

2007-2008 STUDENT HANDBOOK



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Cape May, NJ 08204
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<http://ladystar.capemayschools.com>



PHILOSOPHY

In a circle of commitment and motivation, with accountability and dedication, Our Lady Star of the Sea Regional School is devoted to the education and development of the whole child.

The administration, faculty, support staff, parents, and community endeavors to provide an atmosphere that is spiritually enriching, intellectually stimulating, emotionally and socially supportive, and physically sound.

Our primary purpose is to provide the children with a climate where faith, trust, and love of God and others is encouraged and witnessed. In a Christ-centered environment, we remain fully committed to cultivating the individual gifts and talents of every child, empowering our students to become independent thinkers by taking risks, accepting responsibility, and integrating individual differences with community faith values.

MISSION STATEMENT

Let everyone who enters be aware that service in the name of Jesus is the reason for this school. It is our desire that all realize that the seed of learning is planted, nourished, and enabled to grow by the recognition of our dependence upon God and each other. May Our Lady Star of the Sea Regional School be a place where every child feels enveloped by God's love, is motivated by the light of Jesus, and is energized by the power of the Spirit. Service nurtures the dedication of the faculty and motivates the actions of its students. Through these characteristics we will be able to live out our call to act justly, love tenderly, and walk humbly with God.

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OUR LADY STAR OF THE SEA REGIONAL SCHOOL STAFF

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OUR LADY STAR OF THE SEA REGIONAL SCHOOL

ADMISSIONS

Age Regulation

Diocesan Policy #401 states: all children admitted to kindergarten must be five years of age by September 30th. All children admitted to the first grade must be six years of age by September 30th.

Registration Requirements

- Certificate of Baptism (when applicable)
- Birth Certificate
- Immunization records from a physician
- Records from a previous school (if applicable)
- Other pertinent information related to a child's performance
- Registration fee. (Non-refundable)

Incoming Transfers

Incoming students, except Pre-K students, may be tested for readiness before admission to a grade.

- Incoming Kindergarten students receive a readiness test.
- Incoming 1st to 3rd grade students may receive reading and math tests.
- Incoming 4th to 8th grade students may receive reading, math, and writing tests.

****Any new students will be on probation for the first marking period to determine if the school meets his/her needs.

Grade 7 and 8 Transfers

Our Lady Star of the Sea Regional School will only accept transfer students on probation into grades 7 & 8 who have attended Catholic School and have a recommendation from the principal of the sending school or after very careful consideration of students from non-Catholic schools.

Outgoing Transfers

Parents of children who are transferring to another school should inform the principal a few days in advance so that a transfer may be sent in due time to the new school. Parents should come into school to:

- Sign a release of records form.
- Provide a reason for transfer.
- Provide the address of the new school.
- Make payment on all outstanding bills. Records will be sent after all bills are paid and all books are returned.

Financial Obligations

To help defray the costs of the school, the necessity of tuition, activity fees, and fundraisers are of obligation. Delinquent tuition may result in loss of privileges and/or attendance at school. Parental support of all fundraisers is vital to the well being of Our Lady Star of the Sea Regional School.

Monthly payments are made through the SMART Tuition Program. Payment in full is due September 1st. Late fees will be assessed if payment is not received on time.

The Tuition Assistance Program is available to qualified applicants.

Non-Discrimination Policy

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

OUR LADY STAR OF THE SEA REGIONAL SCHOOL

ATTENDANCE

Parents/guardians are responsible for faithful attendance of their children at school **except in case of illness or other important reasons**. If a child is to progress favorably in school he/she should be in good health and be able to attend school daily.

The school calendar consists of 180 days, and will help you plan vacations so as not to disrupt your child's education. VACATIONS WHILE SCHOOL IS IN SESSION ARE DISCOURAGED. Students may not participate in extra-curricular activities, including sports, on a day that they are absent. It is up to the discretion of the teacher to assign work for a student going on a vacation. Assignments should be requested during extended periods of absence for illness.

When a student is absent, please **call the school office by 8:30 AM (884-4437)**. If no contact has been made by 9:00 AM, parents will receive a call from the school. By following this procedure, parents are assured that their child has arrived safely at school.

The following are legitimate reasons for a child's absence: illness, death in the family, court appearances in compliance with a subpoena, or quarantine at home.

State law requires that all absences be documented by a note from parents/guardians when a child returns to school. State law also requires a doctor's certificate if a contagious disease was the cause of illness. Absence in excess of three days also requires a doctor's note.

EXCESSIVE ABSENCE

Diocesan Policy states the EXCESSIVE ABSENTEEISM of a student from school is considered a very serious matter.

- After 10 CUMULATIVE days a written warning may go home. After 18 CUMULATIVE days a letter and/or parent conference will be called.
- If absenteeism continues a decision to request retention in the grade or withdrawal from school will be made.

PUNCTUALITY

Students arrive at school beginning at 7:50 A.M. Students will proceed to homeroom. Any student arriving after the doors are closed at 8:10 A.M. will be considered late. Chronic lateness will result in after school detention. Lateness is disruptive for the class and for the student who is late. A note is required for lateness.

EARLY DISMISSAL

We encourage parents to make every effort to schedule medical and dental appointments after school hours. If it is necessary to be dismissed early for medical, dental, or other such appointments the following procedures are to be followed:

- A note from parent/guardian must be sent into school and approved by the principal.
- Student will be called from class after parent/guardian has arrived.
- Parent must "sign out" for the child in the school office.
- No student will be permitted to leave school unless met by a parent or a person designated by the parent.

PERFECT ATTENDANCE is only awarded when a student is present **every** school day and has never been tardy.

OUR LADY STAR OF THE SEA REGIONAL SCHOOL

Curriculum

Jesus Christ and His Good News are the basis of a Catholic school curriculum through which all other curricula spring and flow. A developmentally appropriate curriculum for students is designed so as to be appropriate for the age span of the children within the group with attention to the different levels and learning styles of the students.

Our Lady Star of the Sea Regional School curriculum is Christ centered and follows all diocesan-mandated guidelines. Curriculum guides are written with the understanding that there is a responsibility for decision-making on the part of the teachers and administration. In addition to diocesan curriculum guides, Our Lady Star of the Sea Regional School also incorporates the New Jersey Core Standards in to the teaching of language arts, mathematics, social studies, science, art, drama, music, physical education and Spanish. The curriculum is continually evaluated to ensure consistency, a sequential development of skills and values, and awareness of current trends.

The religious education program permeates our entire school. The goals and objectives for catechetical instruction are determined by our school's philosophy and mission statement. Classes include a lectionary-based catechesis, which prepares the students for their weekly attendance at Eucharist with their families.

Sacramental preparation is carried out by Our Lady Star of the Sea Regional School and Religious Education. Students are prepared for the reception of the Sacraments of First Reconciliation, First Eucharist, and Confirmation. Students receive sacraments in their home parish, unless permission to receive at Star of the Sea is granted by their pastor. Parents are active participants in this process.



Self esteem

Our Lady Star of the Sea Regional School, as part of its efforts to enhance the self-esteem and self-respect of the students, offers a variety of programs in this curriculum area the programs include: character development, anti-drug, -alcohol, and -smoking presentations.

Homework

In accordance with the principles of good education, the school's policy is to assign homework. Homework takes priority over extra-curricular activities. On weekends and holidays, homework is given at the discretion of the teacher. Homework is a necessity and may take the following forms: written assignments, work not completed in class, reading assignments, study and review assignments, and/or long term reports or projects requiring outside research. Each teacher maintains a weekly homework webpage.

Appropriate type and length of homework assignments are at the discretion of the teachers and principal. Parents are encouraged to supervise homework; thus, allowing for the completion of assignments.

OUR LADY STAR OF THE SEA REGIONAL SCHOOL

STUDENT PROGRESS

Communicating student progress to parents is an important aspect of the educational process at Our Lady Star of the Sea. At the beginning the school year, teachers will inform parents of their policy regarding student progress. Policies involving the total school community are listed below.

Report Cards

There will be four report cards each school year. The report cards help inform parents of their child's progress. Deficiency notices will be sent mid-way through each quarter for students in need of improvement. If you have any questions or concerns, please contact your child's teacher.

Parent Conferences

Parent and teacher are partners in the education of the child; therefore, conferences are an integral component of Our Lady Star of the Sea Regional School. Conferences are held formally once a year, at the time of the **FIRST REPORT CARD**. In the older grades, students may be invited to participate in conferences. In addition to the yearly conference, other conferences will be held at the request of parent or teacher **BY APPOINTMENT**. **Please no walk-ins.**

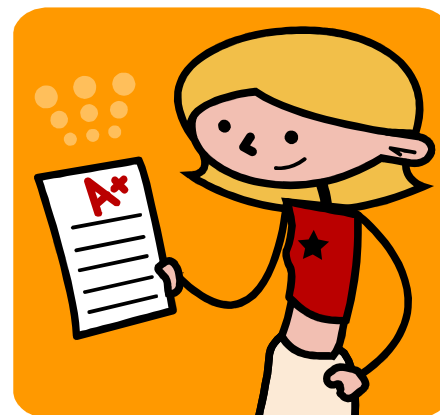
Retention Policy

In some cases, it may be necessary to retain a child. This occurs if a child is failing, the child is too immature for the grade, or if the child is struggling with the work of the grade. If possible, parents will be notified by conference and in writing of possible retention by the **end of January**. Definite intent to retain is communicated to parents by the **middle of May**.

Course Failure

In upper grades, students who are not passing one major subject will need to successfully complete the course requirements over the summer to assure master of the subject.

IOWA Test of Basic Skills is administered in the spring, with results following six weeks later. A **readiness test** is given at the end of Kindergarten.



OUR LADY STAR OF THE SEA REGIONAL SCHOOL

STUDENT CODE OF CONDUCT

In order to grow spiritually, academically, socially, and emotionally, children need to be in an environment in which there is a concerned teacher who will set firm, consistent, positive limits while providing warmth and support for appropriate behavior. Only when a child knows what the response to his/her behavior will be, will he/she be in a position to choose how to behave. In this relationship, **TRUST AND RESPECT** are established. We, the staff of Our Lady Star of the Sea Regional School, **believe that each teacher has the right to teach and that each student has the right to be taught.** Therefore, a positive Christian attitude and good manners are to be extended to the entire school community, which includes faculty members, priests, aides, volunteers, classmates and all visitors. Our Lady Star of the Sea Regional School fosters self-discipline as a child grows and develops. The purposes of self-discipline are:

- To promote genuine student development.
- To develop the individual as a human person who respects himself/herself and thereby respecting proper authority.
- To assist in the growth of spiritual values
- To provide a classroom situation conducive to learning.

All students are expected to comply with school regulations regarding dress code, conduct, bus conduct, absences and lateness. Students are expected to conduct themselves properly at all times to ensure safety for themselves and others. Conduct befitting a Christian should be adhered to in speech and demeanor at all times. School rules are for the good of the entire group and are therefore to be obeyed.

The school and classroom rules provide an atmosphere and an environment conducive for learning. A **Student Code of Conduct** outlining specific behaviors and disciplinary actions is sent home to be signed by each student/parent. A copy will be on file in school.

Of particular note.....

Very serious breaches of discipline make a student liable for suspension or expulsion. (Fighting, harassment, bringing dangerous items to school, etc.) When a serious offense does occur and suspension and/or expulsion are being considered, the procedures mandated by the Diocese of Camden will be followed.

Bus behavior is extremely important for the safety of each child riding the bus. The school and bus company will deal with offenses, which threaten the safety of other students, by denying offenders the privilege of riding the bus.

Headphones, tape players, iPods, CD players, radios, beepers, and cellular phones may not be used by students before, during, or after school.

It is important that there be unity in authority between parents and teachers. It is a good policy to withhold judgment on what appears to be a problem until the facts are received from the proper person. Classroom teachers should be called first; then contact the principal if necessary.



OUR LADY STAR OF THE SEA REGIONAL SCHOOL

GIRLS DRESS CODE

As members of the Our Lady Star of the Sea Regional School community, parents and students have chosen to adhere to the dress code as stated.

We require that students dress in uniform at all times except when permission is given for alternate dress. The uniform is to be worn with **Pride**. The student's appearance and manner in uniform and the way in which the uniform is worn, communicates a message about the person and the institution to which he or she is a member.

This philosophy concerning the uniform, therefore, includes hairstyles, shoes, and jewelry. All uniforms are to be regulation. They should be **kept clean**. Shoes should be polished and presentable. All clothing, especially sweaters, jackets, and coats must be marked with the child's name. Uniforms **are to be worn** for school pictures.

Our official uniform suppliers are Flynn & O'Hara and Lands' End. Information concerning the purchase of the uniform is to be obtained from the school office.

GIRLS (KINDERGARTEN – 8th Grade) (September, October, April after Easter vacation, May & June)

Navy/Gold plaid knee length jumper (**Grades K-4**)

Navy/Gold plaid knee length skort (**Grades 4 –8**)

White short sleeve Peter Pan collar blouse (**Grades K-3**)

White short sleeve oxford shirt (**Grades 4-8**)

Navy knee socks

Navy uniform skort (**K-3**)

Navy dress shorts **with a black, navy, or brown belt**

White polo shirt with embroidered logo

(November to Easter vacation)

Navy/Gold plaid knee length jumper (**Grades K-4**)

Navy/Gold plaid knee length skort (**Grades 4-8**)

White short or long sleeved Peter Pan collar blouse (**Grades K-3**)

White short/long sleeved oxford shirt buttoned at top (**Grades 4-8**)

Navy cardigan embroidered sweater (**Grades K-3**)

Navy crew neck embroidered sweater (**Grades 4-8**)

Navy uniform pants **with a black, brown, or navy belt**

White long\short sleeve embroidered polo shirt

White turtleneck

Navy opaque tights (no stockings)

Navy **knee socks**

SCHOOL SHOES – Sturdy brown, black or navy shoes; dress shoes with ties or slip-ons with rubber soles for safety in the schoolyard. Heels are not to exceed one half inch. Clogs, boots, heeled shoes, open-back, sandals, walking shoes, Van and Van-type shoes, or sling back shoes are not permitted.

PHYSICAL EDUCATION UNIFORM

(September, October, April after Easter vacation, May & June)

- Navy (at least mid-thigh length) cotton/knit shorts (No athletic shorts)
- Heavy white tee shirt embroidered with “Star of the Sea School”
- Calf-high plain white crew socks

(November to April before Easter vacation)

- Navy sweatpants (Knit, velour, nylon pants are not permitted)
- Heavy white tee shirt embroidered with “Star of the Sea School”
- Gray sweatshirt embroidered with “Star of the Sea School”
- Calf-high plain white crew socks
-

SNEAKERS are to be white low-tops with white laces.

HAIRSTYLES, JEWELRY, ETC.

Students at Our Lady Star of the Sea Regional School attend a parochial school. The uniform is one aspect of a student's appearance. As stated previously, the uniform policy includes hairstyles and jewelry.

Hairstyles are to be conservative and well groomed for boys and girls. Excessive use of hair gel is not permitted. Bleached, highlighted, or colored hair is not permitted for boys or girls.

Students may only wear jewelry such as a **small religious medal and chain, one watch, and one ring. Girls are permitted to wear one pair of small earrings on the ear lobe. Earrings are not permitted above the ear lobe. No dangling earrings allowed. Nail polish is not permitted. Make-up is not permitted.**

OUR LADY STAR OF THE SEA REGIONAL SCHOOL

BOYS DRESS CODE

As members of the Our Lady Star of the Sea Regional School community, parents and students have chosen to adhere to the dress code as stated.

We require that students dress in uniform at all times except when permission is given for alternate dress. The uniform is to be worn with **Pride**. The student's appearance and manner in uniform and the way in which the uniform is worn, communicates a message about the person and the institution to which he or she is a member.

This philosophy concerning the uniform, therefore, includes hairstyles, shoes, and jewelry. All uniforms are to be regulation. They should be **kept clean**. Shoes should be polished and presentable. All clothing, especially sweaters, jackets, and coats must be marked with the child's name. Uniforms **are to be worn** for school pictures.

Our official uniform suppliers are Flynn & O'Hara and Lands' End. Information concerning the purchase of the uniform is to be obtained from the school office.

BOYS (KINDERGARTEN – 8TH GRADE)

(September, October, April after Easter vacation, May, & June)

Navy dress shorts **with a black, brown, or navy belt**

Navy dress pants **with a black, brown, or navy belt**

White polo shirt with embroidered logo

Navy **Above The Ankle Socks (no writing)**

(November to April until Easter vacation)

Navy dress pants **with a black, brown, or navy belt**

White long or short sleeve oxford shirt **(buttoned at top)**

Navy crew neck sweater with logo

White long/short sleeve polo shirt with embroidered logo

Navy **Above the ankle socks (with no writing on them)**

SCHOOL SHOES – Sturdy brown, black or navy shoes; dress shoes with ties or slip-ons with rubber soles for safety in the schoolyard. Heels are not to exceed one half inch. **Clogs, boots, heeled shoes, open-back, sandals, walking shoes, Van and Van-type shoes, or sling back shoes are not permitted.**

PHYSICAL EDUCATION UNIFORM

(September, October, April after Easter vacation, May & June)

- Navy (at least mid-thigh length) cotton/knit shorts (No athletic shorts)
- Heavy white tee shirt embroidered with “Star of the Sea School”
- Calf-high plain white crew socks

(November to April before Easter vacation)

- Navy sweatpants (Knit, velour, nylon pants are not permitted)
- Heavy white tee shirt embroidered with “Star of the Sea School”
- Gray sweatshirt embroidered with “Star of the Sea School”
- Calf-high plain white crew socks

SNEAKERS are to be white low-tops with white laces.

HAIRSTYLES, JEWELRY, ETC.

Students at Our Lady Star of the Sea Regional School attend a parochial school. The uniform is one aspect of a student's appearance. As stated previously, the uniform policy includes hairstyles and jewelry.

Hairstyles are to be conservative and well groomed. Hairstyles for boys are to be close cropped, bangs above the eyebrows, hair must be above the collar and not worn past mid-ear. Styles such as shaved heads or partially shaved heads are not considered conservative. Excessive use of hair gel is not permitted. Bleached, highlighted, or colored hair is not permitted.

Students may only wear jewelry such as a **small religious medal and chain, one watch, and one ring. Boys are not permitted to wear earrings. Nail polish is not permitted.**

OUR LADY STAR OF THE SEA REGIONAL SCHOOL

SPECIAL PROCEDURES

Emergency Closing

If it becomes necessary to close the school due to severe weather or some other unforeseen circumstances, an announcement will be broadcast over the following:

Channel 6 (and wpvi.com)
Channel 10 (and nbc10.com)
Channel 40
98.7
96.9

<http://ladystar.capemayschools.com>

If an emergency closing occurs when school is in session, every attempt will be made to notify parents by telephone.

Accident Insurance

Coverage is for injuries during hours and days when school is in session and while attending or participating in school sponsored activities, such as the Extended Day Program, sport teams, and field trips. An accident report is completed for all injuries. Accident insurance is secondary to a family's primary insurance plan.

Transportation Policies

The school day begins PROMPTLY at **8:10 A.M.** Students are permitted to enter the building at 7:50 A.M. Parents should attempt to transport their children so that they arrive no earlier than 7:50 A.M. AND NO LATER THAN 8:10 A.M. There is no supervision of students prior to 7:50.

Bus

The following regulations apply to all students who ride a bus to school:

- Children must be seated at all times and are required to wear seat belts when equipped in the bus.
- Courtesy, respect, and obedience are to be shown to the bus driver and all rightfully appointed safeties.
- Gum, food, and beverages are not permitted.
- Radios, Walkmen, iPods, Cell phones, etc. are not permitted to be used in school or on the bus.

Please note: Bus transportation may be denied to any student who is not mindful of the bus regulations. Only children who are eligible may ride the buses. Permission for non-eligible students may not be obtained from the school office.

Car

If your child is transported by car, please observe the following regulations:

- Students must be dropped off on Lafayette Street. Parents should remain in their car.
- Students are released at the First Grade door. Parents are to form a line in the parking lot. Please remain in your car.
- If you are unable to pick up your child at 2:50 P.M. or 12:00 P.M. on a half day, your child **will be sent to the Extended Day Program. The normal cost per hour rate for the program including registration fees will apply.**
- **Seat Belts are required! Booster seats are required for children 8 and younger.**

Bicycles

Bicycle riders are expected to cooperate with school procedures by carrying out the following directions:

- Bicycles must be walked on school property.
- Bicycles are to be parked and locked in the bike racks.
- Bicycles are for one rider only.
- Riders **MUST WEAR HELMETS.**

Walkers

Students who walk to school are to arrive no earlier than 7:50 A.M. Students walking home after school must leave the school immediately following dismissal at 2:50 P.M.

A NOTE OR PHONE CALL IS REQUIRED WHEN A CHILD GOES HOME BY A MEANS DIFFERENT THAN NORMAL.

OUR LADY STAR OF THE SEA REGIONAL SCHOOL

GENERAL INFORMATION

Changes in Telephone and Address

We ask that parents immediately notify the school office and classroom teacher of any changes in telephone numbers and addresses. This is important for both record keeping and emergencies.

Extended Day Program

This program is held Monday through Friday from 2:50 until 5:30 for Star of the Sea Regional School students. Family rates are available. More information is available through the school office. The Extended Day Program provides a healthy, positive, educational environment for after school hours. E.D.P. is an extension of the school; therefore, all rules contained in this handbook apply. E.D.P. is not held on half-days before vacations. A registration packet will be available the first week of school.

Faculty Meetings and Staff Development

At least one afternoon a month is reserved for faculty meetings/staff development as per diocesan policy. Additional in-service days or workshops will be taken as dictated. This time is used by the faculty to strengthen our academic program.

Family of the Week

Beginning in October, approximately five families are chosen each week so the entire school community will remember them in their prayers. Their families receive a letter inviting them to school during their special week and asking them to share with us, in some art form who they are.

Field Trips

According to Diocesan policy, all field trips must be of an educational nature. When such trips are being planned, official Diocesan permission slips will be sent home to be signed by parents. **Only students with completed and signed permission slips will be permitted to go on the field trip. Verbal authorization or parent notes will not be sufficient. Parents who chaperone may not bring younger children along. Parents must actively supervise their charges.**

Field trips are one of the privileges afforded to students; no student has an absolute right to a field trip. Though rare, students may be denied participation if they fail to meet academic or behavioral requirements.

Fire Drills

Fire drills will be held at least once a month. For safety, strict silence must be enforced. Students who are in areas other than their classes should leave by the nearest exit with any line that is moving out. They should then report to their class line.

Health Program

Health records are required for each student as part of the registration information, and are maintained throughout the school year. Any significant changes in these records are to be communicated in writing to the school office. The school nurse conducts eye, hearing, and weight screenings each year.

A healthy child responds better to instruction. Help your child/ren to practice **PROPER HEALTH HABITS**. Among these are:

- **Proper Sleep** – A reasonable bedtime for your child should be set and effort made to be consistent with this time.
- **Proper Diet** – Your child should eat breakfast and lunch and a healthy snack.
- **Proper Clothing** – Children should be sent to school with clothing that is appropriate for the season/weather.
- **Proper Bathing** – Cleanliness is an important part of good health habits. Clean bodies and clean clothes are a must.
- **Proper Exercise** – Daily exercise is extremely important for general health and well being. Please encourage your child to participate in activities that will promote an active lifestyle.

Medication Policy

- All medication (prescription/non-prescription) must be accompanied by a written order from a physician.
- Send a signed letter stating permission for your child to self-administer with supervision.
- All medication must be properly labeled in the original pharmacy container or over-the-counter box and brought to the office by the parent/guardian.



OUR LADY STAR OF THE SEA REGIONAL SCHOOL

GENERAL INFORMATION CONTINUED

Library

The library is available for student use during the week. Children of each class will have the opportunity to use the library for independent research or for choosing books to check out. The following procedures are to be followed in the library:

- Students are permitted to keep books for one week.
- If a student is absent on book return day, the book is to be returned when the student returns to school.
- Late returns will be fined.
- Students who lose, destroy, or deface books must pay for the books.

Lunch

Students have a 40-minute lunch period daily. This includes 20 minutes for eating and a 20-minute recess period. Students are to sit at assigned tables. Lunchroom conduct is the same as classroom conduct. Most importantly, students must clean up after themselves.

Hot Lunch

- Advance menus will be sent home indicating the dates and menu items.
- Cost of lunch is \$2.00.

General Lunch Information:

- Lunch from home should be sent in with the child. If a parent brings a lunch, it is to be dropped off at the office with the child's name on it.
- **FAST FOOD LUNCHES ARE NOT PERMITTED!!!!**
- Healthy snacks should be provided...**no soda, gum, or candy.** No children go home for lunch.

Summer Reading

Students are required to read specific books during the summer vacation and are responsible for any projects assigned by the teacher concerning those books.

Textbooks

Textbooks are loaned to the students. They are responsible for them. Book requirements include:

All textbooks must be covered.

No writing or drawing is permitted on books or book covers.

All books must be carried in a weatherproof book bag.

If a book is lost, destroyed, or defaced, payment must be made to cover the cost of the book.

Vacations

Vacations while school is in session **ARE STRONGLY DISCOURAGED**. Teachers **ARE UNDER NO OBLIGATION** to assign work ahead of time. It is the responsibility of the student to make up work and tests missed. Credit may be lost for oral and written class work and tests missed. **STUDENTS WHO GO ON VACATION DURING IOWA TESTING WEEK WILL NOT BE PERMITTED TO MAKE UP TESTS.**

Weekly Envelopes

The Weekly envelopes are the primary means of official communication between the school office and the parents. Weekly news bulletins, surveys, calendar updates, and important notices are sent home on **THURSDAY**. The envelopes can be used to send information back to school. They should be returned the **next day**, signed and dated by the parents. The envelopes are sent to each family through the oldest or only child. **At some point during the 2007-2008 school year, the transition to web-based communication will be made.**

Work Make-Up

This is time assigned by the teacher for missed, incomplete, or incorrect assignments. The time and extent of **Work Make-Up** is at the discretion of the teacher.

OUR LADY STAR OF THE SEA REGIONAL SCHOOL

ACTIVITIES

Altar Servers: Our Lady Star of the Sea Regional School encourages students in grades 4 – 8 to become altar servers. Altar servers play a vital role in the celebration of the Eucharist and provide an important service to the Church.

Band: Students in grades 3-8 have the opportunity to develop musical skills by learning to play an instrument. Lessons are provided on Wednesday during the school day.

Book Clubs: A club that helps to instill a love of reading in our students. Information from club moderators will be sent home.

Builder's Club: A service club sponsored by the Kiwanis Club of Cape May. The Builder's Club is open to students in grades 6-8 and provides students the opportunity to develop outreach programs for the school and local community.

Chess Club: The Chess Club is open to students in grades 2-8 who have the desire to learn this time-honored game of strategy.

Drama Club: The Drama Club assists in the development of the dramatic and musical talents of our students in grades 6-8. A major musical production is scheduled for March.

Honor's Choir is open to students in grades 5 and above. The Honor's Choir rehearses weekly during STAR² and provides music for liturgy and special school functions.

Piano Lessons are offered to students in grades 1 – 8 on a weekly basis by an outside organization.

SEA TV is our television station that broadcasts live three mornings a week. Students in grades 3-8 have the opportunity to learn how to broadcast the morning prayers, news, weather, and special events.

STAR² is our innovative middle school program that involves teachers, parents, and community members offering a variety of academic, physical, musical, artistic, and cultural programs to our students.

Walking Club provides students in grades 4-8 with the opportunity to develop healthy exercise habits while enjoying the beauty of the Cape May promenade.

Yearbook is a pictorial celebration of life at Our Lady Star of the Sea Regional School and is distributed in June each year. The yearbook features events and students encompassing the entire school, Pre-K to eighth grade. Students on the yearbook staff contribute to the final product with photography, computer, and writing skills.

ATHLETICS

We firmly believe in the principles of "a sound mind in a sound body." Athletics are considered an integral part of Our Lady Star of the Sea Regional School. We strongly believe in the "Christian athlete." A Christian athlete is one who values the ideals of sportsmanship, fair play, and physical well being. Thus we see our athletic program, including its coaches, representatives, and student athletes as extensions of our basic belief to respect the dignity of each person.

The following programs may be offered as part of our athletic program:

Cheerleading: The squad is responsible for leading rallies, assemblies, and cheering at games. Students are required to maintain certain grade and conduct requirements for eligibility.

Basketball: Our Lady Star of the Sea Regional School has a history of enthusiastic and well run basketball teams. The teams may include Pee Wee, and Junior Varsity/Varsity Boys and Girls. Practice begins in the fall and the season concludes in March. Students are required to maintain certain grade and conduct requirements for eligibility.

Golf: Students in grades 6 - 8 have the opportunity to participate in an intramural golf team at Cape May National during the fall. Students are required to maintain certain grade and conduct requirements for eligibility.

Our Lady Star of the Sea Regional School participates in the Cape Atlantic Catholic League and must adhere to all policies as outlined in the League By-Laws. An athletic director is appointed by the principal to be the representative to the Cape Atlantic Catholic League Board, to establish schedules, and act as liaison between the coaches, parents and administration.

OUR LADY STAR OF THE SEA REGIONAL SCHOOL

VOLUNTEERS

We welcome your participation in our activities! If you have any ideas, please don't hesitate to share them with us!

Volunteers are needed to assist the students and teachers in various tasks such as working in the lunchroom and schoolyard; assisting in the classrooms, coaching, moderating clubs, and chaperoning. Volunteers are invaluable to the success of our school program. **All volunteers are required to have a criminal background check and participate in the Child Assault Prevention Program as mandated by the Diocese of Camden.**

Events

One of the things that differentiates Our Lady Star of the Sea Regional School is the quality of community-building events held here. Volunteers are always needed in various capacities ranging from set-up, collecting tickets, working a game booth and kitchen helpers. Some of the events that offer the opportunity to volunteer are:

- Community Halloween Celebration
- Thanksgiving Celebration
- Family Appreciation Dinner
- Nun Plunge
- Seder Meal
- 1 in 40 Lottery and Party
- Car Raffle



Home Bakers

Parents with culinary talents (ex. cupcakes and brownies) are invited to share their cooking skills at different events. Occasionally the school sponsors a bake table at functions and at home athletic games and will ask those who signed up for Home Bakers to send in treats.

Lunchroom and Yard Duty

Parents are needed to assist for approximately one hour during lunch and recess breaks. Lunchroom volunteers help the younger children with their selections, assist them in opening milk boxes, wrappers, etc. Volunteers wipe tables after the children leave. Parents assisting in yard duty generally keep an eye on the children, assuring they stay within playground boundaries.

Office Helpers

Office helpers are particularly needed on Thursday mornings to help prepare the Thursday Communicator envelope. Helpers are also welcome on an as-needed basis.

Parent Teacher Organization

PTA is an organization dedicated to promoting home and school educational experiences. The goal of the organization is to provide parents with support and encouragement while supporting the administration and faculty through various fundraising activities.

PTA Executive Board Members – 2007-2008

Diane Hogan – President
Denise Adams – 1st Vice President
Valarie Sorensen – 2nd Vice President
Maria Mulville – Treasurer
Donna Kanya – Recording Secretary



**VISION STATEMENT
DIOCESE OF CAMDEN**

**We, the Catholic Church of South Jersey,
envision growing ever more into a
dynamic community
of faith, hope, and love wherein we reveal the mind
and heart of Jesus through
our actions and worship.**

**Empowered by baptism, inspired by the
Holy Spirit,
and formed by the Word of God
and sacraments, especially Eucharist,
we will, with Jesus living in us, reach out with love:**

**To proclaim and teach the truths that save,
To welcome back those who have
left our family of faith,
To forgive and see forgiveness,
To care for our sisters and brothers in need,
To work for peace within our families
and communities,
To promote respect and justice for all people,
To strengthen unity within our diversity,**

**And to celebrate the sanctifying love of God
That heals and transforms our world.**

OF PARTICULAR IMPORTANCE

School Security and Safety

In order to ensure the safety of students and staff, it is imperative that parents, volunteers, and visitors enter the building through the office. Each person will be asked to sign in and receive a visitor or volunteer badge. Parents are asked to refrain from entering classrooms in the morning to ensure that the teacher's attention is on the students. Additionally, parents are requested to adhere to the policies developed by each teacher regarding the presence of younger siblings at class functions. For safety purposes, this must be left to the discretion of the teacher.

Disclaimer

The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing this handbook says limits the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and authority to impose different or additional penalties for offenses that are not specifically listed in this handbook, if the principal concludes that the conduct or behavior is harmful to the good of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or other locations. The penalties may include suspension and/or expulsion.

The principal reserves the right to amend this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes.