

*Our Lady of Joy*  
*Roman Catholic School*



Parent / Student Handbook  
2010-2011

## *Our Lady of Joy Roman Catholic School*

P.O. Box 1359  
36811 N. Pima Road  
Carefree, AZ 85377

Ms. Debbie Allen, Director

**SCHOOL OFFICE - (480) 595-6409**  
**SCHOOL FAX NUMBER - (480) 437-1093**  
**PARISH OFFICE - (480) 488-2229**

The policies herein may be modified at the discretion of the OLOJ Roman Catholic School Administration.  
Any changes will be made known to school families.

### School Hours

Campus hours are from 8:00 a.m. to 4:30 p.m. Children may not arrive on campus before 8:00 a.m. and should arrive no later than 8:45 a.m.

The school day begins at 8:45 a.m. and dismissal is at 2:15 p.m. for kindergarten. Doors open at 8:40 a.m. and 2:15 p.m.

DIOCESE OF PHOENIX  
DEPARTMENT OF CATHOLIC SCHOOLS

**Mission Statement**

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by integrating faith throughout an educational process that promotes academic excellence, moral values, and lifelong service.

**Philosophy**

Because our children are our hope and our joy, the future of the Church and society, the Church joins with parents, the primary educators, in placing the child at the center of the educational process, which promotes academic excellence and moral values, and fosters lifelong service.

Because each child needs the values and traditions of the community, the school will impart an understanding of the Catholic faith, doctrine and moral perspectives, afford participation in a worshipping faith community, and foster the responsibility for service.

Because each child is part of the Church and society beyond the school and home, the school will support and foster participation in the parish, the Diocese and the larger world community.

Because each child needs examples, in the school and in the home, teachers and parents must model their faith.

Because each child must be able to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect and respect for others, and growth in learning to deal with issues in a real world.

Because each child needs a strong and caring environment for learning, the school, like the home, must be supportive yet not smothering, loving yet disciplined, encouraging yet challenging.

Because each child needs knowledge and skills for today's and tomorrow's world, the school will provide opportunity and high expectations for learning and will develop the potential of each child spiritually, academically, socially, emotionally and physically.

OUR LADY OF JOY ROMAN CATHOLIC SCHOOL

**Mission Statement**

*To provide quality Catholic education in a faith-filled environment, serving the community as one family in the Body of Christ.*

## ORGANIZATIONS

### **COMMUNICATIONS FACILITATING COMMITTEE**

The Communications Facilitating Committee serves to establish good and consistent communication between all facets of the school. They are responsible for assisting the Office Manager with compiling and distributing a monthly school newsletter, sending weekly email updates and preparing the School Express, a folder sent home every Wednesday containing any pertinent information, and the school page of the parish bulletin.

### **CTODP COMMITTEE**

The Catholic Tuition Organization for the Diocese of Phoenix works to provide opportunities for students to obtain a Catholic education by securing and providing financial assistance. Our school committee works to inform school families, parishioners, and others of the CTODP program.

### **EXTRA EARNINGS COMMITTEE**

The Extra Earnings Committee serves to identify additional means of fundraising such as Box Tops for Education, Scrip, Honey Baked Ham fundraiser, and others.

### **PARENT ADVISORY COMMITTEE**

The Parent Advisory Committee (PAC) is a caring community of members who work through the Director in establishing all lines of communication and expectations, work with the Director in assuming a key role in fundraising, and serve as ambassadors for the school. The PAC meets on a monthly basis, and its members are listed in the back of the Parent / Student Handbook.

### **WELCOMING COMMITTEE**

The Welcoming Committee serves to welcome all new families to our school community through a wide variety of efforts and activities. This committee is responsible for the courtyard gathering following each Courtyard Prayer.

## STUDENT LEARNING EXPECTATIONS

### **Kindergarten Students are:**

#### **Active Christians who:**

- Show respect for God's creation, self, family, and others
- Actively participate in Mass and Religion class to learn about faith
- Demonstrate appropriate behavior and positive leadership
- Serve others
- Learn and say prayers

#### **Life Long Learners who:**

- Are enthusiastic about learning
- Demonstrate basic academic skills
- Are able to locate information
- Use self discipline in the classroom to learn
- Use problem solving and critical thinking skills to understand
- Follow new directions when routine changes

#### **Effective Communicators who:**

- Demonstrate what listening looks like and sounds like in order to use listening skills
- Learn to read, write, and speak correctly and effectively
- Ask appropriate questions
- Use technology
- Learn about and pays attention to body language (nonverbal language)

#### **Responsible Citizens who:**

- Take responsibility for what they do and say
- Tell the truth, follow the rules, contribute to the community's well-being
- See each person as important in the community
- Work together to reach common goals
- Show positive leadership

#### **Self-Aware Individuals who:**

- See themselves and others as unique and talented
- Take pride in themselves and their efforts
- Set goals and reviews progress
- Participate in art activities (drama, drawing, painting, writing, singing, etc.)
- Have healthy eating habits and participates in a variety of activities

## STUDENT LIFE

Our Lady of Joy Roman Catholic School community strives to provide extracurricular activities that further a child's academic, social and spiritual growth and development. As your child's first and primary educator, we ask that you help us in expecting age-appropriate and respectful behavior of all our students at all school events.

Note: If you see the same event listed two days in a row on the school calendar, please know that the first of the two days applies to OLOJ Roman Catholic School, except for Pizza Days on scheduled Fridays.

**Courtyard Prayer** - Each month the preschool and school come together in the courtyard for prayer. Each class takes a turn preparing for and facilitating this event. School families are invited to submit special intentions to be included in courtyard prayer. Special intentions may be submitted by writing them in a binder found in the School Office. Also, students are recommended to the Director by the teachers and are recognized for outstanding achievement in academics, activities, leadership, self-discipline, citizenship, effort, improvement, and attitude. Courtyard Prayer begins at 9:05 a.m. Students are still expected to be on time for class. Parents are welcome to join their student in class or proceed to the courtyard to wait until Courtyard Prayer begins.

**Pizza Party** - The beginning of a new school year always brings a pizza party celebration for all school families (September 11 at 6 p.m. in Parish Hall.)

**Pet Blessing** - Bring your pets to the church courtyard for a special blessing (October 2 at 2:30.)

**All Saints' Festival** - Join in the festivities in your child's classroom as each child transforms into a chosen saint, or at least come for the parade(October 28)!

**Trunk or Treat** - Students dressed in their Halloween best go from trunk to trunk in search of treats. The parking lot becomes a safe and inviting Halloween event( October 30 from 5 pm.-8pm!)

**Thanksgiving Feast** - School families are invited to attend a delicious meal in the Parish Hall. (November 18 at noon in the Parish Hall.)

**Breakfast with St. Nick** - Families are invited to enjoy a breakfast together in the Parish Hall and have their picture taken with St. Nick (December 6 after each mass in the Parish Hall.)

**Christmas Concert** - Each class prepares a song, skit or combination for this event, ending with a special birthday celebration for Jesus (December 13 at 10:15 in the Parish Hall.)

**Kindergarten Field Trip** - Child's Play (December 17 at 11:30 a.m.)

**Pajama Day** - Students are asked to wear their pajamas to school as the school uses this event to reinforce reading in a cozy setting (January 20.)

**Planetarium** - A full size planetarium visits the school and educates our students on the constellations and our solar system (January 27.)

**Blessing of Throats** - Families are invited to a special blessing of throats for St. Blaise feast day (February 3 at 9:15 a.m.)

**Green Day** - Join your kids in dressing up in green for St. Patrick's Day (March 17.)

**Funny Hat/Dress Day & Donuts with Dad** - Students (and dads) are asked to wear the funniest hat and attire they can find to school for a breakfast treat before heading to their child's classroom for the day (March 23.)

**Kindergarten Retreat** - Join our students in the Parish Hall for a faith-filled experience (March 26.)

**Dad's Hike** - Dad's are invited to join their child on a hike up Pinnacle Peak, ending with a special picnic lunch (April 1.)

**Spring Fling** - The courtyard and parking lot are filled with carnival games, foods and fun (April 30!)

**Muffins with Mom/Crowning of Mary** - Moms are invited to join their children for a breakfast treat before attending a special "Crowning of Mary" ceremony in our courtyard, and then heading to their child's classroom for the day (May 5.)

**Water Day** - All school students are engaged in a variety of water-based activities (May 25.)

**Graduation** - Students celebrate graduation with songs, poems, and festivities. (May 28 at 11 a.m.)

## INSTRUCTIONAL FORMAT

Being responsible and accountable for one's learning encourages independence and ownership of one's achievement. The instructional format at Our Lady of Joy Roman Catholic School incorporates several teaching methods such as small/large group learning, individualized instruction, and cooperative learning.

### **DEVELOPMENTALLY APPROPRIATE**

By providing several learning centers and utilizing several teaching strategies each student has the opportunity to learn in the modality that is most comfortable. The emphasis in each classroom is on children being able to use their hands and being involved in the goings-on.

### **COMMUNICATION**

Our Lady of Joy Roman Catholic School believes that good communication between parents, staff, and administration is essential. The communication is accomplished in several ways:

Weekly School Expresses	Parent/teacher conferences
Weekly Update Emails	Staff Meetings
Parent Orientation	Monthly HR Parent and PAC Meetings
Trimester evaluations	Classroom/School Newsletters
Written discipline notices signed by parents	Posted reminders & notices
Parental involvement in the classroom & on committees	Parent information bulletin boards

### **GRADING SYSTEM**

Student progress is reported three times a year (trimesters) with paper report cards. In addition, at least one conference a year is held for each child. Conferences may include student, teacher, parent(s) and/or director.

<u>Grade Code</u>	<u>Conduct Code</u>
O = Outstanding	3 = Frequently
S = Satisfactory	2 = Sometimes
I = Improving	1 = Infrequently
N = Needs Improvement	

It is recommended that parents copy their child's trimester reports and keep them on file. The original is sent home at the end of each school year, and a copy is kept on file at OLOJ Roman Catholic School.

### **STAFF DEVELOPMENT SESSIONS/CONFERENCE DAYS**

Our program requires joint planning by the teachers of the various classes, and staff development sessions fill this need. Most sessions are on either the first Thursday or Friday of each month with an early dismissal at noon. Students will also be dismissed at noon on conference days. Parents are expected to attend scheduled conferences. Please consult your calendar for the staff development sessions/conference days. Since they are scheduled for the entire year, we recommend that **appointments with doctors and dentists** be made on these days to eliminate having to miss any class time.

## CURRICULUM

Curriculum design is the result of planning and study by the total faculty and the administration. The Diocesan School Office provides guidelines that incorporate the requirements as set by the Arizona State Department of Public Instruction.

### **KINDERGARTEN**

Religion	Our Heavenly Father Promise: A Liturgical Based Newsletter
Reading	Lessons in Character (Young People's Press) Let's Find Out (Scholastic)
Language Arts	Treasures (MacMillan/McGraw-Hill)
Handwriting	Handwriting Without Tears (Jan Olson, OTR)
Social Studies	Friends & Neighbors (MacMillan/McGraw-Hill)
Science	(Harcourt, Inc.) National Geographic Readers Scholastic Readers
Mathematics	(Houghton Mifflin)
Weekly Specials	Music, Spanish, Physical Education

### **HOMEWORK**

Homework is assigned to reinforce material already taught and to foster habits of independent study, creativity, and self-discipline. To ensure your child's love of reading, we strongly urge you to spend at least 15-30 minutes reading with your child every evening.

Suggested time allotment per day:                      K        15 to 30 minutes per day

## POLICIES

### **ABUSE OF TEACHERS**

The Diocese of Phoenix and Our Lady of Joy Roman Catholic School policies incorporate the following Arizona Statutes:

Arizona Statute 13-2911 (D) states that schools shall adopt rules for maintenance of public order on all property.

Arizona Statute 15-507 states that a person who knowingly abuses a teacher or other school employee engaged in the performance of his duties is guilty of a class 3 misdemeanor.

Arizona Statute 13-1204 (6) states that a person commits aggravated assault if the person commits assault knowing or having reasons to know the victim is a teacher or other person employed by the school, and the teacher or other person employed by the school is engaged in any authorized and organized school activity whether on or off school grounds.

Arizona Statute 15-341 (33) states that schools report to local enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers or administrators.

### **ADMITTANCE**

Upon request, families will be provided an enrollment packet to be filled out and returned to the School Office. A student is formally admitted only when: space is available, any assessment tests have been administered and proved satisfactory, a faculty interview has taken place, and **all required school(s) and health records have been received and evaluated**. In addition, an Arizona Statute requires students to be five years of age by September 1<sup>st</sup> to be eligible for admission to kindergarten. Prior to the first day of class, all fees must be paid and all documents requested in the enrollment packet must be returned to the School Office.

Our Lady of Joy Roman Catholic School does not discriminate on the basis of race, color, national, or ethnic origin in its admissions and educational policies. Continuing families and parishioners are given priority enrollment over new families applying to the school.

Children with special needs will be accepted into OLOJ Roman Catholic School only if we can provide the services to meet that child's needs. In the case of a medical or physical situation, parents will be required to provide additional documentation related to any special care or requirements.

### **Extended Day Program**

Our Lady of Joy Roman Catholic School offers an extended day program which provides a variety of activities and enrichment opportunities. The program is offered Monday-Friday from 8a.m.-8:40a.m. and from class dismissal until 4:30. Specific details such as the program staff, activities, and fees are explained at the beginning of each school year. This program is not offered on early dismissal days.

## ATTENDANCE

EXCUSED absences include student illness or death in the family. All other absences are UNEXCUSED. Teachers are not required to assign homework, accept homework, or give make-up tests to a student who has unexcused absences. Arizona Law 15-803 states that absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802.

### Absence due to Illness:

Parents must telephone the school **each day** a child is home ill. Be prepared to tell school personnel the reason for the absence. **If you do not notify the school by 10:30 a.m. the absence may be considered unexcused.**

In the event a child becomes ill or injured during the school day, school personnel will contact the parents. Depending on the severity, it may be necessary to send the child home.

In the event the child needs to be sent home, the parents/guardians must sign him/her out before leaving campus.

### Absence for Part of a Day:

A parent must send a note explaining the reason a child will be absent for part of the school day.

A parent/guardian must **SIGN OUT** the child before leaving school.

When students return to school, a parent/guardian must **SIGN IN** before returning to class.

Anytime a student leaves campus during school hours, permission must be cleared through the child's teacher, and the parent must sign the child out.

### Tardy Procedure:

Being on time for class is a very important self-discipline skill which teaches children to learn how to set their own schedules and time limits. This skill will benefit them throughout their lives in whatever career they choose. A tardy is **excused** if it is a doctor's appointment; all other tardies will be **unexcused**.

The following policy has been established:

The classroom doors will open at 8:40 a.m. and class starts promptly after that. A student is considered tardy if they arrive after 8:45 a.m. At that point the teacher will admit the student to class, but a tardy will be recorded and the parents will receive written notice of the tardy.

Five tardies in one month will be equivalent to one unexcused absence.

Continued excessive and/or habitual tardiness will result in a conference with the Director to resolve the problem in order to remain enrolled in the school.

## CUSTODIAL PARENTS

Recognizing the educational needs of the children and the unique circumstances related to legal custodial situations, the following requirements have been established to assist all parties concerned.

In situations where a student's custody is legally defined, it is the responsibility of the custodial parents to provide the school office with legal documentation stipulating all custody provisions (i.e. joint vs. sole custody). If requested in advance, custodial parents may each receive separate copies of the School Express for an additional fee of \$7.00 each.

In situations where one parent has sole custody, the custodial parent shall provide the school office with written and signed guidelines to be followed between the non-custodial parent and the school. These

guidelines must be reviewed and updated annually prior to the first day of classes for each school year and will remain in effect until one of the following occurs: 1) the end of the school year, 2) revised and/or updated in writing by the custodial parent, or 3) a written statement is received from the custodial parent revoking the guidelines.

Parent/Teacher conferences will be scheduled according to related school policies and guidelines. Arrangements for parental/legal guardian attendance at the child(s) conference must be made between the custodial parents in advance. Under no circumstances will separate conferences be held for custodial parents and/or legal guardians. It shall be the sole responsibility of the parents/legal guardian to inform one another of scheduling and arrange conferences with the teacher(s) to promote the best interest of the child(ren). In an effort to ensure the child's right to privacy, conferences will not be conducted without a custodial parent/legal guardian in attendance.

### **FIELD TRIPS**

In keeping with the philosophy of Our Lady of Joy Roman Catholic School, all field trips organized, arranged and/or sponsored by the school will have an educational purpose. This educational purpose will be communicated to the Director, faculty, students, and parents prior to the event. The Director will determine if field trips meet the above guidelines and final approval will be granted accordingly. Parents must grant permission for their child to attend the field trip by signing a field trip form.

Drivers must be over 21, preferably over 25 years of age. Drivers must have a valid unrestricted driver's license. A copy of each driver's license must be kept on file. A driver must carry liability insurance on the vehicle to be used. One seat belt must be provided for and used by each vehicle occupant.

Drivers for field trips shall make no stops between the school and the field trip destination without prior approval from the classroom teacher. Unless a driver is transporting solely their child/children, there must always be at least 2 adults in each car. **At no time may teachers be drivers on field trips.**

### **FINANCIAL OBLIGATION**

Registration fees are due at the time of application and are non-refundable. A non-refundable deposit in the amount of one tuition payment will be due no later than May 15<sup>th</sup>. This deposit will be applied toward your annual tuition; counting as the first of ten payments. The second tuition payment will be due August 1<sup>st</sup>; and regularly monthly payments will be made through April 1<sup>st</sup> of the school year. Tuition payments can be made via personal checks, electronic debit, or credit cards (at this point, we can not accept American Express.) A \$15.00 late fee will be assessed on all payments made after the 15<sup>th</sup> day of the month. **OLOJ Roman Catholic School reserves the right to deny your child admission to his/her class should your account fall more than one month behind.** Please notify the School Office of any special financial circumstances. To determine the deposit amount and monthly payments, divide the annual tuition amount by ten. Current tuition schedules are available in the School Office. For returning families, any outstanding fees or payments from the previous year must be paid for re-registration to take place.

#### Tuition Assistance

School families must apply for financial assistance based on either need or availability through CTODP. Forms are available in the School Office. Please contact the Director for qualification details. Any family requesting additional tuition assistance from the parish, must be **active, registered parishioners at OLJ, submitting their offertory envelopes at mass regularly, and be an active member of a ministry within our parish.**

## HEALTH AND WELLNESS

Our Lady of Joy Roman Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and life long health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

The following components will be addressed during the school year:

- Nutritional guideline
- Nutrition education
- Physical activity
- Other school-based activities
- Parent and staff involvement
- Evaluation

The Diocese of Phoenix Catholic Schools Office encourages school fundraisers to offer non-food items or healthy food choices. **Please see our School Wellness Policy posted on the Parent Bulletin by the Preschool Office for more specifics.**

### School Lunch

Lunch will be eaten in Room #5 of the Parish Hall, or, weather permitting, outside. Each child will need a sack lunch each day. Please send prepared food that does not require microwaving, cutting, or peeling. Please limit the sugar in the lunches. **Candy and soda are NOT allowed.** Cookies, brownies, fruit snacks, etc. are acceptable for dessert, if you like. **Remember that good nutrition enhances learning!**

Pizza lunch is provided for the students on Fridays, beginning with September 18<sup>th</sup>, at a minimum cost of \$3.00. Lunches are ordered one month at a time. If orders are not received by the deadline, students must bring a lunch for that day.

### Health and Wellness Guidelines

OLOJ Roman Catholic School asks that parents/guardians adhere to the following policies:

Washing hands is the best way to protect from spreading germs. Students are asked several times throughout the day to wash thoroughly with soap and water. All volunteers are asked to wash their hands before working or volunteering in a classroom.

If a child has any symptom of a contagious disease, he/she should be kept home from school. These signs or symptoms may include, but are not limited to: fever, diarrhea, vomiting, swollen glands, sore throat, cough, nasal discharge that is not clear, and rash.

Children who have had a fever or stomach disorder should be free of those symptoms a full 24 hours before returning to school.

If a child has been prescribed antibiotics, he/she must have completed a 24 hour cycle of medication before returning to school.

### Medication Administration

If a child needs prescription medication administered to him/her while in school, or if a parent/guardian would like the school to be able to dispense over-the-counter medications, a "Permission to Dispense Medication to Students" form must be properly and completely filled out and signed. **A new form must be signed every year.**

All prescription medication must be in the original container as prepared and labeled by the pharmacist, including the date dispensed and date of expiration, patient's name, name of the medication, dosage, and time(s) to be dispensed. Tylenol, Advil, Mylanta, Benadryl, cough drops, and all other over-the-counter medications and ointments must be in the original packaging showing directions, dosages, compound contents, and proportions. All over-the-counter medications must be supplied to the school by the parent. The medication you supply will be labeled with your child's name for use by your child only. Stock supplies of any type of over-the-counter medications are not provided by the Diocese.

Student misuse of self-administered medication can cause illness, side effects, and/or seizure. For their safety, students may not have any prescription or over-the-counter medications in their possession unless a signed physician's statement is presented indicating the necessity for a student to self-administer his/her medication. Students found to have prescription or over-the-counter medications in their possession will face disciplinary action.

Medications cannot be dispensed unless the signed form and appropriate medications have been turned into the school. The form is to be turned in no later than the end of the first day of school each year.

### Emergency Procedures

In the event a child is injured or becomes ill at school, they will be kept as comfortable as possible while the parents/guardians are contacted. In the event a parent/guardian can not be reached, those listed as emergency contacts will then be called. **It is important that emergency contact cards are kept current.**

If a child suffers a serious medical emergency, the school will call 911 and the child will be transported to the nearest medical facility, as determined by the emergency personnel. Parents/Guardians will be contacted immediately and informed of the situation accordingly.

## **PROMOTION, RETENTION, AND GRADUATION**

### Promotion

Promotion of students shall be based on the completion of academic work and mastery of required academic skills. The teacher will make the evaluation of the student's progress and will consider the social, emotional, physical, moral, and academic development of the student, in doing so.

### Retention

A student shall be retained on the recommendation of the teacher and the Director. When making an evaluation of the student's progress, the teacher will consider the social, emotional, physical, moral, and academic development of the student.

The teacher must be reasonably certain that repetition of a grade by a particular student will be beneficial.

If, in the teacher's judgment, retention is probable, the case must be discussed with the Director and then arrangements made for a conference with the parents. It is advisable that this be done no later than the middle of January. A written summary of this conference shall be kept.

A follow-up conference with the parents/guardian will be held to evaluate the progress of the student.

Evaluations and reports to the parents must indicate lack of student progress.

If, contrary to the recommendation of the teacher and Director, parents/guardian request that their child be placed in the next higher grade, the Director may honor this request. In this case, the parents/guardian shall be required to state their request in writing. This request will be placed in the school file. The student is then transferred to the next higher grade. If retention is again recommended the following year, and not accepted by the parents/guardian, then the parents/guardian will be directed to find an alternative educational setting.

Retention in a grade after a second year requires careful consideration. A recommendation should be made to transfer the student to another educational facility.

Retention shall not be based solely on the number of days in attendance.

### Graduation

Transition ceremonies from elementary school should be kept appropriately simple and inexpensive. The ceremony may include a Eucharistic liturgy followed by a simple, dignified exercise which recognizes the unique value of the Catholic elementary education just completed.

The parents/guardian of the students who are **in danger** of not being promoted or graduating are to be notified in writing by the end of the first semester. The parents/guardian of those students who are **ineligible** to be promoted or to be graduating are to be notified in writing as soon as reasonably possible.

Diplomas and report cards may be withheld until students or their parents satisfy their educational, financial, and disciplinary obligations to the school.

A student may be excluded from participation in the transition/graduation exercises even if he/she is not denied a diploma for reasonable cause as determined by the Director in consultation with the Pastor and/or the Superintendent of Catholic Schools. Participation in transition/graduation exercises is a privilege, not a right.

## **SAFETY**

### Child Abuse

Arizona law requires the reporting by school personnel of suspected cases of child abuse and neglect to Child Protective Services and local law enforcement. The Director has on hand copies of the Diocesan Child Abuse Policy.

### Fire Drill

Monthly fire drills shall be carried out in accordance with the regulations of the State and City Fire Codes. Teachers orient all students and classroom workers to follow drill procedures.

### Lock-down Drills

At least two times a year, lock-down drills shall be conducted in accordance with the regulations of the school *Crisis Plan*. Teachers orient all students and classroom workers to follow drill procedures.

### Evacuation Drills

At least once a year an evacuation drill shall be conducted in accordance with the school *Crisis Plan*. Teachers orient all students and classroom volunteers to follow drill procedures.

### Release of Convicted Child Molester

When the school receives notice of a convicted child molester in the immediate community, the Director shall notify, in writing employees, parents and students.

### Intruders

Persons with no legitimate reason or written documentation to be on school grounds will be asked to leave by school personnel. If the person does not leave or is armed, the police shall be called and a school wide lockdown initiated immediately.

### Disaster or Human-Created Disaster

In the event of a natural disaster (flood, earthquake or any other type of natural disaster) or a human-created disaster (acts of terrorism, hostage taking, etc.) the following policy will be in immediate effect:

#### **During school hours (8:00 a.m. - 4:30 p.m.):**

All children will be kept on the school property or relocated to a safe location nearby until a parent or a parent designate picks them up. If a parent hears of any school emergency, they should follow the guidelines below:

Turn on the radio or television. The school will keep the media informed of any emergency.

Do not telephone the school. There are limited phone lines. They **MUST** be used to respond to the emergency.

Please do not come to the school unless requested to pick up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

#### **Outside of school hours:**

Parents are to listen to the radio and/or television for directions. If you are in doubt about what to do or if it would create a danger or hazard to your children to be at school, **KEEP THEM AT HOME.**

### Release of Student Information

Written permission from parents/guardian is required before a student's name or likeness can be used for any promotional purposes involving the Diocese, parish, or school, news or feature stories in any media, or other purpose whatsoever. This includes still photos, motion pictures, audio or video takes, photographs and/or other reproduction, including voice and features with or without name.

Before printing student directories, written permission for publication of this information must be secured from parents/guardian. **School directories are not to be utilized for solicitations of any kind.**

### Supervision

School hours are from 8:00 a.m. to 4:30 p.m. Students are never sent on errands outside the school campus. They may be released from school only at the written request of the parent or guardian. Anytime a student is taken off campus, whether for athletic competition, field trips, or school-sponsored events, the written permission of the parent or guardian is required.

## **STUDENT CONDUCT**

Our Lady of Joy Roman Catholic School seeks to maintain an environment in the school, which is conducive to learning, protective of the safety and welfare of all students and staff, and free from unnecessary disruption.

Students are expected to pursue the educational program at OLOJ Roman Catholic School and to behave in such a way that their presence does not detract from their own education or the education of others.

Students shall treat teachers, administrators, employees, other campus visitors and fellow students with dignity and respect and shall behave in such a manner that their presence will contribute to a productive educational environment.

While on school grounds or participating in any school-sponsored activity, students shall comply with all policies and regulations pertaining to student conduct.

Student conduct shall at all times reflect consideration for the rights and privileges of others.

Students shall maintain high personal standards of courtesy, decency, morality, and honesty in their relationship with others.

Diligence in study and achievement commensurate with ability is expected of all students.

Students are expected to be regular and punctual in attendance. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness.

Students shall adhere to the uniform policy.

No student shall engage in or encourage behavior which disrupts or poses a clear and convincing threat of disruption of the school operations or interference with the rights of others or with the ability of the school to provide educational opportunities to other students.

No student shall engage in activity which may cause or attempt to cause damage to school property or private property.

No student shall engage in activity which is in violation of criminal law.

No student shall engage in or encourage behavior which is detrimental to the welfare or safety of students, teachers, administrators, employees, or other campus visitors on or off school property.

No student shall engage in bullying behavior in the school, on school grounds, or at school activities or sanctioned events. Bullying is defined as any repeated written or verbal expression, or physical act or gesture, intended to cause distress upon one or more students in the school environment. The severity and pattern of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

## **STUDENT DISCIPLINE**

Discipline at Our Lady of Joy Roman Catholic School is to be considered as an aspect of moral guidance. Evidence of discipline is a legitimate interest of the school that extends beyond the school day and beyond the school hours. The purposes of discipline are: to provide a classroom situation conducive to learning, to promote character training, to cultivate the virtues that ensure moral living and to redirect misguided behavior, and to develop self-discipline. To teach self-discipline skills one must have time, patience, and offer consistent guidance. Our policy concerning unacceptable behavior, defined as a behavior that physically, emotionally, or verbally hurts another child or teacher, is to treat the child with respect and dignity while confronting him/her. OLOJ Roman Catholic School has implemented a school-wide discipline program that is designed to instill appropriate student conduct and respect in our student. With support from all faculty, staff, and parents this program will help students become accountable for their actions and choices and positively affect the learning environment.

### Level I

The teachers will treat each unacceptable behavior individually. A student may lose a classroom privilege or be asked to take some quiet time until they are ready to return to the classroom activity and make appropriate and respectful choices. The teacher is not required to notify the parents at this level.

### Level II

If the behavior is not modified after incorporating the above methods, the teacher will send a written notice home describing the behavior. Parents/Guardians will acknowledge with a signature and the note will be returned to school and be kept in the student's file.

### Level III

The teacher will send a written notice home describing the behavior and requesting a conference with the parents and teacher.

### Level IV

The student will be sent to the Director's Office, and the parents/guardians will be contacted and requested to pick up their child immediately. The student will be denied the privilege to return to his/her class for the next school day.

### Level V

Continued unacceptable behavior will result in a conference with parents, teacher, Director, and/or Pastor to resolve the problem and create a plan of action or the student may be asked to withdraw from the school.

### **"Talk It Out" Program**

"Talk it Out" is a problem-solving program that helps children learn to talk out their conflicts as an alternative to screaming or fighting. When children are taught verbal options for working out their problems at a young age, their language and thinking skills are enhanced, and they are more prepared to deal with conflicts as they grow older. OLOJ Roman Catholic School students use the "Talk it Out" dialogue and problem solving strategies. Students are rewarded for successfully talking out their problems with their peers.

### **Focus on the Positive**

While the negative consequences and discipline are a necessary part of the school, so are the positive consequences and reward opportunities. Each teacher has implemented a variety of rewards and incentives that are earned by each child as they make and continue to make good choices.

### **STUDENT RECORDS**

Parents, as primary educators, shall have the right to inspect and review the official record of their child in the presence of a school administrator. Parents/Guardians should have an opportunity to be heard regarding the content of their child's record to ensure that record is accurate. Parents shall also be allowed to provide a written statement regarding the content of the record. This statement is to be included in their child's school file.

Custodial parents shall be recognized by the school as the primary decision makers for their children. Information regarding custody and visitation shall be provided to the school by the custodial parent/s at the time of registration. A copy of the court decision or order should be kept in the school file.

A parent not having custody of a child, but having the right of visitation, has a right commensurate with

the parent having custody to examine the school record of the child, unless restricted by court order. In order to establish visitation rights, the custodial parent should be asked for a notarized copy of the most recent court order.

**School records may be withheld until students or their parents/guardian satisfy their educational, financial, and disciplinary obligations to the school.** Health records may not be withheld.

## **UNIFORMS**

Our Lady of Joy Roman Catholic School requires its students to wear uniforms. The uniforms can be obtained through Dennis Uniforms. When ordering online at [www.dennisuniform.com](http://www.dennisuniform.com) our school code is QLJ. Uniforms of varying sizes can be tried on in the preschool. The warehouse is located at 4920 E. McDowell Road, #103, Phoenix, AZ 85008, and can be contacted at (602)220-0302.

Closed-toed shoes and socks are mandatory. NO sandals, open-toed shoes, open-heeled shoes, boots, crocs, or shoes without socks are allowed. Jackets may be worn in cooler weather, but must be removed in the classroom. Tennis shoes or sneakers are required on the specified day for P.E. and are recommended for every day. Students who come to school not in proper uniform, will be sent to the School Office and a uniform will be loaned to them. **Please write your child's name on ALL of his/her school clothes.**

### General School Dress Information

No tattoos, distracting jewelry, or piercing, other than ear piercing for girls are permitted. Girls may wear one pair of small posts. Jewelry other than a religious medallion is not permitted.

No fad or distracting hairstyles or hair coloring are permitted. Boys' hairstyles must be kept trimmed; hair may not fall in the eyes or touch the shirt collar.

Jackets, coats, hats and caps are not to be worn inside the classroom.

Girls must wear shorts or bike shorts under their jumpers.

Special dress days will be announced. Special dress days allow students to wear shirts and bottoms other than their uniform shirts and bottoms. No spaghetti straps, tank tops or flip flops are allowed. No inappropriate t-shirts (i.e. alcohol, drug, or band related advertisements) are allowed.

Clothes must fit appropriately - not too tight or too loose. The waist line on boys shorts/pants must be kept at waist height.

No holes in clothing or frayed edges are permitted.

All students are expected to attend school modestly and neatly dressed and groomed.

The final decision on school dress questions is reserved for school personnel.

## **VOLUNTEERS**

Parents are the first and most important teachers in a child's life. We are here to assist parents/guardians in meeting the educational, developmental, and spiritual needs of our students. Because we are working together, we are requiring families to volunteer a minimum of 10 hours per school year. OLOJ Roman Catholic School encourages parents to participate in a variety of ways, including volunteering in the classroom, on the playground, helping with fundraising, becoming a Homeroom Parent, and working with the Parent Advisory Committee. Volunteer opportunities are listed and explained in the OLOJ Volunteer Opportunity brochure.

### Classroom Volunteer Guidelines

Attend a **mandatory** Safe Environment /Called to Protect training.

Obtain permission from the teacher for a day and a time to volunteer.

Check in at the School Office and receive a visitors' badge. Sign out in the office when you leave.

Volunteer hours will be recorded using ProCare and/or a sign-in notebook.

Wash ones hands before working in any classroom.

Ask the teacher for specific directions/plans for the day.

Wash ones hands and wear gloves when handling snack and lunch food.

Parent volunteers may be privy to information or situations pertaining to a child or family and are expected to maintain the utmost level of confidentiality and professionalism while in the classroom and out. **Volunteers must have a signed Confidentiality Form on file.**

### **WITHDRAWAL FROM SCHOOL**

Parents/Guardians are asked to provide a minimum of two weeks notice when withdrawing a child from the school. An appointment should be scheduled to inform the Director of a family's intentions to withdraw. All fees, fines, and tuition payments must be taken care of. Any refund of tuition will depend in the status of the account, as well as date of withdrawal. Contact the School Office regarding this information.

At the discretion of the Director, a child may be removed from the school if it is deemed appropriate and necessary. Situations may include, but are not limited to: failure of payment, inability to meet the needs of the child, or when it is in the best interest of the child and/or other children in the classroom.

## **GENERAL INFORMATION**

### **STUDENT RECOGNITION**

Students from each grade are recommended to the Director by the teachers and are recognized monthly at Courtyard Prayer for outstanding achievement in academics, activities, leadership, citizenship, self-discipline, effort, improvement and attitude.

### **PARTY INVITATIONS**

Party invitations are not to be distributed at school unless the entire class is invited.

### **LIBRARY**

Damage to books should be immediately reported to the teacher. Please do not attempt to repair books at home. Lost library books must be paid for before a student can be given his/her report card. Refunds will be made on library books lost and paid for when books are returned to the library. Parents should encourage proper use of library materials, including having a special, safe place at home to keep library books away from pets and smaller siblings' reach.

### **SCHOOL EXPRESS**

The School Express is the main line of communication between the school and the parents. Most notices about programs and polices are sent home in a School Express envelope to each family on Wednesday. Parents are asked to read the material and return any appropriate information in the School Express on Thursday. Sending all notes home at one time lets parents know when to expect the news of the school. The School Express is also a great tool for parents to return forms, payments, or notices to the school.

Any parent/committee turning in school-related information to be included in the School Express, must have it in to the School Office by noon on Monday. Submissions from school families must be approved by the Director.

## **LUNCH PROGRAM**

Lunch is provided for the students on Fridays at a minimum cost of \$3.00. Lunches are ordered one month at a time. If orders are not received by the deadline, students must bring a lunch for that day. Please do not include candy or soda in your child's lunch as they are NOT allowed.

## **SNACK**

Parents/Guardians are asked to supply snacks. Each classroom teacher will provide a snack calendar and each family is asked to provide snack on a rotational basis. Nutritious snacks will be recommended and all snacks must be store bought. More specifics will be provided by the teachers at the beginning of each school year.

## **PERSONAL ITEMS**

Personal items from home that are of a violent or aggressive nature (toy guns, weapons, etc.) are NOT allowed at school. Personal items that may be of significant sentimental or monetary value are NOT allowed at school as OLOJ Roman Catholic School staff cannot always prevent damage or loss and could not be held responsible.

## **ARRIVAL AND DEPARTURE PROCEDURES**

Parents/Guardians are expected to escort their children to the classroom each day and sign them in. Children should arrive no earlier than 8:30 a.m. and no later than 8:40 a.m. The classroom doors will open at 8:40 a.m. and class begins promptly at 8:45 a.m.

At the end of the school day, children will only be released to a parent, guardian, or designated adult whose name appears on the "Approved Pick-Up List" form. If anyone other than those mentioned above will be picking up, the teacher must have prior written notification. OLOJ Roman Catholic School reserves the right not to release a child to anyone other than the custodial parent. Designated adults must have their driver's license readily available.

Each child must be signed-out by a parent/guardian each day. In the event a parent/guardian will be late picking up a child, the school and/or teacher should be notified. After a 5 minute grace period, a \$10 late fee will be assessed to your account, as well as \$1/minute thereafter.

Parents/Guardians are responsible for maintaining custody of younger children, as well as school children, at all times. For their safety, parents/guardians will see that all children obey the rules of the school such as no running inside or on the arcade, being in the playground only when it is supervised, cleaning up after themselves, refraining from playing on the stage or piano, refraining from walking/jumping on the tabletops/benches in the courtyard and refraining from throwing stones. **Children are not permitted in the school before or after school hours without their parent/guardian.**

## **CONFLICT RESOLUTION PROCEDURES**

The faculty and staff of Our Lady of Joy Roman Catholic School are dedicated to the well-being and development of each of our students, and want to work hand-in-hand with parents to provide a positive school experience. However, human nature and emotion often dictate how we perceive certain situations, and there may come a time when a situation may become stressful or uncomfortable. In an attempt to keep lines of communication open and relationships moving in a forward and productive manner, we ask that parents/guardians adhere to the following procedures:

When there is a concern, pertaining to the classroom, contact the teacher to set up a meeting. The teacher may ask an aide or another teacher to also be present.

If a solution cannot be found or the participants need additional assistance, the Director should be contacted.

Situations that are not rectified to the satisfaction of those involved, will then be brought to the the Pastor.

### **SCHOOL SUPPLIES**

Students may be issued materials for home use and/or have the use of a classroom set of supplies.

Students are responsible for the proper care of the materials and supplies they have been issued, and therefore, will be charged for their damage or loss.

### **COURTYARD PRAYER**

Our Lady of Joy Roman Catholic School community gathers once a month at 9:05 a.m. Parents are asked to follow the diagram when in attendance. (See Courtyard Prayer Layout/Map in the back of the Parent / Student Handbook.)

### **VISITOR REGULATIONS**

All parents or other visitors to the school must sign in/out at the School Office and receive a visitor badge. All visitors to a classroom must have permission in advance from the teacher.

## FRUIT OF THE SPIRIT: A GOAL FOR EACH MONTH

Each month the students learn of a new gift from the Holy Spirit. These gifts are then incorporated into the classroom discussions, lessons, and activities. Below are the nine gifts and the coordinating scripture passages. Each gift and a quote can be found on the school calendar as well. The students also pray the prayer below, which mentions the nine gifts discussed throughout the school year.

### **August/September: GOODNESS**

You spread the table before me in the sight of my foes; you anoint my head with oil; my cup overflows. Only goodness and kindness follow me all the days of my life; and I shall dwell in the house of the Lord for years to come.

Psalm 23:5-6

### **October: FAITHFULNESS**

Remain faithful to what you have learned and believed, because you know from whom you learned it, and that from infancy you have known the sacred Scriptures, which are capable of giving you wisdom for salvation through faith in Christ Jesus.

2 Timothy 3:14-15

### **November: SELF-CONTROL**

Make every effort to supplement your faith with virtue, virtue with knowledge, knowledge with self-control, self-control with endurance, endurance with devotion, devotion with mutual affection, mutual affection with love.

2 Peter 1:5-7

### **December: PATIENCE**

Be patient, brothers and sisters, until the coming of the Lord. See how the farmer waits for the precious fruit of the earth, being patient with it until it receives the early and late rains. You too must be patient.

Make your hearts firm, because the coming of the Lord is at hand.

James 5:7-8

**January: PEACE**

Let the peace of Christ control your hearts, the peace into which you were also called in one body. And be thankful. Let the word of Christ dwell in you richly, as in all wisdom you teach and admonish one another, singing psalms, hymns, and spiritual songs with gratitude in your hearts to God.

Colossians 3:15-17

**February: KINDNESS**

God, who is rich in mercy, because of the great love He had for us, even when we were dead in our transgressions, brought us to life with Christ -by grace you have been saved- raised us up with Him, and seated us with Him in the heavens in Christ Jesus, that in ages to come He might show the immeasurable riches of His grace in His kindness to us in Christ Jesus.

Ephesians 2:4-7

**March: LOVE**

Jesus said to Nicodemus: "For God so loved the world that He gave his only Son, so that everyone who believes in Him might not perish but might have eternal life. For God did not send his Son into the world to condemn the world, but that the world might be saved through Him."

John 3:16-17

**April: JOY**

May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit.

Romans 15:13

**May: GENTLENESS**

Put on then, as God's chosen ones, holy and beloved, heartfelt compassion, kindness, humility, gentleness, and patience, bearing with one another and forgiving one another; as the Lord has forgiven you, so must you also do. And over all these put on love, that is, the bond of perfection.

Colossians 3:12-13a, 14

**The Fruit of the Spirit Prayer:**

**Love** so I may love.  
**Joy** to share a smile.  
**Peace** to calm my fear.  
**Patience** to last a while.  
**Kindness** for all I meet.  
**Goodness** in all I do.  
**Gentleness** and **Self-Control**,  
And **Faithfulness** to you.

Spirit, may these gifts  
Grow ripe each day in me  
So I can be a fruit-filled branch  
For Christ, the Living Tree.

*Our Lady of Joy Roman Catholic School*  
Preschool and School Staff Directory

**OLOJ SCHOOL OFFICE**

**480-595-6409** (Dial first when using extensions)

ADMINISTRATION

<b>Ms. Debbie Allen</b> , Director	346-3059 or x225	<a href="mailto:dallen@oloj.org">dallen@oloj.org</a>
<b>Ms. Linda Barral</b> , Office Manager/Extended Day Supervisor	X223	<a href="mailto:lbarral@oloj.org">lbarral@oloj.org</a>
<b>Ms. Peggy Slaybaugh</b> , Admin. Asst./bkpr	346-3054 or x217	<a href="mailto:pslaybaugh@oloj.org">pslaybaugh@oloj.org</a>
<b>Ms. Lori Head</b> , Admin. Asst.	346-3059 or X217	<a href="mailto:lhead@oloj.org">lhead@oloj.org</a>

OLOJ ROMAN CATHOLIC PRESCHOOL

<b>Ms. Jodi Vogel</b> , Early Birds Teacher	X229	<a href="mailto:jvogel@oloj.org">jvogel@oloj.org</a>
<b>Ms. Judi Sahid</b> , 3's Teacher	X230	<a href="mailto:jsahid@oloj.org">jsahid@oloj.org</a>
<b>Ms. Dulce Shimkus</b> , 4's Teacher	X231	<a href="mailto:dshimkus@oloj.org">dshimkus@oloj.org</a>
<b>Ms. Jana Murphy</b> , PreK Teacher	X 232	<a href="mailto:jmurphy@oloj.org">jmurphy@oloj.org</a>
<b>Ms. Maryann Gramlich</b> , Assistant Teacher		
<b>Ms. Karen Powers</b> , Assistant Teacher		

OLOJ ROMAN CATHOLIC SCHOOL

<b>Ms. Carrie Chapman</b> , Kindergarten Teacher	346-3060	x234	<a href="mailto:chapman@oloj.org">chapman@oloj.org</a>
<b>Ms. Sarah Furrrier</b> , Kindergarten Teacher	346-3057	x221	<a href="mailto:sfurrrier@oloj.org">sfurrrier@oloj.org</a>
<b>Ms. Roberta Klodt</b> , Music Teacher			

**Extended Day Room** X233

Note: Please do not call the teachers' extension during classtime, as they will not answer the phone. All emergencies should be directed to the school office.