

POLICY OF OLMA ADVISORY BOARD

Purpose: To develop policies that are compatible with the school philosophy and provide the parish with an appropriate representative body for identifying the educational needs of the Christian Community of OLMA.

Meeting dates are published on the school calendar. All are welcome to attend.

Policy #1 – Adult Spiritual and Religious Education

Parents of children who attend OLMA shall be encouraged to participate in the Parish Ministries in order to deepen their own spirituality and to fulfill their primary responsibility for the Christian education of their children.

Policy #2 – Non Discrimination

OLMA admits students of all races, colors, creeds and national or ethnic origins. Every student will be required to attend all prescribed courses, including religion.

Policy #3 – Pre-K Program

The Pre-K program is an integral part of OLMA. All parents and students involved in the program enjoy the benefits of the OLMA Community and are encouraged to participate fully in all activities.

Policy #4 – Family Life Program

- a) The administration of OLMA will be responsible for the formulation of a program, which complies with the Archdiocesan mandate to provide instruction in family life education. This is to be accomplished with appropriate consultation and participation of teachers, parents, guardians, students, physicians and other community members. At OLMA, the Christian moral ethic should be emphasized in all aspects of this extensive program which should include the following: an understanding of the physical, mental, emotional, social, economic, and psychological aspects of interpersonal relationships; the various stages of growth and physiological, psychological, and cultural foundations of human development, sexuality and reproduction.
- b) An outline of the curriculum and a list of instructional materials to be used in the Family Life Program shall be made available for review, upon request, prior to the implementation of program or at any time thereafter.
- c) Parents/Guardians have the right to request exclusion of their child from all or any portion of the Family Life Program. This request must be submitted to the Principal in writing.

Policy #5 – Class Size

The number of students in any one class shall not exceed thirty. When the enrollment is expected to exceed thirty students, in any class, the class shall be closed. A waiting list for that class shall be established. When the waiting list contains the names of not less than eight additional students, the students on the waiting list shall be admitted and the class will be split into two classes. Parishioners of OLM and OLGC and children of registered school families shall be give first preference in admission to the school.

Policy #5A

The number of students in any one class shall not exceed thirty students (See policy #5). If the enrollment exceeds 25 students in any one class, a Teacher's Aide may be requested by the Homeroom Teacher. After consideration by the Principal, an assistant may be hired.

Policy #5B

When any grade (1-8) is divided into two (2) sections (i.e. classes), the total number of students in that grade shall not exceed fifty (50), except in extraordinary circumstances approved by the Administrative Pastor.

Policy #6 – OLMA Emergency Operations and School Security Plan

The Plan was developed by the Board for the purpose of creating an appropriate and effective response to any emergency or traumatic situation that may occur within, or in the vicinity of the school. It is designated to give direction in situations involving the safety and welfare of the school community. The Plan's primary goal is to protect life and property and to provide emotional support and guidance to students, staff, and other emergency professionals in the event of a crisis. Copies of the Plan are available in the school library for circulation.

Policy #7 – Drug Policy

Substance abuse is a concern in society today. Therefore, for the well being of our school community, the possession, sale, distribution or use of alcohol, tobacco, drugs or narcotics by a student at school, on school property, or at a school-sponsored function is harmful to the student and the school, and is prohibited.

In the case of any substance abuse by a student, at any time or place, the school will deal with the student in an appropriate manner for the best interests of the student and the student body. Any discipline shall be at the discretion of the Principal based upon the substance involved and the severity of the abuse. The administration and faculty shall cooperate with parents, clergy and appropriate authorities in corrective measures in the case of substance abuse or suspected abuse. In severe cases where appropriate remedial action has not succeeded, the student may be required to leave the school.

The school shall provide instruction to teachers, parents and students with regard to the dangers of substance abuse. The Principal shall keep the Advisory Board informed of any action pursuant to this policy. This topic is detailed in the OLMA Emergency Operations and School Security Plan (See Policy #6).

Policy #8 – Child Abuse

The school follows the guidelines of the State of New Jersey and Archdiocesan Policy with regard to child abuse. This topic is detailed in the OLMA Emergency Operations and School Security Plan (See Policy #6).

Policy #9 – Conferences

In order to insure communication between the parent/guardian and the teachers, parent-teacher conferences shall be held at least twice a year.

Policy #10 – Teacher Certification

Archdiocesan Policy states, “The minimum requirement, for a teaching position in the Archdiocese of Newark is a Bachelor’s Degree and progress towards New Jersey State Certification.” Teachers employed at OLMA are required to obtain New Jersey State Certification prior to beginning a 4th year of teaching at OLMA.

Policy #11 – Teacher Leave

All teachers of OLMA shall be entitled to paid, sick, personal and bereavement leave. The number of days is to be determined by the School Advisory Board and published in the Faculty Handbook.

Policy #12 – Budget Reports

The OLMA budget shall be presented to the School Advisory Board by the Finance Committee of the School Advisory Board for review and discussion before or at the March meeting. This report shall be in the form prescribed by the Archdiocese. Since May 1st is the deadline for budget submission to the Archdiocese, final Board approval shall be given no later than the April meeting.

Policy #13 – School Fees

Each family of children attending OLMA shall be assessed fees for tuition, books, technology, instructional materials, graduation, and other expenditures as deemed necessary. A late fee will be charged if tuition is not paid at the specified time. Payment of fees and tuition must be completed according to the tuition payment plan selection.

These fees shall be reviewed and established annually. Payment of said fees must be made according to published schedule if a student is to continue to attend regular classes and other school activities. Any exception to the payment must be approved by the Principal.

Tuition is paid through the school office or FACT Management tuition services.

Instructional and Book fees are due at the time of annual registration and are non-refundable.

Technology Fee is payable September 15th.

Policy #13A

Non-parishioners will pay tuition equal to the total expense per student.

Policy #13B - Parish Policy

We ask that all our parishioners to be good stewards of their time, talent, and treasure. For families with children in OLMA, it is essential that you be good stewards as well. In order to sustain a parishioner scholarship of tuition, we expect school parents to be active in their support of Our Lady of Mercy Parish. Some people who have limited financial resources are generous with their time and talent for the school and the parish. We ask for support of the parish by using our collection envelopes. We recommend a minimum of \$10 a week. I have written in the past and continue to believe that your active participation in Sunday Mass is my greater concern. So, if that amount is too much, please let me know. I still believe that an empty envelope at Sunday Mass would be a sign of your good will and understanding of our situation.

Rev. Charles P. Granstrand, Pastor

Policy #14 - Tuition Assistance

Our Lady of Mercy Interparochial School is dedicated to providing a quality Catholic education. We recognize that tuition is a significant financial commitment. To the extent that funds are available, tuition assistance will be considered for any K-8 family that has actively participated in the K-8 school community for a minimum of one year. Tuition assistance is meant to provide emergency relief on a short-term basis to families experiencing a qualifying event, such as job loss, sudden illness or death, or unexpected family crisis. Tuition assistance is not designed to help meet a family's long term needs, but rather to address the family's immediate need to pay tuition.

Policy #15 - Lunch Safety Program

Teachers are scheduled for lunch on a rotation basis. Overall lunch supervision is conducted by three paid cafeteria workers.

Policy #16 - OLMA Home School Association Registration/Parental Obligation

Each parent/guardian is required to register with the H.S.A. and pay an annual per family dues. All OLMA families are members of the Home School Association.

The K to 8 parental obligations involves volunteering for one major H.S.A. fundraiser and one school service or other H.S.A. sponsored fundraiser for each calendar year. In addition, parents are required to assist at two lunches per calendar year (one kindergarten lunch and one regular lunch).

Each OLMA family has a designated fundraising commitment per calendar year. These funds can be raised by supporting the major fundraisers, or you may choose to pay an annual fee at the time of H.S.A. registration. The school relies heavily on all fundraisers.

The money raised goes toward the H.S.A. commitment to the school budget. Each year the H.S.A. is given a budget commitment to contribute to the school's operating budget to keep costs down. Once the budget commitment is met, any additional funds are used for extras to benefit the children of OLMA.

Policy #16A - Pre-School Parental Obligation

Each pre-school family is obligated to register with the HSA and pay an annual per family dues. In addition, they are required to work one school service.