

RELIGION PROGRAM

The parent is the child's first and most significant teacher. Recent studies show that a Catholic School is more effective when parents practice their faith. Our school program builds on the religious understanding and experience found in the family. It is important that families attend Sunday Mass (Saturday 7:00 p.m. Spanish; Sunday 9:00 a.m. English, 11:00 a.m. Spanish and 12:30 p.m. English) and pray together with the community. Parents should encourage their children to receive the Sacrament of Reconciliation (Confession) on a regular basis (Sat. 6:30 p.m.).

Prayer

Growth in closeness to God depends largely on prayer. A child first learns to pray at home with the family. Grace before meals, prayer before going to bed, Bible reading, family religious celebrations at Christmas, Holy Week and Easter and other God-centered practices are important for the children's spiritual growth. The Sunday church bulletin has an explanation of the Gospel especially geared for children.

School Religion Classes

Daily religion classes follow a curriculum approved by the Archdiocese and emphasize church teachings, the Bible, Mass and Sacraments. All children must participate in prayer and Religion classes.

Programs for Baptism, First Penance and First Communion are incorporated in Grades 2-3. Parents with other children in Grades 4-8 should speak with Mr. Cepeda (718-367-3384) regarding Baptism, Penance and First communion. Teachers and students pray daily. Students lead morning prayer before the beginning of the school day using the PA system while students are seated at their desks. Memorized formal prayers are assigned according to grade level.

Masses and Prayer Services

There are scheduled School Masses throughout the year. A particular class prepares the theme and participates as readers, singers and altar servers. Prayer services are also planned by classes for different occasions. Parents are most certainly welcome to attend these celebrations.

Guidelines for the Education of Non-Catholics

Parents must be aware of the intentional Catholic witness in our schools. Our Lady of Refuge School, as a Catholic school within the Archdiocese of New York, has as its primary mission the formation of children in the Catholic faith.

All children will participate in the total life of our school, including regular subjects and religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

ENTRANCE AND DISMISSAL

Students enter the Briggs Avenue side door at 8:00 a.m. and go directly to their classroom. Classes end at 2:45 p.m. and dismissal follows. Students in Pre-K, Kindergarten, 1st, 2nd and 3rd grades are dismissed through the Parish Center. Parents should not stand on the Parish Center steps. Students in grades 4 through 8 are dismissed through the Briggs Avenue door. Younger students who go home with older siblings should wait for them by the After-School Program room on the 1st floor. Parents of students required or asked to stay after school will be notified in writing beforehand. Students are not dismissed simultaneously, therefore, it may take until 3:00 p.m. for all students to be dismissed. Any student not picked up will be sent to the program at a cost to the parent.

Please notify the school office if anyone other than those listed on the Essential Contact Form or Dismissal Form will be picking up your child. Otherwise, the child will not be released.

ATTENDANCE

Regular, punctual attendance in school is essential. If your child will be absent, you must phone the school by 8:30 a.m. Please make every effort to schedule doctor and dentist appointments after school hours. New York State law requires a note explaining the absence. An undocumented absence is considered an illegal absence. *If a child is absent, it is the parent's and/or child's responsibility to acquire missed assignments.*

New York State Law mandates that children attend school when classes are in session. We are not authorized to grant permission for family vacations or the extension of Christmas, Easter, etc., vacations. It is the responsibility of the student to make up all work upon their return. Teachers **are not** obligated to prepare work packets. Each child is responsible for making up all assignments missed during his/her absence.

When appointments have to be made during the school day, the student should attend as much of the day as is possible. If your child attends part of the day before or after the appointment, it is considered an absence. A doctor's note must be presented at the school office verifying the appointment.

Punctuality (Tardiness)

Students who enter the building after 8:10 a.m. are late. Any student who is late three times will be given a Saturday detention. Students who are late and miss instructional time will be required to make up all assignments. Children who come to school late are a distraction for the other students and an interruption to the instruction given by the teacher.

Leaving the School Building

Students are not permitted to leave the school building or walk off the play street during school hours. If a child is to be picked up during school hours, the parent or authorized party must come to the school office for the child. The parent(s), guardians or legal custodian mean only persons identified as such on the student's enrollment form. Families involved in custody cases in the courts must notify the school office as to who has legal custody.

LOCK DOWN AND EVACUATION

In some emergency situations, the school will go into lock down. In such situations, as happened on 9/11/01, parents/guardians will come to the school to take their children home. ID is required of any adult coming to pick up a child. Students who are not picked up by 2:00 p.m. will be gathered together in the lunch room until a parent/guardian picks them up. Parents/guardians arriving after 2:00 p.m. must enter through the Briggs Avenue door only.

In the event of an evacuation, the entire school will go to Concourse House, 2751 Grand Concourse, the corner of East 196th Street. Classes are assigned to specific areas of the building. Any parent/guardian must report to the main door on the Grand Concourse where arrangements will be made to bring the child to the responsible person. ID is required. In the event that Concourse House can not be used, the school will evacuate to Mt. St. Ursula High School at East 199th Street and Bainbridge Avenue.

SNOW CLOSINGS

Our Lady of Refuge School *will only be closed when the New York City Public Schools are closed.* Please listen to the AM radio stations (**WCBS, WINS, WADO (Spanish)**). **Do not call the school.** We will not have any delayed openings. Our breakfast program (7:15 a.m.) and After-School Programs will be in operation whenever school is open. You may also check the Home Page/Announcements at www.ourladyofrefuge.com

DRESS CODE

The complete uniform must be worn each day by all students in grades 1-8. If a student comes to school without the complete uniform, a note explaining the missing item is required. Students out of uniform, without a note, will be given detention.

Boys

- maroon cardigan or v-neck pullover sweater with an OLR emblem, no other sweaters permitted, no sweatshirts
- white oxford shirt
- designated ties for grades 1-5 and 6-8
- gray dress slacks, purchased from the uniform company
- black oxford or loafer type shoes, no sneakers, no hush puppy shoes
- navy blue, white or gray socks
- hair cannot extend below the shirt collar or below the ears
- hairstyles which cause undue attention to the wearer are not allowed
- no shadings, no lines, designs, puffs, etc.
- side burns are not permitted below the mid ear
- no body jewelry
- hair cannot be dyed or highlighted

Girls

maroon cardigan or v-neck sweater with OLR emblem, no other sweaters or sweatshirts
white oxford blouse, school jumper (grades 1-4)
school slacks, vest and white oxford blouse (grades 5-8)
black oxford or loafer type shoes, no hush puppy shoes, no shoes with laces, slip on or velcro shoes permitted.
no shoes with heels more than 1"
skirts and jumpers must be below the knee
hairstyles that cause undue attention to the wearer are not allowed, no shadings, lines, designs, etc.
nail polish and make-up are not permitted, immediate removal of any make-up and nail polish, make-up brought to school will be confiscated, detention given for any of the preceding.
no jewelry, earrings, chains, bracelets, body jewelry, etc.
hair can not be dyed or highlighted.

Boys and Girls

Sneakers, canvas shoes, or boots may not be worn in school.

The only jewelry allowed in school is a wrist watch. **No earrings of any type are permitted. No body piercing with accompanying jewelry.** Rings, chains, necklaces, pins, buttons, etc. may not be worn. These will be confiscated by the teacher and sent to the office in a labeled envelope. Parents may pick them up after school. Jewelry will only be returned to the parent.

Toys, radios, walkman, beepers and cell phones are not allowed in school. If these items are brought to school, they will be confiscated and sent to the office by the teacher and returned only to the parent. If a parent deems it necessary for a student to have a cell phone, permission must be obtained from the office and the phone must be left in the school office until dismissal when the student can pick it up. **No child below grade 5 is permitted to have a cell phone in school.**

Pre-Kindergarten and Kindergarten Uniform

The Pre-K and Kindergarten uniform is an Our Lady of Refuge maroon sweat suit. This is mandatory and must be purchased through the Flynn & O'Hara uniform company.

Summer Uniform - Boys & Girls

The summer uniform consists of official steel gray shorts and maroon (three button) school shirt for the boys. The uniform for the girls is maroon (three button) school shirt and skirt. The children may wear sneakers in full summer uniform. Boys may wear the summer uniform shirt with gray slacks, but they must wear school shoes and not sneakers. The summer uniform may be worn from May 1st through October 31st (weather permitting).

Gym Uniform

On gym days, students wear the OLR maroon sweat suit all day. Students not in the complete and correct uniform may not participate in gym. On days when the temperature falls below 32 degrees children may wear their OLR sweat suit. **The Uniform Policy will be strictly adhered to. Mixing and matching of summer/winter/gym uniforms is not permitted. Children will receive a detention when not in proper uniform. All uniform items are available at the Flynn & O'Hara Store, 136 Westchester Square in the Bronx.**

DISCIPLINE POLICY

Our Lady of Refuge is a Catholic Christian community which fosters an atmosphere that enables students to take an active role in their own education and to contribute in their own way to make the environment conducive to learning. Students and parents are expected to be respectful to teachers, volunteers, staff members and to other students at all times. Following school rules is expected from everyone.

Our school is a place of learning. *It is important that all adults recognize they are role models in and around our school and to act accordingly. Parental conduct that presents negative role modes for our children will result in both parent and child being asked to withdraw from the school.*

Two detentions will result in a Disciplinary Referral, two Disciplinary Referrals will result in a Suspension, two Suspensions will result in the parent being asked to find another school for the child.

In order to guarantee respect for all students, the maintenance of good order and the safety of all, students are obligated to obey the rules and regulations of our school at all times especially in public when they are in school uniform. While in uniform, each student represents Our Lady of Refuge School and his/her behavior reflects upon our school. *Our students are expected to adhere to the following rules.*

1. Obedience and respect to all persons in authority.
2. Courtesy and use of appropriate language.
3. Respect and cooperation among classmates.
4. Completion of assigned tasks and homework.
5. Respect and care of school property, including desks and textbooks (textbooks must be covered).
6. Silence in appropriate places at appropriate times (fire drills).
7. Proper safety habits in all areas.
8. Regular attendance and punctuality.
9. No gum chewing or littering on the street.
10. No conduct that reflects negatively upon our school.
11. No magic markers, white-out, felt tip pens.
12. Blue or black ballpoint pens only, #2 pencils are required at all times for Math.
13. Children must have all material necessary (looseleaf, pens/pencils, notebooks, etc.).
14. Notebooks and book covers are to be kept clean, neat and graffiti free; all books must be kept inside the desks or in the cupboard. No books are to be put on the floor or on top of the desks.
15. Damaged or lost books, damage to computers and damage to school property will be paid for by the parent.
16. **No Plagiarism** - Plagiarism is to take and pass off as one's own the ideas, writings of another. All work in all subjects is assumed to be the student's own work. Students are responsible for making the proper acknowledgment when using another's ideas or writings. Any student who plagiarizes or submits work that is not his/her own will receive a zero for the work submitted, three detentions and a Disciplinary Referral.
17. Students are not permitted to open/close windows, raise/lower shades, turn lights/fans off or on.

Classroom teachers deal with discipline problems within their own classrooms. When rules are repeatedly disobeyed, teachers will inform parents in writing or by phone. The Principal is also informed. If further action is necessary, a conference with the teacher, parent and principal will be required.

Two detentions will result in a Disciplinary Referral. An accumulation of **two** Disciplinary Referrals will result in a **Suspension**. If a child is suspended **two** times in any academic year, the child will be asked to **withdraw** from school.

Detention

Detention will be served on Saturday mornings from 8:00 a.m. until 10:00 a.m. All students who have been directed to report to detention must be in **complete uniform** and **signed-in by a parent** at the Parish Center by **7:50 a.m.** **A student who fails to report for detention** and a student **who arrives late** will serve the detention on the next scheduled detention and **will be given an additional detention.** *A student who fails to report for detention a second time, will be suspended and will have to serve the original two detentions plus two more.* Two detentions will result in a Disciplinary Referral, two Disciplinary Referrals will result in a suspension.

For ***one time serious violations of school regulations***, students may be refused permission to attend classes or school. They will not be reinstated until a conference has been arranged with his/her parents. This conference may result in a suspension or expulsion from school.

The Following Actions (Among Others) Are Subject to Suspension

- A. Fighting on school grounds during school hours and on the way to and from school.
- B. Serious disrespect, use of foul language, or insulting behavior to any staff member.
- C. Disregard of school rules (out of uniform, chewing gum, improper haircuts, smoking, possessing tobacco, misbehaving during fire drills, leaving school grounds).
- D. Defacing of school property, vandalism.
- E. Sexual/verbal (name calling/racial epithets) harassment, bullying.
- F. Truancy.
- G. Other actions deemed sufficiently serious by the principal/pastor to warrant suspension.
- H. Cheating on quizzes, tests, examinations.
- I. Using computers to send, receive, or display inappropriate material and/or harass fellow students (“cyber-bullying.”)

Harassment/Bullying

Harassment/bullying of our students by fellow OLR students will not be tolerated, by force, threats, in writing, via telephone and/or the Internet, etc. Recognizing that certain behavior related to a students’ sexual development and sexual curiosity are normal and healthy, we do not condone sexual harassing behavior in children of any age.

Bullying and sexual harassment are not the same. When behaviors and comments related to gender and private body parts result in a sense of fear and powerlessness, harassment is present. Children should be encouraged to speak about harassment, when it happens to them. Teachers are directed to deal firmly with the bullies and to be compassionate with the victim.

Certain behaviors in elementary school that can be looked at as sexual harassment include, but not limited to, the following:

calling others sexually offensive names, passing sexually explicit notes, making gender demeaning comments

Students who are sexually harassing other students will be referred to the office for suspension.

Probation

Students whose behavior, attendance, academic performance or punctuality patterns fail to measure up to school standards may be placed on probation. This entails a trial period during which there must be significant improvement and complete cooperation with school authorities. Depending on such change or lack of it, a student may be reinstated or expelled during or at the end of the probationary period.

Graduation

Graduation must be earned. Students may be prohibited from participating in the graduation ceremony for conduct which affects the schools' reputation and security.

Expulsions

Students who persistently neglect their work, who are openly insubordinate, whose conduct reflects unfavorably on the reputation of our school, or who undermine the common good of the school, will not be allowed to remain at Our Lady of Refuge School. Students who fail to measure up to the ideals and standards of Our Lady of Refuge School may be suspended or expelled.

A child may be expelled for his/her behavior. The following are examples, but not limited to them.

- A. Two (2) suspensions in one academic year.
- B. Verbal and/or physical assault and battery on school personnel or other student.
- C. Selling, using or possessing alcohol or drugs, bringing weapons to school.
- D. Acting out in a boyfriend-girlfriend relationship (e.g. displays such as hand holding, kissing, embracing, etc.).
- E. Using the computers to send, receive or display inappropriate material and/or the harassment of fellow students.
- F. Deliberate destruction of school property.
- G. Gang membership/connections.
- H. Other actions deemed sufficiently serious by the principal/pastor to warrant expulsion.

ACADEMIC MATTERS

Each student should strive for academic excellence. 70% is the passing grade in all subjects. The curriculum at Our Lady of Refuge conforms to the requirements of the New York State Education Department and the Archdiocese of New York. The school is in session 180 days with 4 of these days reserved for faculty workshops.

Homework

Homework is an important part of your child's academic work. Homework is given to reinforce skills learned in the classroom or to review a subject. Children should understand the connection between good grades and homework. Your child's teacher will explain his/her homework policies. Please check your child's assignments in the evening. A student who does not do his/her homework, project, report, etc. or does it incompletely or in a sloppy manner, will have that reflected in their report card mark.

Tests

Students are tested on a regular basis. Tests in each of the subjects are given to the children to bring home to their parents on a regular basis. If a child is not bringing home tests or a child is failing, parents are urged to contact the teacher as soon as possible. Do not wait until report cards to discuss the problem. If a student is absent for any reason, it is the student's responsibility to review the missed classwork, complete the homework and arrange with the teacher to take any missed tests.

Progress Reports

Progress Reports are mailed out four times a year in between report cards.

NY State Tests (given in the Spring)

Grade 4-	English, Language Arts, Mathematics and Science
Grade 6-	English, Language Arts, and Mathematics
Grade 8-	English, Language Arts, Mathematics and Science

Standardized Tests (given in October)

Grades 1-8	-	ITBS Core Battery (all grades) CoGat (Grades 2, 4, 5 and 7)
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Academic/Student Recognition

During each marking period the good work of students will be recognized.

Academic recognition will be as follows:

Gold Academic Recognition	- An average of 95% and above with no mark under 90%.
Silver Academic Recognition	- An average of 90%-94% with no mark below 85%.
Bronze Academic Recognition	- An average of 85%-89% with no mark below 80%.
Principal's Honors	- Students who demonstrate exemplary effort and commitment will be recognized in a special way by the Principal.
Character Development	- In order to receive honors, Character Development in all areas can not be below B+ .

Academic Retention/Repeating a Grade

A student may be retained in a grade due to poor academic achievement.

Eighth Grade Students - by the third Report Card (April) any student who has failed 2 subjects for 2 of the 3 quarters, will be **retained** in the 8th grade and **will not graduate**. Also, any student who fails 2 subjects in the 4th quarter and two subjects in any previous quarter **will not graduate**.

Students in Grades 1-7 - if any student fails 2 out of 4 quarters, even if that student passes for the year, he/she will be required to attend Summer School.

Guidelines for retention are:

1. A total average of less than 70%.
2. Failure in two or more core subjects: Reading, Language Arts, Mathematics and Composition.
3. A failure in either Reading, Language Arts, Mathematics, Composition, and/or two or more of the following subjects: Religion, Science, Spelling and Social Studies.
4. A Standardized Test Reading score significantly below a student's grade.

The *actual decision* to retain a child will be stated *in a letter* sent to the parent by May 31st. Parents will be informed of this possibility through 2nd and 3rd quarter report cards. No child is allowed to remain at Our Lady of Refuge for more than **two years** in any one grade level.

Summer School

Children who fail a class will be required to attend Summer School (Monday-Thursday) 8:30 a.m. - 12:00 noon. Parents will be informed of this possibility through 2nd and 3rd quarter report cards. Parents will be notified, via a letter sent through the mail, at the beginning of June. Any child who is required to attend Summer School and does not will be retained in September.

EXTRA CURRICULAR ACTIVITIES

After-School Care - All grades, every day until 6p. Fee is \$4 for the first hour, \$8 for 3-6p and \$11 on half-days (12 noon -6p.)

Art Club (Wednesdays from 3-4p) - Open to grades 4-8. Students may need to buy some materials.

Chess Club (Fridays from 3-4p) - Open to all grades. Fee - \$50. (Sept - Dec)

Homework Club (afternoons from 3-4p) - Students (grades 4-8) do homework under the supervision of an OLR teacher. The fee is \$5 per session. Days will be determined by response.

Altar Servers - Any Catholic boy or girl in grades 2 through 8 is eligible to be an Altar Server. See Monsignor Jenik or Mr. Billings to sign up.

Parish Summer Day Camp (Grades K-5) Summer day camp is in session from the beginning of July until mid-August. Contact Roxanna Chowdery at Fordham Bedford Children's Services (718) 733-2557.

HEALTH MATTERS

Health Records

New York State Law requires immunization against diphtheria, polio, rubella, mumps, measles, and tetanus before a child can be admitted to school. Every new student must be tested for TB and this test must be read with results forwarded to school. Hepatitis B vaccination is also recommended. Kindergarten students must be tested for lead poisoning. An annual dental check-up record must be sent to the school office for each child. A record of a physical examination is necessary

New York State Immunization Requirements for School Entrance and Attendance

Pre-Kindergarten, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered >15 months of age) and 3 Hepatitis B for children born on or before 01/01/95.
K-12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella

New York City

Pre-Kindergarten, Nursery, Daycare	4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95.
Kindergarten	4 DTP, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella, and 3 Hepatitis B for children born on or after 01/01/93.-
1-12 (born on or after 01-01-85)	3 Diphtheria, 2 Polio, 2 Measles, 1 Mumps, 1 Rubella

Policy E-001 - PROGRAMS, SERVICES AND CURRICULUM

Procedures E-001.17 - COMMUNICABLE/INFECTIOUS DISEASES

Parents/Guardians have the responsibility of reporting any of the diseases or conditions listed below to the school nurse:

Chickenpox	Hepatitis	Meningitis	Pneumonia
Scarlet Fever/Scarletina	Tuberculosis	Diphtheria	Impetigo
Mononucleosis	Poliomyelitis	Smallpox	Coxsackie Virus
Fifth Disease	Head Lice	Salmonella	SARS (Severe Acute Respiratory Syndrome)
Food poisoning (confirmed by a physician)	Influenza	Mumps	Ringworm
Strep Throat	Whooping Cough	German Measles	Measles
Pinkeye	Scabies	Tetanus	Shingles
Haemophilus	Influenza	Vaccinia Disease	

If any student has a physician confirmed diagnosis of any of the above diseases or conditions, notice will be given to the School Nurse who will in turn notify the Board of Health. At the direction of the School Nurse Supervisor and/or the Board of Health, the School Nurse will inform families of the confirmed presence of the disease or condition in the school with recommended actions.

LEGAL REFERENCE - 10-210 Notice of disease to be given parent or guardian.

Asbestos

The school is inspected on a regular basis by the Archdiocese of New York and is in compliance with all Federal regulations on asbestos.

Essential Contact Information

It is *essential and obligatory* for parents to *keep emergency home, business, cell phone numbers and e-mail addresses up-to-date* in the school office. In case of serious illness or accident, medical attention cannot be given without the consent of a parent or legal guardian. A form must be on file for each student with home and parents' business numbers and the names and phone numbers for at *least two persons* whom the parent or guardian would like us to notify if they cannot be reached. **ALWAYS NOTIFY THE OFFICE IF ANY OF THIS INFORMATION CHANGES.** From time to time the school uses an automatic service to contact parents. Please listen to the entire message (English and Spanish) before calling the school.

Medication

Under no circumstances are children to have any medication including over-the-counter types in school. If medication is necessary during the day, it should be administered by a parent or guardian or the child must wait until he/she returns home. *If a child has a chronic illness (i.e. asthma) please contact the School Nurse (718-733-4507) to obtain a 504 form.*

Child Abuse

Please keep in mind the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that should be shared with your children:

Students must never go home with strangers.

Students must never talk to strangers.

Students must never take things from strangers.

If students are approached by strangers and are still near the school, they must return to the school and immediately inform a staff member.

Young students must be escorted to and from school.

Older children must be encouraged to walk/travel to and from school in groups whenever possible.

All teachers and staff in the school have undergone background checks.

The teachers at our school will also remind students of the importance of not responding to strangers trying to engage them in conversation. Our students will be trained how to react in such situations.

In addition, over the course of the school year, we may receive from the New York City Police Department, notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at:

<http://www.criminaljustice.state.ny.us> - - or by calling 1-800-262-3257

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Child Abuse Law

A child is considered to be abused or neglected under New York State Law if the child is less than 18 years old and a parent, or other person legally responsible for the child's care, harms the child; creates substantial risk of harm; or fails to exercise a minimum degree of care to protect the child.

Kinds of Abuse

The New York state Federation of Child Abuse and Neglect recognizes and defines child abuse to include: ***Physical Abuse, Physical Neglect, Sexual Abuse, Emotional Maltreatment and Educational Neglect.*** Allowing chronic absences and lateness is considered ***Educational Neglect.***

ADDITIONAL INFORMATION

Security Desk

All parents and visitors must register at the desk located on the first floor at the Briggs Avenue entrance before proceeding upstairs.

School Office

The administrative offices are located on the second floor. The office is open from 7:45 a.m. until 3:30 p.m. on school days. The school telephone number is 718-367-3081 and the FAX number is 718-367-0741. A parent who wishes to an appointment with either a teacher or the principal must call the office (please refer to extension numbers on page I of the Handbook) and leave a message for the particular teacher, principal and school office. Any message for students (i.e. early pick-ups, children to be sent to the After-School Program, etc.) must be phoned into the school office by 2:00 p.m.

Telephone

The school phone is for business use only. Students may use the **school phone for emergency calls only.**

Communications From The School

A calendar is sent home ***every month*** to inform parents about events, holidays, early dismissal, etc. in addition to specific announcements from time to time. This calendar is also available on the web site, www.ourladyofrefuge.com

Birthdays

Grades Pre-K through the third grades are the only classes permitted to celebrate birthdays in school. Parents should make arrangements with the individual teacher. Cupcakes and juice boxes are the only snacks permitted. Teachers will not distribute party invitations.

Registration of New Students/Re-registration of Current Students

Parents can register new students at the school office on days when school is in session from 9:00 a.m. until 3:30 p.m. There is a \$75.00 registration fee. Current students should be re-registered by their parents in February for a \$75.00 fee per student. There is an additional charge of \$50.00 for students in grades 5-8 for the BAM fee (Book-A-Month). There is a \$125 general fee for every student for insurance, technology, workbooks, computer generated report cards (SIS), etc. ***No seat will be held over the summer for any student who has not been re-registered.***

Parents are encouraged to give our students good example by volunteering their time at the school or on school trips.

Field Trips

Field trips are an important part of the OLR academic program. The students are always supervised by the teacher and adult chaperones. The Archdiocesan Parent Permission Form is used for participation on field trips.

Supervision Fee

The children are supervised by parents in the lunch room and on the play street. The annual Lunch Room Supervision Fee must be paid by every family, regardless of whether their children receive free lunch or not.
One child - - \$50.00; Two children - - \$55.00; Three or more children - - \$60.00

Lunch Forms

Our lunch program is through the New York Board of Ed. All families are required to submit completed lunch applications. Anyone who does not comply will automatically be charged the full price of \$1.50 per day. Families will receive a bill monthly. Checks or money orders should be made payable to Our Lady of Refuge School (**no cash will be accepted**).

No Cash Policy

Because of concerns for the security and safety of our staff and students, all payments to the school for tuition, after-school program, lunch supervision fee, lunch, trips, etc. must be made by check or money order. However, cash is accepted at the snack table in the lunch room.

NON-CUSTODIAL PARENT

Release of Copies of Report Cards, School Notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order. Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Release of Children

Non-custodial parents may pick up a child only if previous arrangements have been made.

TELECOMMUNICATIONS POLICY

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

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMS from home to be used on school equipment without proof of license and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. Each student who receives the Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and researching consistent with the educational objectives of the school. Students using network or computer resources must comply with the appropriate rules for that network or resource.
5. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers or other staff members. Transmission of any material in violation of a U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
6. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
7. The use of the computer is a privilege, not a right and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

Face Book - is **BLOCKED** from all OLR school computers. We strongly urge parents to NOT allow their children to have FaceBook accounts. FaceBook's policy is a minimum age of 13. OLR teachers and staff may not accept or receive any contacts from students or teachers via FaceBook.

SUMMARY STATEMENT

Once students have met the necessary admission requirements and have been accepted in Our Lady of Refuge School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that ***attendance at Our Lady of Refuge School is by invitation***. It is not a “right” because this is a ***private school***. Admission to and continued enrollment in this school include responsibilities regarding ***conduct, both inside and outside the classroom and school***, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Our Lady of Refuge School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. ***A student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and are bound by the terms of this handbook.***

Students attending Our Lady of Refuge School relinquish certain rights they might otherwise be entitled to if they were attending public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Our Lady of Refuge surrender involves searches and seizures. ***School administrators may search a student’s belongings if there is a reasonable belief, in the sole opinion of the school administrator and/or Pastor, that contraband, illegal substances or inappropriate objects are being concealed.*** Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the ***right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff covered within this handbook.*** Each student and his or her parents or guardians, by their acceptance of enrollment at Our Lady of Refuge School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook.

This includes any decision relating to a student’s enrollment at the school or termination of the enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meeting with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of the handbook. ***It should be noted, however, that any listing of prohibited conduct is set forth by way of example only*** and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

*****As the ex-officio chief administrative officer of the total parish educational program the pastor of Our Lady of Refuge and the principal are ultimately responsible for all aspects of school life. They are the final recourse and may waive/change any rule for just cause at their discretion. They may amend this handbook for just cause and will notify the parent(s) or guardian(s) and students.***

OUR LADY OF REFUGE STAFF

Pastor	-	Msgr. John J. Jenik - 367-4690	x12
		pastor@ourladyofrefuge.com	
Principal	-	Mr. Robert W. Billings - 367-3081	x11
		Robert.billings@archny.org	
School Secretary	-	Mrs. Christine Cassidy -367-3081	x10
Tuition Accounts, After-School Director	-	Mrs. JoAnne Husted - 367-4690	x11
Director of Religious Education	-	Mr. Guillermo Cepeda - 367-3384	
Pre-Kindergarten	-	Ms. Edna Catalan	
Kindergarten	-	Mrs. Sara O'Brien	
First Grade	-	Mrs. Anna Bruno	
Second Grade	-	Ms. Ana Soto	
Third Grade	-	Ms. Linda Brodie	
Fourth Grade	-	Mrs. Valeria Ruiz	
Fifth Grade	-	Mrs. Erin Padian	
Sixth Grade	-	Ms. Hillary Heron	
Seventh Grade	-	Mrs. Maureen McArdle	
Eighth Grade	-	Mr. Charles Castellano	
Physical Ed.	-	Mr. Juan Carlos Salazar	
Computer	-	Mr. Steve Meyer	
Art	-	Mrs. Cheryl Walczewski	
Aides		Ms. Tracey Husted, Ms. Margie LaFontaine, Ms. Milagros Rodriguez	
Play Street//Lunchroom Monitor	-	Mrs. Carmen Ortiz	
Security	-	Mrs. Marisol Pascasio	
Nurse	-	Mrs. Vanhannegeyn	718-733-4507
Maintenance	-	Mr. Felix Santana	
		Mr. Jose Rodriguez	
		Mr. Luis Lugo	

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September 2012

Dear Parents,

Welcome to the new school year at Our Lady of Refuge School. I am pleased and honored to join your Catholic community of learning as principal.

It has been a very busy summer. All the classrooms, hallways, stairwells and offices have been painted. New computers have been installed in the classrooms, with SmartBoard and internet connections. We have hired a new Computer teacher, Mr. Steve Meyer and a new Art teacher, Mrs. Cheryl Walczewski. Other staff changes include: Kindergarten - Ms. Soto, 1st grade - Mrs. Ruiz, 2nd grade - Mrs. O'Brien, 4th grade - Mrs. Bruno and 6th grade - Ms. Heron.

We are pleased to present this Handbook to you so that you will know more about the school and how we will work together for the education of your child. Please pay special attention to our school calendar for 2012-2013.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the Catholic values of community, service, reverence and leadership.

Together let us pray that God, who has begun this good work in us, may carry it through completion to your children.

Thank you for choosing Our Lady of Refuge School. If you have any questions or concerns, please contact us. We look forward to seeing you at our *Meet the Teachers Night* on Wednesday 12 September.

Sincerely,

Robert W. Billings
Principal
robert.billings@archny.org

Monsignor John J. Jenik
Pastor
pastor@ourladyofrefuge.com