **School Advisory Board**

The governance of Our Lady of Mercy School includes a School Board that is consultative in nature according to the directives of the Diocese of Providence. Board members are chosen by the Pastor and/or Principal for their background and expertise in different areas. The President of the Parent Teacher Group sits on the School Board during his or her tenure on the PTG Board. The Pastor is the final arbiter of all matters that are brought before the board.

## **The Parent Teacher Group (PTG)**

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

## Communication

**Parent-Teacher:** The school strongly encourages ongoing communication between parent, teacher, and possibly the academic counselor concerning the education of their child.

Parents should initiate conferences with teachers by making an appointment by email at least twenty-four hours prior to the desired appointment time. Parents may also request a telephone call with a faculty member by calling the main office and requesting a teacher call-back within one business day.

Conferences with teachers should not be spontaneous because that does not allow the participants to be properly prepared and it may not be in the best interest of the student. Student planners are sometimes used as a means of communication on a daily basis with parents. In PreK classes, 'communication books' are sent home daily.

**Weekly Notices:** A school email blast occurs each Wednesday, and is posted on the school website. Notify the Office if notices, etc. do not arrive on Wednesday.

**Monthly Newsletter:** A monthly School Newsletter is also sent home the first Wednesday of each month with the youngest child in the family. It is also posted to the school home website.

## Lost & Found

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

## Personal Property

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

## Transportation

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

## School Bus Policy

Students, who are transported by busses, and their parents are responsible to know and abide by the policies and rules of their school transportation departments. Parents should demand that their youngsters behave properly on a bus since it is a safety issue for all involved. Any student who violates school bus rules can expect a warning.

If following a written warning the student continues to violate the rule(s) that student's transportation privileges can be suspended or revoked. OLM will support all bus drivers and monitors since the safety of everyone involved is at stake. Parents are responsible to check bus numbers and schedules. During the first few weeks of school, families can expect changes in pick up, drop off times, and perhaps location of stops. When a request for a student to ride another bus or be dropped off at a different stop is desired, a parent must send a written note to school and it will be given to the driver. OLM cannot grant these exceptions for bus transportation.

## Services

### **Saints & Scholars (S & S) Extended Day Care**

Our Lady of Mercy School provides After School Care from 2:30pm - 5:30pm on school days for students. Students must be pre-registered in the school office for the program. Registrations are handled on a first come first serve basis. Only children on the office list will be allowed into extended day. Terminating after school services requires school notification as well. Only custodial parents, guardians, or persons for whom the school has received the custodial parents' written permission may take the child from the school. That person must present a photo ID to the LSS staff and must sign the dismissal log before the child is transferred to his/her care. If S & S is needed due to an emergency, the request needs to go through the Office. Any concerns of parents regarding personal injury or inappropriate student behaviors emanating during the S & S program must be discussed with the program director.

### **S & S Before School Care**

Care is available starting at 7:00am. Students should be signed in at the Front Office. These students must also be pre-registered for the program. Coverage lasts until 7:40am.

## 3. Admission & Re-enrollment

### THE APPLICATION PROCESS

1. COMPLETE THE ON-LINE STUDENT APPLICATION: Complete the on-line student application with a \$100 non-refundable check (mailed to the school)
2. MEET THE PRINCIPAL: Schedule a tour with the Principal (Email ~ [principal@olmschool.org](mailto:principal@olmschool.org))
3. MEET THE PASTOR: Schedule a meeting with the Pastor or Associate Pastor (please bring a letter of recommendation from the Pastor of your Parish of registration along with this PRE-ADMISSION PRIEST INTERVIEW FORM). (Email ~ [pastor@olmparish.org](mailto:pastor@olmparish.org))
4. SUBMIT THE PAPERWORK ~ to the school office as follows:
  - Baptismal & Sacramental Records
  - Immunization & Medical Records
  - A copy of the original Birth Certificate
  - Transcripts including Report Cards
  - Signed copy of the "TUITION RATES, FEES & POLICIES" form.
  - Recommendation from last teacher of record (if any)
  - Proof of legal guardianship (when applicable)
  - Copy of IEP/504/Student Support Plan (if any)
  - Latest standardized test scores
  - Teacher recommendations from latest English and Math teacher (sent directly to the Principal)

5. SCHEDULE A SHADOW DAY (not required for Pre-K students): Please contact Mrs. Izzi, Admissions Coordinator, to schedule a date. (Email: kizzi@olmschool.org) ACCEPTANCE AND NOTIFICATION PROCESS Once you've completed the application process, the Principal and Pastor will evaluate your application. A letter of acceptance will be sent to you indicating whether your child(ren) has been accepted. Acceptance letters are sent out by the Principal in April.
6. IMPORTANT INFORMATION UPON ACCEPTANCE:
  - Once accepted, 6th – 8th grade students will be required to take a math placement test in May. (The school will contact you with dates/times)
  - Screening for Kindergarten (1/2 hour) occurs in the March/April timeframe. (the school will contact you with dates/times)
  - Students entering the Pre-K program must be completely toilet trained.
  - If accepted, the school must receive a \$250 non-refundable registration deposit check within a two week period (\$225 will be applied towards tuition and the remaining \$25 is a processing fee). Failure to receive payment in this time frame may result in the forfeiture of your child's acceptance.

## ORDER OF ACCEPTANCE

The following priority is given to applicants:

Present enrollment PreK - 8  
Siblings of enrolled students  
Our Lady of Mercy Parishioners  
Catholics  
Non-Catholics

## ACCEPTANCE & NOTIFICATION PROCESS

Once your application packet is complete, the Principal and Pastor will evaluate it. A letter of acceptance will be sent to you indicating whether your child(ren) have been accepted. The Principal sends out acceptance letters in April or after your pre-admission packet is complete.

### Online Registration Form

**New Student Registration Application** (New Students/Siblings only – Current student re-registration information will be mailed to families). The following will be taken into consideration:

- The number of students already in attendance in each grade
- The applicant's academic ability and overall readiness for an OLM School classroom setting as evidenced by assessment results and report card grades

If OLM School cannot accept an applicant for immediate admission, the parent(s) may request for the child to be placed on the waiting list. Applications on file must be kept current.

OLM School attempts to accommodate the special needs of each student; however, the school is not legally obligated to accept children with disabilities. Special accommodations made for individual students may be discontinued at the discretion of the school administration.

## **4. Tuition, Fundraising & Financial Aid**

### **Tuition**

Tuition is set each year by the Pastor, Business Manager and Principal in consultation with the Parish Trustees and members from the school advisory board. The tuition reflects the current cost of educating a student in our environment with respect to the academic and co-curricular program offered by the school. Our school strives to provide the most appropriate learning environment that promotes the mission of our school and adheres to state and Diocesan policy and standards.

We are mindful of the sacrifices made on behalf of parents who choose a Catholic education and the professional staff who work in our community. The budget for the school is determined each year by the projected number of paying students enrolled. It is imperative that parents who choose to send their children to our school understand their commitment to this institution and pay the tuition bill on time.

Financial aid is available from the Diocese of Providence and through some parish communities. All who seek aid must apply through the FACTS service provider. Please contact the school Bookkeeper for more information on tuition and tuition assistance.

### **Delinquent Tuition**

Families who fall delinquent in tuition payments will be required to meet with the Pastor and Business Manager to discuss meeting financial responsibilities with the school. If a family's tuition is delinquent at the conclusion of the fall or spring semester, the family will be contacted by the Pastor or Business Manager to be informed that their child(ren) will not be readmitted until the delinquent tuition is paid in full. Children cannot be re-registered for the following school year unless their tuition is paid in full by the end of the current school year.

### **Registration & Tuition Refund Policy**

Registration, book, lab and technology fees are not refundable. Thirty days notice will be required for a tuition refund. If a child begins the school year at OLM School and subsequently transfers to another school any time during the school year, tuition for prior months will not be refunded. If thirty days notice is given, tuition for the final month the child attends OLM School will be pro-rated based on the number of days the child attends school during that month. If a child does not begin the school year and 30 days notice has not been given, tuition paid during the months of July and August will not be refunded.

### **Returned Checks**

Checks returned for insufficient funds will be charged a \$25.00 returned check fee by the school to cover bank fees and associated costs.

## **5. Student & School Life**

### **Promotion & Retention Policies**

The child's ability to read at grade level is critical to his/her ability to succeed in the other academic subjects. The foundation for reading is laid in the primary grades. Promotion through the primary grades is determined

mainly through the child's level of mastery in reading. Subject failures in and beyond 3rd grade may indicate that the student needs to be enrolled in a more suitable educational program outside Our Lady of Mercy School. At the very least, summer tutoring will be required before a student can move on to the next grade in that subject area(s).

Repeated subject failure is cause for review and possible suggestions for alternative placement.

**NON-PROMOTION WARNINGS:** "Warnings" may be discussed at any time, but definitely issued in the spring of a given year. Cause: Failure of two or more major academic subjects.

In order to go on to the next grade level, students will need to meet the following requirement. Students will be required to attend summer school or receive private tutoring during the summer before being declared eligible for the next grade level. Summer School is usually limited to two subject areas. If the student is an 8th grader, the tutoring must take place before the student receives a diploma in August. The high school is notified when the student has completed his/her work successfully and qualifies for grade 9. Grade retention is ultimately the decision of the principal.

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

## **Religious Education**

Prayer and worship are vital to the child's education. Religious studies, worship and faith application are required for all students regardless of creed. Religion is taught daily. Mass attendance occurs on the first Friday of each month and on holy days of obligation which coincide with days that school is in session. During Lent, the children attend Mass one day each week. Four times a year the students in grades three through eight receive the Sacrament of Reconciliation during school. The school strives to deepen the students' personal relationship with Jesus and other persons by building a unified community of faith and love. Religious instruction offers a better understanding of the faith and teachings of the Catholic Church. That which is fostered in school should be reinforced by Mass attendance each weekend and the practice of daily prayer at home.

Non-Catholics and children who have not received the sacrament of Holy Eucharist do not receive Holy Communion when at Mass. They do participate in song and spoken prayer. Throughout the year students at Our Lady of Mercy School participate in several service projects. These projects include: clothing drives, food drives, collections for various causes, sending cards for various reasons, and other needs that arise. We have been richly blessed and our students need to learn to reach out to those less fortunate. Parents should encourage their children to make personal contributions to the various projects by giving from their allowance or earning the contribution in some manner.

## **Appearance & Attire**

Parents are responsible for seeing that their children attend school wearing ONLY the proper uniform. It is only with the Principal's approval that a pupil may attend school wearing something other than the school uniform. If some emergency at home prevents the wearing of the uniform on a given day, the parent must provide the reason in writing to the principal. If a pupil arrives at school in clothing other than the uniform, without a note, the parent can expect to be called to bring in the proper clothing.

Jewelry, except for a Religious medal or cross, and make up (including colored nail polish) are not acceptable at OLM for school hours. (Colored polish will need to be removed.) Clear polish is fine. No visible body piercing or tattoos are allowed. Girls are allowed to wear stud earrings. Dangling earrings can be a safety issue and will not be allowed for school hours. They will have to be removed when observed. Students are not allowed to wear “fashion/fad chains” or “fashion crosses”, etc.

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

Detention may be given when a student continues to ignore warnings about his/her hair, jewelry, or makeup issues. Sneakers/athletic shoes are worn only on physical education days. The regulation uniform, as outlined in the Appendix, must be worn at all times. When attending Liturgies and special Masses, students are to wear their formal uniform. No gym uniforms are to be worn for school Formal Masses (**noted on school website calendar**).

### **Student Support Services**

The Academic Support Coordinator of Our Lady of Mercy School is the coordinator for Academic, Guidance and Behavioral assistance for students and will:

- Consult with faculty and parents regarding special education issues
- Serve as liaison between outside agencies, OLM school, and local school departments
- Coordinate necessary meetings/conferences/IEP reviews/RTI meetings
- Maintain reference materials on supportive strategies along with current RI regulations
- Provide academic support for students in the classroom, small groups, or individually
- Serve as the initial contact at school for parents who wish to initiate an evaluation for their child through special services

### **Lunch Program**

OLM is pleased to offer the **Campus Cuisine** lunch service for students and faculty. Campus Cuisine provides specialties from local restaurants, including natural and organic options, whenever possible. Choose from dozens of entrees and sides, which vary in portion size and price, so you may assemble lunches fitting your student’s appetite and your budget!

Campus Cuisine’s online ordering process provides many flexible options. Orders may be placed up until noon the day before, and may be pre-ordered weekly, monthly or by semester. Changes and cancellations may also be made online.

Please visit their website at [www.campuscuisine.net](http://www.campuscuisine.net) and follow the steps below to order. If you need further assistance, email [kathryn@campuscuisine.net](mailto:kathryn@campuscuisine.net) or call 404-406-4017. Please see our lunch menu from Campus Cuisine on the OLM school website under the Current Families tab.

## 6. Student Discipline

### Process for Behavioral Intervention

Every member of the OLM community is responsible for addressing student behaviors that compromise any student's right to learn or threaten the safety of the school community. Inappropriate behaviors will have consequences. It is our fervent hope that the goal of all disciplinary action will result in a change in student behavior and reconciliation with an offended party. We expect productive partnership with our parents/guardians as we apply and live out this policy in our Catholic school community.

**Level 1** Student behaviors that do not meet the OLM community's expectation of respect and responsible school citizenship. The teacher is expected to deal with Level 1 behaviors, but retains the right to call upon the Principal to assist in the delivery of consequences or to model strategies for managing Level 1 issues in the classroom.

#### 1. General Behavior Violations

##### Level 1 Infractions

- |   |                                |                                |
|---|--------------------------------|--------------------------------|
| <b>A. Disrespectful language/gestures</b> | <b>D. Unprepared for class</b> | <b>G. Pushing/Shoving</b>      |
| <b>B. Excessive talking</b>               | <b>E. Throwing items</b>       | <b>H. Minor Property Theft</b> |
| <b>C. Not following directions</b>        | <b>F. Teasing/Name calling</b> |                                |

##### Level 2 Infractions

- |  |   |                       |
|--|---|-----------------------|
| <b>A. Chronic Level 1 behavior</b>           | <b>D. Forgery</b>                                   | <b>G. Major Theft</b> |
| <b>B. Fighting</b>                           | <b>E. Vandalism/Destruction of School Property</b>  |                       |
| <b>C. Minor physical assault (no injury)</b> | <b>F. Leaving School Grounds without Permission</b> |                       |

##### Level 3 Infractions

- |  |                                  |
|--|----------------------------------|
| <b>A. Chronic Level 2 behavior</b>           | <b>D. Possession of a weapon</b> |
| <b>B. Possession of Controlled Substance</b> |                                  |
| <b>C. Serious Physical Assault</b>           |                                  |

**Level 1 Consequences:** to be determined by classroom teacher.

- a. Home contact
- b. Detention – before school, after school, during lunch
- c. Reconciliation/restitution
- d. Parental meeting at school
- e. Loss of non-academic privileges
- f. School-based community service



**Level 2 Consequences:** applied as appropriate to the severity of the offense and will be determined by the Principal.

In addition to all those consequences and restitutions offered in Level 1:

- a. In-school suspension with behavior supports
- b. Mediation
- c. In-school intervention (i.e., timeout, behavior contracting/monitoring by teacher/administrator)
- d. Mandatory social skills training (i.e., anger management, problem solving, aggression replacement therapy)
- e. Out of school suspension (any out-of-school suspension requires an in-school plan for prevention/intervention to avert further problems)

**Level 3 Consequences:** All of the above, including:

- a. Student/family advisement/counseling
- b. Exclusion

## **2. Academic Dishonesty Violations**

OLM believes strongly in the values of truth, integrity, and personal accountability. This task requires a shared responsibility among the Principal, faculty, students, and parents. For honest evaluation of student progress to be in place, we must work to ensure that we have honest work by each learner.

Academic dishonesty, including plagiarism, occurs when a student obtains or assists another student in obtaining credit for work which is not their own. In accordance with our philosophy, students are expected to follow rules prohibiting dishonest academic behavior in accordance with our Code of Conduct and School Mission Statement. Whenever students have a question about academic procedures, or any procedure, they should ask their teachers or the Principal for clarification. Examples of academic dishonesty may include, but are not limited to the following:

- unauthorized communication with another student during an assessment;
- copying material from another student during an assessment;
- submitting a paper or project which is not the student's work;
- copying another person's assignment;
- allowing another student to copy one's assignment;
- changing answers and seeking credit on an assignment after the work has been graded and returned;
- copying computer files or data created by others and claiming them as one's own;
- any other violation that constitutes plagiarism.

### **First Offense:**

When a teacher finds reason to believe a student or group of students has violated this policy, the following will occur:

- The teacher will share his/her observation with the student and the principal.
- Any work submitted by a student in which he or she has cheated will receive a grade of 50%. The student will be required to redo the work or an alternate assignment as determined by the teacher. Credit for the alternate assignment may be reduced. The amount of the reduction will be determined by the teacher/Principal.
- The student will be referred for extended office detention.

**Subsequent Offenses:**

Consequences for any offense beyond the first or a more serious initial offense shall be determined at the time of the incident.

**3. Cell phone/Electronic Device Violations**

- a) Students who use a cell phone in school will have the device confiscated by the teacher who will bring the device to the main office. The device will be returned to the student's parent/guardian.
- b) Students who use an electronic device inappropriately, access any chat feature, social network site or inappropriate website while at school may lose the privilege to use the device for the remainder of the school year. Other disciplinary actions may be taken depending on the individual situation.
- c) Any other inappropriate use of technology at school or school events not specifically outlined above may result in confiscation of the device or other disciplinary action(s) as determined by the Principal.

**Uniform Violations:** If a Middle School student is found by a teacher to be in violation of the dress code:

- a) The first three times, the teacher will contact the parent by email and inform them of the infraction and copy the principal. Depending on the circumstance, a parent may be asked to come to the school with the necessary uniform that's been missing. The Principal will enter the infraction into the on-line student management system.
- b) Consequences for the fourth violation will be referred to the Principal and may result in a detention or other disciplinary action.
- c) If an Elementary School student is found in violation of the dress code, the classroom teacher will email the parent and copy the Principal.

**Disciplinary Action(s)**

The disciplinary actions for violations in this handbook shall be determined by the Principal.

The severity of the disciplinary action shall be aligned to the severity of the behavior as determined by the Principal and include, but is not limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In school suspension
- e. Loss of school provided transportation
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or MS promotional activities
- i. Police contact
- j. School suspension
- k. Permanent removal from the school community.

**Bullying & Harassment** (See appendix on R.I. Statewide Bullying Guidelines)

## 7. Academic Program and Policies

### Learning Communities & Academic Programs

OLM School is comprised of four educational learning communities that help to provide learner centered and developmentally appropriate curriculum, instructional strategies and educational goals. These communities work across the curriculum to insure a structured scope and sequence that prepares students for meeting high educational standards while addressing a diversity of learning needs. Teachers in each community work collaboratively under the guidance of a Grade Level Coordinator to best address the dynamic needs of our students. Our teams work collaboratively to evaluate and implement strategies and curriculum that is rigorous, creative and current.

Our communities are:

- **Early Childhood Learning Community:** PreK through Grade 2
- **Intermediate Learning Community:** Grades 3-5
- **Middle School Learning Community:** Grades 6-8
- **Cultural Arts Learning Community** including the Music, Visual Arts, Computer Science & Engineering, Spanish and Health/Physical Education

### Academic Programs & Curriculum

The elementary and middle school academic programs are comprised of a core curriculum in courses including:

- Religion/Theology
- Math
- Science
- English Language Arts (*Reading, Writing, Grammar, Phonics, Handwriting*)
- Social Studies

## The Cultural and Technical Arts

- Physical Education/Health
- Spanish
- Library and Literature
- Music/Drama
- Computer Science & Engineering
- Visual Arts
- Curriculum Enrichment & Advisory (6-8)

## Class Placement

Academic placement for all students is determined by the Principal in consultation with the educational staff with the sole aim to provide the most educationally appropriate learning environment for all students. It is the responsibility of the parent to help every child embrace and accept new opportunities and experiences.

## Promotion to the Next Grade

A student is promoted to the next class/grade when he/she passes all courses with a final average of **70** or higher. While **65** is a passing grade, it is considered unsatisfactory to our expectations and standards and **MAY NOT** grant promotion to the next grade. Students who earn a final average between **66** and **69** will have their records reviewed by the Principal to determine if a summer learning program is necessary. Considerations for a summer learning program will include a review of the student's overall grades, effort and participation, homework completions, and organization and study skills. Students that meet the requirements for summer learning, as outlined above, must enroll in an administration approved summer learning program at the expense of the family in order to return in the fall. Summer learning programs are determined based on grade and subject level. Students that need to participate in summer learning will receive all details on or before the last day of school from the Principal.

## Homework

### PURPOSE OF HOMEWORK:

Homework is an essential part of our instructional program. The purpose of homework is to practice, review, enrich and develop a greater understanding of concepts. Homework should help students extend their knowledge beyond what was taught in the classroom and aid them in establishing independent study habits. Long range assignments are occasionally given which will aid students in learning to budget their time and engage them in opportunities for enrichment and creativity.

### WHAT TO EXPECT:

Homework is assigned Monday through Thursday, excluding holidays and school vacations. Homework includes written work, independent reading, studying for quizzes and tests, and/or long-term projects. Middle school students may have some homework on weekends. The approximate length of time devoted to homework each week night is as follows:

- Kindergarten a few minutes (occasionally)
- Grade 1 10 minutes
- Grades 2 & 3 20-30 minutes
- Grades 4 & 5 40-50 minutes
- Grades 6, 7 & 8 60-90 minutes

It is the student's responsibility to complete homework as assigned. Failure to complete homework may affect a student's grade. If students need much more time than what is suggested, the teacher should be notified.

### **COMMUNICATION:**

It is the shared responsibility of the teacher, student and parent to communicate individual differences or concerns. At OLM, we recognize the importance of family life and understand that unexpected events or illnesses can arise that prohibit the timely completion of homework. In these cases, families and teachers should communicate so alternate plans can be made.

It is our hope that OLM students develop a sense of responsibility, self-motivation, and a love of learning as they pursue their Catholic education.

## **Tests & Quizzes**

Students are to **be notified two days in advance of a test (or summative assessment)**. Commencing in 3<sup>rd</sup> Grade, students are responsible for recording the test date in their school planner. **Teachers in grades 1-5** are to monitor the number of tests given in a particular day to allow students the appropriate amount of time to adequately prepare.

**Middle school students will not have more than two tests on any one-day.** Teachers in the middle school will coordinate assessments with the Middle School Coordinator.

**Quizzes (or formative assessment)** are shorter graded assessments that build evidence of student growth and learning. Quizzes may occur at any time with or without advanced notice and will cover skills and concepts previously taught. Quizzes are assessment tools that help to incrementally measure learning in the educational process.

## **Report Cards**

A TRIMESTER MARKING SYSTEM is used at OLM. In the middle of each trimester students will receive Progress Reports with a Teacher-Parent conference held at the time of the first Progress Report. The Progress Report helps parents know where improvement is needed prior to the close of a Trimester.

## **Honor Roll**

The Honor Roll is for use in grades 6-8 only. The Honor Roll is based on a GPA average of all Academic subjects that meet 3 or more times a week using the following guidelines:

- Students must have at least a **70** in each of the Cultural Enrichment subject areas.
- Students must demonstrate Christian Values.
- Honors with Distinction requires a GPA of **96** in Academic subjects.
- High honors requires a GPA of **90** in Academic subjects.
- Honors requires an overall GPA of **85** in Academic subjects.

Other awards may be issued by the faculty. These could include special effort awards and improvement awards as deemed by the individual teachers. All certificates are to be presented in the report card envelope. In an effort to help students achieve positive self-esteem, notices or listings of these awards will not be made public.

## **Attendance & School Absence**

Daily attendance is essential to academic progress and success. OLM students are expected to attend all classes and school functions within the school day.

Missing school for vacations or other extended periods is discouraged by the school and must receive advance approval. If vacation periods are extended, it is the *responsibility of the parent to fill out the Extended Vacation Absence Form and return it to the Principal*. The student, and not the teacher, is responsible for all work missed during this period. Teachers may give work before a child leaves or when a child returns. Any assignments are *due 7 days following the return to school*. Otherwise, credit may be deducted at the discretion of the teacher. It may be necessary to procure the services of a tutor for prolonged absences. In cases where a student is absent from school for an extended emergency or health reason, the parent must contact the Principal to create an individual plan of action for the student that is mutually agreed upon by all parties.

The school day begins at 7:55am. Students who arrive after 8:05am will be marked "Tardy".

Chronic tardiness has a detrimental impact on the student's progress. It denies a good start to the school day. There are unforeseen circumstances that may cause occasional tardiness. Parents are urged to ensure on-time attendance. Chronic tardiness (more than 10 days in a trimester) will result in formal documentation of delinquency. Subsequent tardies following formal documentation will result in a parent conference with administration.

A parent is required to call the main office whenever a student is absent. For each absence, *a written note from the parent must be sent to the teacher on the day the student returns to class*. This note must be dated and include the following:

Name of Student

Date(s) of Absence

Reason(s) for Absence

Parent Signature

## **Field Trips**

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

Participation in such an event is a privilege; students do not have a right to such trips. Students can be denied participation if they fail to meet academic or behavioral standards of the school. Uniforms are the standard dress for field trips except when the activities involved warrant different clothes.

Parents may decline the privilege of allowing a child to participate in a field trip. However, parents are encouraged not to foster the attitude in their child that field trips are optional. Teachers prepare students prior to a trip and often a written activity follows (based upon events of the trip) pertaining to curriculum. Students, who do not participate in a field trip, come to school and receive teacher-prepared assignments to be completed in another classroom. It is a school day.

Students who fail to submit the proper form provided by the school on time will not be allowed to participate in

the field trip. Parents' telephone calls, notes or faxes cannot be accepted in lieu of the proper field trip request form (legal issue). If a bus deposit has been paid, it is not returned to a student who is denied participation in a trip because of behavior or incorrect permission slip; it is part of the cost of the bus that was already reserved. The parent's/guardian's signature required on this form releases the school from liability.

Parents (BCI and Safe Environment approved) who are acting as chaperones are not to bring other children with them since they are responsible for the safety of the group assigned to them on the trip.

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

## **Grading**

### ***Early Childhood Team***

**Grades 1 - 2** uses a 1 to 5 numerical grading scale as follows:

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Consistent Strength</b>	<b>Steady Progress</b>	<b>Progress</b>	<b>Limited Progress</b>	<b>Does Not Meet Minimum Objectives</b>

### ***Intermediate and Middle School Teams***

**Grades 3 - 8** use a numerical grading scale from 0 to 100 as follows:

<b>95 - 100</b>	<b>80 - 89</b>	<b>70 - 79</b>	<b>65 - 69</b>	<b>Below 65</b>
<b>Consistent Strength</b>	<b>Steady Progress</b>	<b>Progress</b>	<b>Limited Progress</b>	<b>Does Not Meet Minimum Objectives</b>

## **Health & Safety Policy**

The Health Office coordinates the completion and implementation of all Individualized Health and Emergency Health Plans that document specific health intervention responses needed to ensure a child's well-being while at our school. The school can only work with parents and respond to student health concerns that are documented with an official IHP/EHP. Parents are welcome to call the school nurse to address the creation and implementation of this important documentation.

## **Accidents**

In the case of a serious injury, the school will immediately call the parent and, if needed, emergency medical service. If hospitalization is required, the child will be taken to Hasbro Children's Hospital. If the parent cannot be

reached, the doctor listed on the Emergency Procedure form is contacted. Please keep all emergency contact information including cell phone numbers current with the main office.

### **Illness in School**

A child who does not feel well should not be sent to school. A child who becomes ill or is injured during the day is promptly sent to the main office. On those occasions when a child must be sent home, prompt pickup is essential. Be sure that all phone numbers on the Emergency Care Form are accurate and current. No child can be sent home from school unless a parent, or person delegated by the parent, comes to the school office to pick him/her up. The parent or an agent of the family must sign the student out before the child can be released.

### **Medication**

No employee, staff/faculty, or volunteer may dispense or administer ANY medication (prescription or non-prescription) to any student at any time under any circumstances, except for minor first aid treatment (such as applying Band-Aids) and the emergency treatment of a student as allowed by health department regulations.

No student is allowed to carry prescription or non-prescription medication into school without the knowledge of the school nurse who will ensure appropriate documents are on record with the school.

If a student needs to be medicated during the school day, the child's parent or guardian is required to come to the school and dispense the medication to their child (per R.I. state law, assuming a school nurse is unavailable). No child may carry medication in school without official physicians orders and knowledge of the school nurse.

With permission from a medical professional, students are allowed to carry emergency epi-pens and inhalers with them to be used only in the case of an emergency. In classrooms where students carry epi-pens or inhalers, professional staff will be notified and trained of their proper usage should the unlikely event arise where the use of the device is required.

### **Immunization Records**

State law requires immunizations to be kept up to date. Class attendance will be delayed until such immunizations are received. The school reserves the right to deny admission to any family that doesn't comply with Rhode Island State Regulations for child immunization.

### **Food Allergies**

OLM School works within the guidelines of state law to provide appropriate safety and health protocols that work to protect all students. While our school is NOT a Peanut and Nut Free School, we are an **Allergy Responsive Community**. As with many schools, we have some students who have documented medical allergies to certain foods. We ask all families to partner with the school to create an environment that is free of allergens that make it difficult for some members to participate in the least restrictive way.

### **Emergency Information**

At the beginning of the school year, parents are sent emergency forms to be completed. Any physical limitations, allergies, etc. must be noted on this form for the child's welfare. If any information changes during the year,



parents are asked to send written notification with the new information to the school nurse. It is very important for us to be provided with properly updated home and work phone numbers of all parents/guardians. Also, parents are asked to indicate the specific instructions the student is to follow in the event school is dismissed early, (i.e., due to inclement weather.)

**PRINCIPAL’S RIGHT TO AMEND HANDBOOK:**

The principal reserves the right to amend the handbook as deemed necessary for just cause. Parents will be given prompt notification when changes are made. (Updated, August, 2018)

## APPENDICES

### 1. Dress Code

#### Our Lady of Mercy School Uniform Code

ALL LOGO ITEMS MUST BE PURCHASED FROM DONNELLY'S

At Our lady of Mercy School, we take pride in the appearance of our students. All students are expected to dress in compliance with the school uniform guidelines or will risk being written up by their teacher. Please be sure you read this policy in its entirety.

PLEASE SEE FOLLOWING PAGES FOR GRADE AND GENDER-SPECIFIC RULES

#### **General school-wide rules: ALL students Pre-k through Grade 8**

1. **NO** shorts of any kind to be worn from **December-March**.
2. **NO** brightly colored sports socks to be worn at any time (for example, colored Nike Elite) – navy or white socks only for boys and girls.
3. **NO** face makeup or colored nail polish should be worn at **any** time.
4. **No** semi-permanent bright hair color.
5. In general, students should be well groomed at all times; boys should have collar length or shorter hair.
6. Jewelry should be limited to stud earrings in the ears and religious necklaces only.
7. Belts **MUST** be worn with slacks and shorts – boys and girls.
8. Ties worn must be regulation - plaid (k-5), or navy (6-8).
9. All jumpers, skorts and shorts must have length to top of knee.
10. Girl's grades PreK through grade 5 should wear "under-dress protection" under their dresses/skirts (i.e., bike shorts).
11. ALL shirts **MUST** be tucked in at all times.
12. School shoes with rubber sole only – no heels, clogs, crocs or flip flops allowed at any time. Shoes must be brown, navy or black and have a closed back and toe.
13. Sneakers should be basic in color and no sneakers with wheels. Sneakers must be worn with gym uniform (see gym uniform section) and on no other day.
14. Formal Uniform is to be worn on First Friday Mass Days, Holy Days and any specific days announced by administration (noted on school website calendar).
15. "Dress Down" Tickets from fundraisers may **NOT** be used on scheduled **Formal** days (see dress down section).
16. If a student chooses **NOT** to wear Warm Weather/Winter Uniform on any given day, FORMAL UNIFORM (as noted by grade in the guidelines) **MUST** be worn.
17. On dress-down days, leggings or yoga pants cannot be worn.

## PRE-K (3 AND 4 YEAR OLDS)

### GIRLS: Pre-K

#### GIRLS Warm Weather Uniform:

**August through Columbus Day  
AND May 1<sup>st</sup> through June**

- Polo shirt - Long or short sleeve in white, light blue or navy
- Navy twill shorts, skorts or pants (elastic waist)
- Navy tights or navy ankle socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

#### GIRLS Winter Uniform:

**Columbus Day through April  
30<sup>th</sup>**

- Polo shirt - Long or short sleeve in white, light blue or navy
- Navy twill pants (elastic waist) - NO SHORTS/SKORTS
- Navy socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

#### GIRLS Formal Uniform:

**Lenten Season, First Friday  
Mass, Holy Days of Obligation**

- Cotton polo dress with collar – Long or short sleeve in light blue, navy blue or dark green
- Navy tights or navy ankle socks with bike shorts
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

### BOYS: Pre-K

#### BOYS Warm Weather Uniform:

**August through Columbus Day  
AND May 1<sup>st</sup> through June**

- Polo shirt - Long or short sleeve in white, light blue or navy
- Navy twill shorts or pants (elastic waist)
- Navy crew socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

#### BOYS Winter Uniform:

**Columbus Day through April  
30<sup>th</sup>**

- Polo shirt - Long or short sleeve in white, light blue or navy
- Navy twill pants (elastic waist) - NO SHORTS
- Navy crew socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

#### BOYS Formal Uniform:

**Lenten Season, First Friday  
Mass, Holy Days of Obligation**

- Polo shirt - Long or short sleeve in light blue, navy or dark green
- Navy twill pants (elastic waist) - NO SHORTS
- Navy crew socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

## LOWER GRADES

### GIRLS: Kindergarten through Grade 5

#### GIRLS Warm Weather Uniform:

**August through Columbus Day  
AND May 1<sup>st</sup> through June**

- Polo shirt with OLM logo - Short or long sleeve in white (Donnelly's)
- Navy twill shorts, pants or navy skort wrap front (Donnelly's) – Belt must be worn with shorts and pants
- Navy knee high socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

#### GIRLS Winter Uniform:

**Columbus Day through April 30<sup>th</sup>**

- Polo shirt with OLM logo - Short or long sleeve in white (Donnelly's)
- OPTIONAL: Blouse – Round collar, long or short sleeve, white or blue (Donnelly's) worn under sweater with logo (Donnelly's)
- Navy twill pants with belt – NO SHORTS OR SKORTS
- Navy ankle socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

#### GIRLS Formal Uniform:

**Lenten Season, First Friday  
Mass, Holy Days of Obligation**

- Plaid jumper - Length to hit top of knee (Donnelly's) – Jumper belt must be worn
- Blouse – Round collar, long or short sleeve, white or blue (Donnelly's)
- Navy tights or navy knee high socks with bike shorts
- Sweater with logo – Choice of V-neck, crew pullover or vest (Donnelly's)
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

### BOYS: Kindergarten through Grade 5

#### BOYS Warm Weather Uniform:

**August through Columbus Day  
AND May 1<sup>st</sup> through June**

- Polo shirt with OLM logo - Short or long sleeve in white (Donnelly's)
- Navy twill shorts or pants with belt
- Navy crew socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

#### BOYS Winter Uniform:

**Columbus Day through April 30<sup>th</sup>**

- Polo shirt with OLM logo - Short or long sleeve in white (Donnelly's)
- Navy twill pants with belt – NO SHORTS
- Navy crew socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

#### BOYS Formal Uniform:

**Lenten Season, First Friday  
Mass, Holy Days of Obligation**

- Long or short sleeve button down oxford shirt, white or blue
- Navy twill pants (pleat or flat front) with belt – NO SHORTS
- Plaid tie (Donnelly's)
- Sweater with logo – Choice of V-neck, crew pullover or vest (Donnelly's)
- Navy crew socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

## MIDDLE SCHOOL

### **GIRLS: Grade 6 through Grade 8**

#### **GIRLS Warm Weather Uniform:**

**August through Columbus Day**

**AND May 1<sup>st</sup> through June**

- Polo shirt with OLM logo - short sleeve (Donnelly's)
- Khaki twill shorts, khaki pants or khaki skort wrap front (Donnelly's) – Belt must be worn with shorts and pants
- Navy knee high socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

#### **GIRLS Winter/Formal Uniform:**

**Columbus Day through April 30<sup>th</sup>**

- Button down oxford - Long or short sleeve in white or blue
- Regulation plaid skort, length to the top of the knee (Donnelly's) – **FORMAL UNIFORM**
- Khaki pants – Belt must be worn with pants – **WINTER UNIFORM**
- Navy knee high socks
- Sweater with logo – Choice of V-neck, crew pullover or vest (Donnelly's)
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

---

---

### **BOYS: Grade 6 through Grade 8**

#### **BOYS Warm Weather Uniform:**

**August through Columbus Day**

**AND May 1<sup>st</sup> through June**

- Polo shirt with OLM logo - Short sleeve (Donnelly's)
- Khaki twill shorts or khaki pants with belt
- Navy crew socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

#### **BOYS Winter/Formal Uniform:**

**Columbus Day through April 30<sup>th</sup>**

- Button down oxford - Long or short sleeve in white or blue
- Khaki twill pants (pleat or flat front) with belt
- Plaid tie (Donnelly's)
- Sweater with logo – Choice of V-neck, crew pullover or vest (Donnelly's)
- Navy crew socks
- Shoes: Navy, black, brown school shoe or boat shoe - NO SNEAKERS

## GYM UNIFORM

### **Gym Clothes: Kindergarten through Grade 8**

#### **Warm Weather Gym Uniform:**

**August through Columbus Day**

**AND May 1<sup>st</sup> through June**

- Cotton gym t-shirt with OLM logo – Short sleeve in navy (Donnelly's)
- Cotton athletic shorts with OLM logo in navy (Donnelly's)
- White or navy sports socks - NO COLORED SPORTS SOCKS MAY BE WORN WITH GYM UNIFORM
- OPTIONAL Navy cotton sweatshirt with logo may be worn (Donnelly's)
- Sneakers MUST be worn on gym days. Sneakers should be basic in color and no sneakers with wheels

#### **Winter Weather Gym Uniform:**

**Columbus Day through April 30<sup>th</sup>**

- Cotton gym t-shirt with OLM logo – Short or long sleeve in navy (Donnelly's)
- Cotton athletic sweatpants with OLM logo (Donnelly's) – hemmed sweatpants with OLM logo for grades 6-8 ONLY
- White or navy sports socks - NO COLORED SPORTS SOCKS MAY BE WORN WITH GYM UNIFORM
- OPTIONAL Navy cotton sweatshirt with logo may be worn (Donnelly's)
- Sneakers MUST be worn on gym days. Sneakers should be basic in color and no sneakers with wheels

## 2. Bullying Policy (Adopted Statewide Policy, 2012)

### ANTI-BULLYING, SAFE SCHOOL POLICY AND PROCEDURES

Effective Date: July 1, 2017

Updated: July 1, 2017

Based on the State of Rhode Island Department of Elementary and Secondary Education  
SAFE SCHOOL ACT, STATEWIDE BULLYING POLICY (Effective: June 30, 2012)

#### I. SCHOOL MISSION STATEMENT

Our Mission at Our Lady of Mercy School is to follow the Lord Jesus Christ and His Church as we pursue excellence in academics, athletics and the arts. In the midst of a safe and nurturing environment we seek to develop a good moral character built upon the teachings of the Catholic Church. *We strive to be Saints and Scholars* who serve the evangelical mission of our parish *so that Mercy may flourish.*

#### II. INTRODUCTION

**From the Statewide Bullying Policy:** The Safe School Act “is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.”

#### III. DEFINITIONS

**From the Statewide Bullying Policy:** Bullying means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that: a. Causes physical or emotional harm to the student or damage to the student's property; b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property; c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student; d. Infringes on the rights of the student to participate in school activities; or e. Materially and substantially disrupts the education process or the orderly operation of a school. The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

**From the Statewide Bullying Policy:** Cyber Bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications. Forms of cyber-bullying may include but are not limited to: a. The creation of a web page or blog in which the creator assumes the identity of another person; b. The knowing impersonation of another person as the author of posted content or messages; or c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

**From the Statewide Bullying Policy:** At School means: a. on school premises, b. at any school-sponsored activity or event whether or not it is held on school premises, c. on a school-transportation vehicle, d. at an official school bus stop, e. using property or equipment

provided by the school, or f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

#### IV. School Climate

**From the Statewide Bullying Policy:** Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

#### V. Policy Oversight and Responsibility

**From the Statewide Bullying Policy:** The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

#### VI. Information Dissemination

**From the Statewide Bullying Policy:** The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy. This policy shall be: a. Distributed annually to students, staff, volunteers, and parents/legal guardians, b. Included in student codes of conduct, disciplinary policies, and student handbooks, c. A prominently posted link on the home page of the school /district website.

#### V. Reporting

**From the Statewide Bullying Policy:** The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

**Responsibility of Staff:** School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

**False Reporting/Accusations:** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.



## VI. Investigation Response

**From the Statewide Bullying Policy:** The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

**Police Notification:** Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

**Protection:** If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

## VII. DISCIPLINARY ACTION

**From the Statewide Bullying Policy:** The disciplinary actions for violations of the bullying policy shall be determined by the school appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to: a. Admonitions and warnings, b. Parental/ Guardian notification and meetings, c. Detention, d. In-school suspension, e. Loss of school-provided transportation or loss of student parking pass, f. Loss of the opportunity to participate in extracurricular activities, g. Loss of the opportunity to participate in school social activities, h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities, i. Police contact, j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

## IX. SOCIAL SERVICES/COUNSELING

**From the Statewide Bullying Policy:** Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

## X. SOCIAL NETWORKING

**From the Statewide Bullying Policy:** Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

## XI. OTHER REDRESS

**From the Statewide Bullying Policy:** This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

## XII. ADOPTION OF POLICY

**From the Statewide Bullying Policy:** The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

## **7. DISCIPLINARY ACTION**

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school provided transportation
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

## **8. SOCIAL SERVICES/COUNSELING**

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

## **9. SOCIAL NETWORKING**

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

## **10. OTHER REDRESS**

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

## **11. ADOPTION OF POLICY**

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

REPORT FORM  
(Bullying and/or Cyberbullying)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

\_\_\_\_\_

Relationship between you and the alleged bully, and/or cyberbully:

Describe the incident:

\_\_\_\_\_

When and where did it happen?

Were there any witnesses? [ ] yes [ ] no If yes, who?

Other information, including previous incidents or threats:

\_\_\_\_\_

\_\_\_\_\_

Student or parent declines to complete this form:

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

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

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

School official receiving complaint:

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

School official conducting follow-up:

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

*This document shall remain confidential*

### **3. Technology Acceptable Use Policy & Agreement**

This Acceptable Use Policy (“AUP”) describes the responsibilities and obligations that apply to all students, employees, and others who use computers and related electronic devices on the premises of Our Lady of Mercy School (OLM). This policy applies to devices supplied by OLM as well as non-school electronic devices (“personal devices”) being used on school premises.

This AUP specifically applies to all desktop or laptop computers, iPads and other computer-type tablet or netbook devices, “smart phones”, cell phones, all devices which record or play back audio or video (including MP3 players, iPods, cameras), and portable storage devices.

The OLM computer system includes all school supplied computers and related electronic equipment or hardware, the OLM internal network, all software used on OLM computers and/or the OLM network, any wired or wireless connection to the internal OLM network and the internet, and the files and other information which are contained on this system.

Each student and a parent/guardian of each student must sign an Acceptable Use Policy Agreement before that student is given access to the OLM computer system.

In preparing students for life in an electronic global community, OLM seeks to provide technology tools and teach technology skills in a safe educational environment that encourages ethical practices and digital responsibility. The goal of this AUP is for technology to positively contribute to the learning environment and ensure that the OLM computer system is not used in a way that is harmful to authorized users or to the people with whom they interact.

This AUP is meant to complement and not supersede OLM’s other school policies. No policy can detail every type of unacceptable behavior relating to technology use. The same policies that apply to non-technology related student behavior also apply to technology-related student behavior and users are expected to use their best judgment when making decisions about use of technology and the internet. Any user who is unsure about any issue should seek the advice of a teacher or other school authority.

Access to the OLM computer system is a privilege and not a right. To maintain this privilege, users must be considerate of others, behave responsibly and abide by this AUP and other OLM policies and rules. Users will be held accountable for unacceptable behavior involving their use of the computer system and any unacceptable use may result in temporary or permanent loss of access to the computer system as well as other disciplinary or legal action

that may be appropriate.

OLM is providing students with access to its computer system for use as an educational tool. Students using the computer system must honor the terms and conditions of computer system use which are established by OLM and by individual classroom teachers.

The computer system is school property. OLM has the right to monitor and supervise the use of its property, to ensure that users are complying with this AUP and all other school policies. Any files, messages, emails, or other documents which are created, downloaded, transmitted, stored, maintained, or viewed on the computer system are considered to be part of the OLM computer system and not private information which belongs to an individual user.

The OLM computer system uses a service that allows System Administrators to block and filter access to materials considered inappropriate and/or harmful to minors, based on source, destination, and/or content. Although OLM will be using its best efforts to block or filter such material, OLM cannot guarantee that this system will be able to prevent all access to inappropriate material. Any student who inadvertently accesses any inappropriate material in the presence of the filter should promptly report this to a teacher or other school authority.

All access to the internet on school premises is to be through the OLM computer system, whether the access is through an OLM electronic device or a personal device, to ensure that filters are applied.

System users should not attempt to damage or disrupt any part of the OLM computer system. This includes trying to bypass the school's internet filtering systems and features and any attempts to breach the security of any information maintained in the OLM computer system.

OLM computer equipment and/or OLM's wired or wireless network should not be used to engage in any illegal or immoral activities or to access material that is obscene, pornographic, or otherwise inappropriate or which may be harmful to the user or others. OLM provides access to its computer system for school-related and educational activities. Occasional personal use, within the guidelines of general school policies, is permitted.

For the safety of students and others, students generally should not share identifiable personal information (including home address, home phone number, date of birth, social security numbers), photographs, or videos of themselves or others on the internet.

Users are expected to conform to generally accepted rules of etiquette when using the OLM computer system.

Users may not take photos or make audio and/or video recordings at school without getting prior permission from a staff member and prior permission from each person who will be photographed or recorded.

The use of blogs, podcasts, and other web tools is considered part of the educational experience. When interacting through the use of such tools, users are subject to all policies and rules that are in this AUP and the student handbook.

In addition to the general policies and rules above, OLM has determined that certain specific activities, which are listed below, are not permitted while using the OLM computer system.

1. Any activity that violates state, federal, or municipal laws and/or encourages others to violate any laws.
2. Any activity or personal interaction which is not appropriate under general school policies and the student handbook. This includes creating/transmitting/reviewing/downloading/storing of documents, electronic communications, emails, photos, videos, or other material that is offensive, obscene, threatening, harassing or disparaging.
3. Using obscene, lewd, profane, threatening, or disrespectful language (including emojis and abbreviations for such language).
4. Using any website, program, or other method to disguise the identity of the person sending a text, email, or other electronic communication or the identity of the person using the internet. This includes all methods of masking one's own identity, including seeking to remain anonymous and impersonating someone else when transmitting messages or posting material and interacting with others on the internet.
5. Sending spam or chain letters electronically.
6. Intentionally creating or spreading viruses and/or malware which can damage the hardware and/or software of electronic devices or impair their performance.
7. Attempting to gain unauthorized access to any documents, data, files, or electronic communications within the OLM computer system or any outside computer system or website by guessing passwords, stealing passwords, or any other means. This includes unauthorized viewing, moving, modifying, or deleting of files, data, documents, and electronic communications contained on any computer, network, or website.
8. Attempting to make any other individuals computer files inaccessible or unusable.
9. Using the OLM computer system for personal gain, political purposes, or to promote commercial activities or events not sanctioned by OLM.
10. Using the OLM computer system for non-academic activities involving the transmission of large audio, video, or data files which use high bandwidth.
11. Submitting any term paper obtained on the internet as one's own work or otherwise representing any document or other material copied from the internet as one's own work.

12. Downloading or installing software onto the OLM computer system without permission from the system administrator
13. Attaching any external devices to the OLM computer system or making any changes to the hardware or software of the system without prior permission.
14. Downloading copyrighted materials without the permission of the copyright owner or using any materials which require a license without first obtaining that license.

Users should report any problems with or damage to any hardware or software immediately. No user should attempt to repair any problem themselves unless given prior permission and/or instructions on doing so by the system administrator or other school authority.

OLM is not responsible for financial obligations any individual user may incur as a result of that user's activities on the OLM computer system. This includes charges to a credit card or telephone bill, copyright violation assessments, or any other financial commitments or monetary penalties.

OLM is not responsible for loss or damage to any personal device brought onto school property.

### **Cell/Smart Phone Rules and Responsibilities**

1. Students always have access to use of a phone in the main office and do not need a cell/smart phone during the school day or extended care.
2. If a student brings a cell/smart phone into the school it must be kept in the child's locker or classroom cabinet from the time of entering the school building in the morning until exiting the building at dismissal or after the Extended Care program.
3. The student may not carry a smart or cell phone on his/her person or in a book bag.
4. Students may not use cell/smart phones at any point during the school day or extended care unless it is an emergency and the call is made in the main office with permission of a faculty and/or staff member.
5. All cell phones not stored in a locker or classroom cabinet from the start of school until the end of school will be confiscated by an employee and given to the Principal.
6. Every offense will result in the phone being held with the Principal until the student's parent/legal guardian collects the phone from the school office during normal business hours. The phone will not be given back to a student. Repeated offenses will result in disciplinary action which may include loss of privileges and/or detention.

Due to the evolving nature of technology, OLM's Acceptable Use Policy may also need to evolve, and users are expected to abide by any revisions to this AUP after such revisions are made.

## 4. Student & Parent Acknowledgment Agreements:

### Student Signature Form (Signed by EACH 5<sup>th</sup> – 8<sup>th</sup> Grade Student)

I have read the OLM Student/Parent Handbook and the OLM Technology Acceptable Use Policy and agree to abide by the terms set forth and understand my responsibilities and obligations. I understand that when I am using the internet or any other computer/communications device I must be courteous and respectful, that I must follow the rules in this policy, and that there will be consequences if I chose to violate any of these rules.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
(Printed)

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
(Printed)

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
(Printed)

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
(Printed)

### Parent Signature Form

I am the parent/legal guardian of the student signing above and have read this OLM Student/Parent Handbook and the OLM Technology Acceptable Use Policy and agree to abide by the terms set forth. I hereby grant permission for my child to access the OLM computer system and understand that my child will be held liable for violations of this agreement. I understand that even though OLM will provide reasonable supervision of student use of its computer system and use its best efforts to restrict student access to controversial materials OLM cannot guarantee that all access to such materials is blocked. I understand my child has agreed not to access inappropriate material on the internet and I will not hold OLM responsible for materials my child may acquire through the OLM computer system.

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*As representatives of this school, students and their families are responsible for their actions on and off of school ground. Students and parents can be held accountable for any inappropriate use of technology that impacts another student, faculty or community member before, during or after school hours.*