

Our Lady Star of the Sea School Family Handbook

Atlantic City, NJ 2025–2026 School Year

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Introduction

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Our Lady Star of the Sea School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community. Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, must reflect the faith which the Church has received from her divine founder.

Mission Statement

Our Lady Star of the Sea School unites our diverse community through the Catholic values of academic excellence, compassionate service, and respect for all our students. We empower students to face life's challenges with a Christian attitude of trust in God.

Educating the mind, empowering the heart, engaging in service.

Accreditation

Our Lady Star of the Sea Regional School is accredited through the Middle States Association of Colleges and Schools.

Catholic School Environment

Our Lady Star of the Sea School, part of the Diocese of Camden, fosters spiritual, academic, and social development. We are committed to forming disciples of Jesus Christ through integrated faith-based learning, moral responsibility, and service. Parents, as primary educators of their children, are essential partners in this mission.

As a community whose primary mission is the teaching of the Faith, Our Lady Star of the Sea School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school. If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the teaching mission of the Church, they will be engaged pastorally in an attempt to resolve the differences by explaining the teaching and the reasons for the teaching, and kindly encouraging the parent/guardian or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

Human Sexuality

The Catholic Church teaches, "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity." (Catechism of the Catholic Church, 2393). Our Lady Star of the Sea School strives to

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be welcoming, respectful, and sensitive to each student's unique needs, while always being clear about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – when those teachings do not suit society's currently-popular views. Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church, or introduce confusion about its teachings.

Use of School Logo and Colors

Use of the school logo or any image of the school is prohibited without prior approval. Approved use of fonts, colors, and design may not deviate from the school's brand guidelines. The use of the school name on a non-school-sponsored website, social media page, or any other written communication may not imply or state school approval (e.g., of products, services, events). Uniforms and spirit wear must reflect our values. We offer application of our school logo on approved attire for a small fee.

Authority of the Principal

The Principal has the sole and absolute discretion to interpret and apply any and all of the rules and provisions stated in this handbook in the manner the principal believes to be correct. Nothing in this handbook shall limit the principal's authority to interpret and apply these rules. The principal reserves the right to change and update this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes. .

Enrollment and Admissions

Nondiscrimination Policy

Our Lady Star of the Sea 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. The school does not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

General Admission Requirements

Students seeking admission to Our Lady Star of the Sea School must be developmentally, academically, behaviorally, and socially prepared for the grade level for which enrollment is requested. Students entering grades 1–7 must show evidence of successful completion of the previous grade. As a general practice we generally do not accept students for grade levels they have already completed, even if failed. We do not accept transfers into eighth grade, unless there are exceptional, mission-aligned circumstances and with diocesan consultation.

A parent or legal guardian must provide valid identification and, if applicable, custody documentation demonstrating legal responsibility for the child.

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The following documents are required for admission:

- Birth certificate (civil)
- Baptismal certificate (if Catholic)
- Immunization and health records in accordance with NJ state law
- Custody documentation (if applicable)
- Previous school records (grades 1–8, if applicable)
- Dates of sacraments received (First Reconciliation, First Communion, Confirmation – if applicable)

Pre-Kindergarten Admission

- Children entering the three-year-old program must be three years old by the time of enrollment.
- Children entering the four-year-old program must be four years old by September 30 of the school year.
- All children must be toilet-trained and able to use the restroom independently.

Kindergarten Admission

- Children must be five years old by September 30 of the school year to enter Kindergarten.
- Children turning five after September 30 may only be admitted after:
- Evaluation by a recognized professional (approved by the Diocesan Schools Office)

Probationary Period for New Students

All new students are admitted on a probationary basis for the first marking period. The STAR assessment will be administered to all incoming transfer students. This assessment provides a data-informed baseline and supports accurate placement and instructional planning.

During this time, the school monitors:

- Academic performance
- Behavior and conduct
- Attendance
- Overall fit with the OLSS community

This period allows time for support and evaluation. Families will receive communication and guidance throughout. A formal review is conducted at the end of the 1st marking period and the school reserves the right to extend the probationary period, or recommend or require withdrawal if the student's needs exceed available support. Admission during probation does not guarantee continued enrollment.

Ongoing Enrollment & Re-Enrollment

Enrollment at Our Lady Star of the Sea School is not guaranteed year to year. Continued enrollment is contingent upon:

- Academic progress and effort
- Acceptable conduct and behavior

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- Regular attendance
- Respectful partnership between school and family
- Financial responsibilities being met
- Parental support of the school's mission and Catholic identity

Enrollment or re-enrollment may be denied or revoked for:

- Academic deficiencies without evidence of improvement
- Behavioral concerns
- Chronic absenteeism or tardiness
- Financial delinquency
- Parental opposition to Catholic teaching or school policies

The decision to admit or retain any student is at the sole discretion of the school administration. Our goal is to ensure each student is in an environment where they can thrive spiritually, academically, and socially.

School Operations and Safety

Arrival and Dismissal Procedures

- School begins promptly at 8:00 AM. Students may enter the building through the cafeteria door from 7:30–7:55 AM. After 8:00 AM, students must enter through the front door. Students will not be allowed to proceed to class or leave the building during Morning or Afternoon Prayer.
- Dismissal begins at 3:00 PM and at 1:00 PM on most early dismissal days. Please check the school website and calendar for updates on early dismissals or days off.
- Parents should allow their child(ren) to enter the building independently. Teachers are not available for conferences before school or while children are present in the classroom.
- Tardy students must be signed in by a parent/guardian in the front office.

Early Dismissals and Leaving School Grounds

- Students will not be released before 3:00 PM, as academic activities continue until the end of the day. Early dismissal is disruptive to classroom learning and is not in the best interest of students.
- Students who must leave early for a valid reason (e.g., medical appointment) must be signed out in the main office by a parent, guardian, or authorized adult with valid ID. No student may leave school grounds without written parental permission and administrative approval.
- Unauthorized departure from school grounds is considered a serious violation and will result in disciplinary action. No exceptions will be made.

School Communications

At Our Lady Star of the Sea School, we believe that open, timely, and respectful communication is essential to building a strong partnership between home and school. Important information and updates are regularly shared through multiple channels to keep families informed and involved.

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- The school website www.olssac.org serves as the primary source for calendars, announcements, lunch menus, and key policies. The school also maintains active social media platforms ([Instagram](#) & [Facebook](#)) for real-time updates, reminders, and celebrations of student life. Be sure to follow us to stay connected!
- Families are encouraged to ensure that the main office has the most up-to-date phone number and email address on file to receive schoolwide text alerts, voicemails, and email notifications. If you are not receiving messages, please contact the office at (609) 345-0648.
- Weekly communication folders or emails may be sent home from the classroom teacher. Please check your child's folder or your inbox regularly and return any signed forms or notices as requested.
- If you need to speak with your child's teacher, please send a written note or email to request a time to talk. Teachers are unavailable to meet during instructional time or at drop-off/pick-up. Most concerns can be addressed with a simple, scheduled conversation.
- Parent-Teacher Conferences are scheduled formally twice a year, but families are encouraged to reach out as needed. If you would like to meet with the Principal, School Counselor, or another staff member, please contact the main office to arrange an appointment.

Transportation and Pick-Up Safety

At the start of each school year, parents/guardians must inform the school of how their child(ren) will arrive and be dismissed from school. For the safety and security of all students, **any changes to a student's regular transportation plan must be submitted in writing**, even if the change is for a single day.

- **Student Release:** Students will only be released to individuals listed as authorized contacts. A valid photo ID must be presented at the time of pick-up.
- **Walking/Public Transportation:** A custodial parent may authorize a student to walk home or use public transportation only if the oldest child in the group is at least 12 years old.
- **Taxi & Rideshare:** For safety reasons, students may not be picked up on school property by a taxi or rideshare service (e.g., Uber, Lyft).
- **Preferred Drop-Off & Pick-Up Location:** Families are asked to use California Avenue for all regular drop-off and pick-up.
- **Parking Lot Safety:** Do not drive around stopped vehicles in the school parking lot. This creates a dangerous situation for students crossing.

Bicycles, Scooters & Skateboards

Students may ride bicycles, scooters, or skateboards to school, but OLSS is not responsible for lost, damaged, or stolen items.

All personal transportation items should be properly locked during the school day.

Transportation Reimbursement

Students who live 2.10 miles or more from school may be eligible for transportation reimbursement through their local Board of Education. Reimbursement forms are available in the school office.

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Visitors and Volunteers

For the safety of all students and staff, all visitors and volunteers must report directly to the school office upon arrival. The school building remains locked at all times. The main entrance by the office is the only authorized entry point. Visitors must ring the bell and be admitted by a staff member.

At no time should a student, staff member, or visitor allow an unknown person to enter the building without proper clearance through the office.

- Parents/guardians and visitors are not permitted in the halls or to visit any instructional area during the school day, unless permission has been obtained from the principal.
- Anyone entering the building must sign in and receive a visitor badge and then sign out when leaving.
- Parents coming to school to bring forgotten articles or to relay messages must come to the school office. Classes may not be disturbed for these reasons

Volunteers

Volunteers are expected to uphold the school's Catholic identity, mission, and values. The principal has discretion over volunteer service. Violations of conduct or safe environment policies may result in dismissal.

To volunteer in any capacity, adults must:

- Submit the Disclosure and Authorization Form
- Complete fingerprinting via IdentGo
- Receive clearance from the Diocese of Camden
- Complete the VIRTUS® Protecting God's Children session within 60 days

School Safety Drills

At Our Lady Star of the Sea School, the safety of our students and staff is a top priority. To ensure preparedness for emergency situations, we conduct regular emergency drills in accordance with New Jersey Department of Education (NJDOE) regulations. Each month, OLSS conducts one fire drill and one school security drill.

Emergency Drills Include:

Fire Drill: Evacuation procedures in the event of a fire.

Active Shooter Drill: Prepares the school community to respond to the threat of an armed intruder through lockdown or evacuation procedures.

Evacuation Drill (Non-Fire): For other emergency situations like gas leaks or structural issues requiring evacuation.

Bomb Threat Drill: Simulates the response needed for a potential bomb threat.

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Lockdown Drill: Ensures students and staff know how to secure themselves within classrooms in the event of an internal or external threat.

Shelter-in-Place: Used in cases of environmental hazards or weather-related concerns, requiring students to remain indoors.

- Drills are held twice monthly, regardless of weather conditions. A school security drill is conducted within the first 15 days of the school year.
- Students are expected to follow all directions during drills. Failure to cooperate is considered a serious matter and may result in disciplinary consequences.
- In the event of emergency closings or delayed openings, families will be notified via text message and/or automated call. Parents and guardians are responsible for keeping their contact information current with the school office to ensure they receive these notifications.
- For the most up to date information please check the school website at olssac.org.
- We encourage families to speak with their children about the importance of these drills. Open, age-appropriate conversations can help reduce anxiety and prepare students to respond calmly in real situations.

School and Student Property: Care, Responsibility, and Search Guidelines

School Property

Students are expected to treat all school property—including classrooms, furniture, shared spaces, and issued materials—with care and respect. Misuse or intentional damage may result in disciplinary action and/or financial restitution.

Books and Materials

Textbooks and workbooks remain the property of the school. Students are responsible for their condition. Lost or damaged materials must be replaced at the parent's expense.

School-Issued Electronic Devices

Chromebooks or tablets may be issued for educational use and must be used in line with the Acceptable Use Policy. **Devices may not be taken home unless explicitly permitted.** Parents will be held financially responsible for loss or damage.

Personal Property

Students are responsible for personal belongings such as backpacks and water bottles. All students are encouraged to bring a water bottle to school daily. Items that are disruptive, unsafe, or contrary to the school's Catholic mission may be confiscated.

Search and Inspection Policy

In order to maintain a safe, respectful, and Christ-centered learning environment, Our Lady Star of the Sea School reserves the right to inspect students and their personal property—including backpacks, lockers, desks, electronic devices, and clothing (such as pockets, shoes, and socks)—while on school grounds or during school-sponsored events.

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A student may be physically searched by a school administrator when there is reasonable cause to believe that the student may be in possession of prohibited, harmful, or unsafe items. These searches will be conducted in a manner that protects the student's dignity. Searches may occur with or without prior notice, and parents/guardians will be notified of any significant findings. Enrollment at OLSS implies understanding and consent to this policy as a condition of school attendance.

Search Procedures:

- Individual searches will be conducted if there is a reasonable suspicion that a student possesses prohibited or illegal items.
- A search will be conducted in the presence of at least one additional adult witness, when possible.
- Searches of lockers, backpacks, or personal property may be conducted based on reasonable grounds to suspect the presence of prohibited or illegal items.
- Principal's authorization is required, and efforts will be made to conduct the search in the presence of the student.
- Items discovered during a search that violate school policies or laws will be confiscated.
- Contraband will be turned over to law enforcement authorities if required by law.
- All searches will be documented, including the reasons for the search, the individuals involved, and the items discovered. A report will be filed with the principal and, if necessary, law enforcement.
- Parents will be promptly informed of any search involving their child unless circumstances dictate otherwise.

Faith and Academic Life

Faith Formation and Religious Instruction

- Our Lady Star of the Sea School (OLSS) exists primarily to foster religious education and Catholic formation. While supporting academic and personal development, our mission is to proclaim the Gospel and form a Christ-centered community.
- OLSS offers daily religious instruction, regular prayer, and liturgical participation. All students take religion classes and attend services. All students, regardless of their religion, are expected to fully participate.

Sacramental Preparation

Sacramental preparation is a key part of our faith formation program at Our Lady Star of the Sea School. Instruction takes place during the regular religion period of the school day and is guided by the teachings and traditions of the Catholic Church. Only students who have been baptized in the Catholic Church and are fully prepared will be eligible to receive these sacraments. A copy of the student's baptismal certificate must be submitted as part of the preparation process. Families must indicate their religious affiliation at the time of registration.

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Grade-Level Sacraments:

- **Grade 2:** Preparation for the Sacraments of Reconciliation and First Holy Communion
- **Grade 7 & 8:** Preparation for the Sacrament of Confirmation

Sacraments are typically celebrated at the student's home parish, unless alternative arrangements have been made with the parish in coordination with the school.

Parents are obligated to provide transportation for all sacrament-related practice sessions or events that occur outside of the regular school day. Participation in these sessions is required for proper preparation and reverent celebration of the sacraments.

Virtus Lessons for Students

- All students receive instruction in two age-appropriate **Virtus: Protecting God's Children** units per year, aligned with the Diocese of Camden's requirements. These lessons help students recognize, prevent, and report sexual abuse.
- Parents may opt out by submitting a written request. Notification will be sent before instruction begins.

School Masses

Our Lady Star of the Sea School celebrates monthly student Reconciliation and Mass, typically on the first Wednesday of each month, beginning promptly at 8:30 AM and 9:00 AM, respectively. Families are warmly encouraged to attend and participate in these celebrations as an important part of our faith community.

- Students are required to wear their complete dress uniform for all Masses to show respect and reverence during the service.
- Additionally, students in grades 2 through 8 participate in Eucharistic Adoration once per month, deepening their spiritual formation and connection to their faith.
- Please note that students who have not yet received their First Holy Communion are not permitted to receive Communion during Mass nor serve as altar servers. This ensures proper preparation and reverence in accordance with our Catholic teachings.

Academics

Our Lady Star of the Sea School follows curricula developed and approved by the Diocese of Camden's Department of Elementary Curriculum, Instruction, and Assessment. The curriculum is designed to provide a well-rounded education grounded in Catholic faith and academic rigor.

English Language Arts

The Diocesan Integrated Language Arts Curriculum emphasizes literacy skills including reading, writing, thinking, speaking, listening, and visualizing. Instructional materials include a diverse range of literature—fiction, nonfiction, classics, and contemporary works—organized by theme and genre. Writing instruction follows a process-oriented approach, incorporating prewriting, drafting, editing, and publishing. Vocabulary, phonics, spelling, and grammar are taught in context to support overall literacy development.

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Mathematics

The math program focuses on conceptual understanding, skill development, problem-solving, and real-world application. Students learn to reason mathematically, communicate their thinking, and apply strategies to a variety of tasks.

Science

The science curriculum is designed to foster curiosity, inquiry, and critical thinking. Through hands-on experiments, investigations, and observation, students explore physical, life, and earth sciences. Lessons emphasize the scientific method, data analysis, and connections to everyday life and environmental stewardship.

Religion

Catholic identity is woven throughout the school day. All students participate in daily religion classes, prayer, school Masses, and service projects. The curriculum fosters spiritual growth, moral development, and understanding of Church teachings.

Social Studies

Aligned with national standards, the social studies curriculum builds knowledge of history, geography, civics, and economics. It promotes critical thinking, cultural awareness, and responsible citizenship through age-appropriate instruction and activities.

Art and Music

Art and music instruction follows national arts education standards, providing students with opportunities for creative expression, appreciation of the arts, and development of artistic skills and musical literacy.

Physical Education

Physical education is required for all students and promotes physical fitness, coordination, teamwork, and healthy lifestyle habits through structured activities and games.

Curriculum Modifications and Academic Support

Our Lady Star of the Sea is committed to meeting individual student needs through curriculum modifications designed to maintain high expectations for all learners. Modifications are determined based on educational or psychological evaluations by authorized professionals. Parents collaborate with teachers and administration to develop and review individualized strategies. Students receiving modifications will have these noted on report cards.

Auxiliary Programs:

- **Special Education:** Push-in and pull-out services support students with Individualized Service Plans (ISPs) developed by the Atlantic City Child Study Team. All students are mainstreamed.
- **Title I:** Remedial instruction in Math and ELA is offered based on STAR assessments, grades, teacher recommendations, and parental requests.
- **Speech and Language:** Services are provided for students demonstrating needs, following evaluations and parental consent through the Atlantic City Board of Education.

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- **English as a Second Language (ESL):** Provided through Chapter 192/193 funding, ESL instruction supports students in grades K-8 to develop English proficiency. Eligibility is determined by assessment at entry and annual ACCESS testing.

Homework Policy

Homework reinforces classroom learning and should be completed independently, with reasonable parental support as appropriate. Suggested maximum daily homework times are:

- Kindergarten: 20 minutes
- Grades 1–2: 30–45 minutes
- Grades 3–4: 60 minutes
- Grades 5–6: 90 minutes
- Grades 7–8: 90 minutes

Homework may be assigned Monday through Thursday. Long-term projects may be worked on over weekends. Tests and quizzes are generally not scheduled for Mondays, except for STAR assessments and daily maintenance.

Homework Absence Policy:

For short absences, students should coordinate with classmates or check online for assignments and will be allowed one makeup day per day absent. For extended absences, parents should contact teachers directly.

Homework Vacation Policy:

Parents are encouraged to avoid vacations during the school year. If unavoidable, a plan for missed work should be arranged with teachers.

Student Responsibilities and Class Preparation

Students are expected to complete all assignments and come prepared for class. Incomplete work affects effort grades. Proper use of notebooks and materials is required.

Progress Monitoring and Reporting

Student academic and social progress is monitored through FACTS, our online Student Information System. Parents are encouraged to log in regularly to stay informed about their child's performance.

- Report cards are issued quarterly for students in Grades K–8. Please check the school calendar for the dates that report cards are sent home.
- Pre-K students receive progress reports throughout the year.
- Parent-teacher conferences are held twice a year — once in the fall and once in the spring. Parents are strongly encouraged to attend to discuss their child's growth and development.
- Teachers will reach out to parents as needed to address immediate academic or behavioral concerns.

Open and consistent communication between school and home is key to student success.

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Promotion, Retention, and Academic Probation

- Promotion to the next grade is the norm, contingent upon earning at least 70% in all subjects. Students failing a course must remediate through accredited summer school or certified tutoring approved by the school. Successful remediation results in a passing grade of 70%. Two or more failures may result in retention or dismissal.
- Retention decisions are based on multiple factors including assessments, report cards, developmental considerations, and attendance. Parents will be notified early in the process and involved in decision-making. Eighth-grade students facing dismissal have the opportunity to remediate over summer to qualify for graduation.

Diocesan Grading Scale

- A: 93–100
- B: 85–92
- C: 76–84
- D: 70–75
- F: Below 70

Student Recognition and Honors

Academic honors and awards recognizing student achievement are distributed four times per year, coinciding with the end of each marking period. Parents are warmly invited to attend the ceremonies celebrating honor roll, attendance, and character.

Student Records

- **Permanent File**
The school maintains a permanent file for each student containing academic records, health information, and other essential documents.
- **Confidentiality**
Student records are confidential and access is limited to authorized school personnel and parents/guardians in accordance with applicable laws and diocesan policies.
- **Review and Transfer of Records**
Parents/guardians may request to review their child's records by contacting the school office. Records will only be transferred to another school or institution after all outstanding financial obligations to Our Lady Star of the Sea School have been satisfied and a signed records release form has been received. Only upon receipt of this authorization will records be forwarded to the requesting school.

Student Expectations and Conduct

Attendance

Regular attendance is essential for academic success, student development, and fostering a positive learning environment. It promotes responsibility and discipline, preparing students for future challenges.

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Attendance Status

A student is marked present if attending school for 60% or more of the day, absent if not physically present in the building or on a school-supervised trip, and present for half-day if attending less than 60% of the day.

Attendance and Absence Policy

Daily attendance is essential to student success. Attendance is recorded each morning at the start of the school day.

If your child will be absent or late, parents/guardians must call the school office at (609) 345-0648 by 8:00 A.M. to report the absence and the reason. If there is no answer, please leave a voicemail with the student's name and reason for absence. If the school does not receive notification, you will receive a call or text message to verify your child's absence.

All absences require a written note upon the student's return, which will be kept in the student's health file. A doctor's note may be required for absences lasting three (3) or more consecutive days. Any child who stays home without parental knowledge or leaves school without permission will be subject to suspension.

Excused absences include:

- Illness
- Medical or dental appointments
- Family emergencies
- High school visits (1 excused day for 8th grade)
- Other reasons approved by school administration

Unexcused absences are any absences not falling under the excused criteria. Extended family vacations during the school year are strongly discouraged. If unavoidable, families must notify the school in advance.

Tardiness disrupts classroom learning. Students who arrive late must report to the office **with a parent/guardian before entering class.**

Student appointments during school hours should be avoided whenever possible.

Your child's safety and academic progress are of utmost importance. We appreciate your partnership in maintaining consistent school attendance.

Parental Communication & Interventions

- Parents will be notified after more than three unexcused absences.
- The school collaborates with families to address attendance issues and may schedule meetings to develop intervention plans involving support or counseling for chronic absenteeism.
- Accurate attendance records are maintained for legal compliance.

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Consequences & Recognition

- Students with 18 or more absences risk retention and may not be promoted to the next grade.
- Students with excellent attendance may receive awards or certificates in recognition.

Early Dismissal & Release Procedures

- Any changes to a student's dismissal plan (time, transportation, or authorized person) must be provided in writing or properly documented.
- Students are only released to custodial parents or authorized individuals after proper identification is presented (e.g., driver's license).
- Early release requires signing the student out at the school office.
- Students may not be released to older siblings unless expressly authorized by custodial parents.

School Uniforms and Dress Code

A neat, clean appearance is an important part of a child's education. It is the responsibility of parents to ensure that their child follows the uniform guidelines noted in the [OLSS School Uniform Policy](#). Students must wear the school uniform each day unless otherwise announced.

Technology

The use of technology within our school, encompassing Internet access and electronic communications, is considered a privilege granted to students and staff, not an inherent right. Recognizing the potential impact on both individuals and the broader school community, this policy is designed to ensure responsible and ethical use of technology, safeguarding the school's values and educational objectives.

Acceptable Use Policy and Social Media:

Our school's [Acceptable Use Policy \(AUP\)](#) establishes clear guidelines for the proper utilization of technology, covering Internet access, email, social media, and cell phone use. The AUP and the accompanying Social Media Policy can be found in their entirety on the school website, and adherence to these policies is mandatory for all members of the school community.

The Acceptable Use Protocol includes, but is not limited to, the following principles:

- **Email Correspondence:** Students engaging in email correspondence with school personnel should limit discussions to matters directly related to school or deemed appropriate within the school setting.
- **Considerate Communication:** All individuals are reminded to write with the awareness that their electronic communications may be shared beyond the intended recipients. Thoughtful and considerate language is encouraged.
- **Unacceptable Activities:** Bullying or harassing another member of the school community through any electronic means is unacceptable and subject to disciplinary action.

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- **Inappropriate Content Sharing:** Posting or sharing statements, pictures, or materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening towards any member of the school community is strictly prohibited.
- **Unauthorized Use of School Seal or Motto:** Use of the school seal (logo) or motto without the express written permission of the principal is prohibited.
- **Impersonation:** Creating websites, webpage accounts, blogs, or similar content designed to mimic or falsely represent another member of the school community without their explicit written consent is strictly forbidden.
- **Misrepresentation of Official School Communications:** Creating websites or web pages designed to appear as official school postings without authorization is strictly prohibited.

Any individual found in violation of this policy, engaging in inappropriate use of technology that adversely affects the good order, discipline, religious mission, or educational objectives of the school, will be subject to disciplinary action. Disciplinary measures may range from verbal warnings to suspension, depending on the severity and recurrence of the violation.

Cell Phones, Smartwatches and Personal Devices

Collection and Storage:

All electronic devices, including cell phones and smartwatches, must be turned off and collected by the homeroom teacher at the start of the school day. These devices will be securely stored in the main office until dismissal.

Usage Restrictions:

Devices may not be used during the school day without explicit permission from a staff member.

Responsibility:

The school and its staff are not responsible for lost, stolen, or damaged devices.

Failure to Comply:

Students who do not turn in their electronic devices as required are subject to disciplinary consequences.

Communication and Misuse:

- Students are prohibited from making calls, sending texts, or using smartwatches during the school day.
- Any illness or need to contact parents must be handled through the school nurse.
- Unauthorized use of devices will result in confiscation, and a parent or guardian must retrieve the device from the school.

Conduct and Social Media:

- Any electronic communication or social media activity during school hours that violates the school code of conduct (including bullying, harassment, or inappropriate language) will lead to disciplinary action.
- Taking photos or videos during school hours and posting them online without permission is prohibited.

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This policy helps maintain a safe and distraction-free learning environment while clarifying expectations for electronic device use.

Bullying Prevention and Intervention

The purpose of the [OLSS Bullying Prevention and Intervention Plan](#) is to create a safe, positive, and productive educational environment where students can achieve their maximum potential without being subjected to bullying, cyber-bullying, or retaliation. This plan has been developed in compliance with the Diocese of Camden's Bullying Prevention Policy and will be reviewed and updated at least every three years.

Definitions:

- **Aggressor:** A student who engages in bullying or retaliation.
- **Bullying:** The repeated use, by one or more students, of written, oral, or electronic expressions or physical acts or gestures, with the intent to ridicule, harass, humiliate, or intimidate the victim, directed at a target, which a reasonable person should know would have the effect of:
 - Causing physical or emotional harm to the target or damage to the target's property.
 - Placing the target in reasonable fear of harm to him/herself, or of damage to his/her property.
 - Causing the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the target's education.
 - Materially and substantially disrupting the educational process or the orderly operation of a school.
- **Cyber-Bullying:** Bullying through the use of technology or electronic communication, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.
- **Retaliation:** Any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.
- **Target:** A student against whom bullying or retaliation has been perpetrated.

Prohibitions Against Bullying and Retaliation

Bullying and retaliation are strictly prohibited:

- On school grounds.
- On property adjacent to school grounds.
- At any school-sponsored or school-related activity, function, or program, whether on or off school grounds.
- On a school bus or any other vehicle owned, leased, or used by the school.
- Through the use of technology or an electronic device owned, leased, or used by the school.

Bullying by students is also prohibited at other locations and through other means if it:

- Causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the target's education.

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- Materially and substantially disrupts the educational process or the orderly operation of a school.

Reporting Procedures

Clear procedures for reporting bullying or retaliation include:

- **Anonymous Reporting:** Individuals can report bullying or retaliation anonymously. However, no disciplinary action will be based solely on an anonymous report.
- **Reporting Channels:** Reports can be made in person, by phone, or in writing via email.
- **SafeNJ App:** OLSS supports the use of the SafeNJ app, a statewide initiative developed in partnership with the New Jersey Office of Homeland Security and Preparedness. The app allows individuals to anonymously and securely report suspicious, threatening, or harmful behavior, including bullying. While not a substitute for direct communication with school personnel, the app provides an additional way for students or parents to raise concerns when they may feel uncomfortable doing so in person. The SafeNJ app is free to download on iOS and Android devices.
- **Immediate Response:** The principal or a designated staff member will promptly investigate all reports of bullying or retaliation.

Investigation Procedures

Upon receipt of a report of bullying or retaliation, the principal or his/her designee will:

- Conduct a prompt and thorough investigation.
- Review the disciplinary history of the accused student(s) for patterns of similar behavior.
- Prepare a written report of the investigation, including findings of fact, determination of whether acts of bullying were verified, and the disciplinary or non-disciplinary actions taken.

Disciplinary Actions

Disciplinary actions for an aggressor may include:

- Verbal warning.
- Written warning.
- Detention.
- Suspension.
- Expulsion (in severe cases).

Disciplinary actions will balance the need for accountability with the need to teach appropriate behavior. A student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action.

Counseling and Support Services

Strategies for providing counseling or referrals include:

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- **For Aggressors:** Referral for behavioral counseling, anger management programs, and social skills training.
- **For Targets:** Referral for emotional support, safety planning, and therapeutic services.
- **For Families:** Referral for information sessions, counseling referrals, and support groups.

Confidentiality of Disciplinary Outcomes

In accordance with privacy laws and diocesan policy, the specific outcomes or disciplinary actions taken in response to a bullying incident will not be disclosed to anyone other than the parents or guardians of the student found to have engaged in bullying behavior. This policy is in place to protect the privacy rights of all students involved. While the school will confirm that appropriate steps have been taken to address the matter, details regarding consequences will not be shared with the victim, witnesses, or their families.

Behavioral Expectations and Discipline

At Our Lady Star of the Sea School, our approach to discipline is rooted in Catholic values and the belief that self-discipline is a skill to be taught, nurtured, and practiced—just like any other part of our curriculum. Our discipline policy applies to all students during the school day, at school-sponsored events, and within the broader school and parish community. We are committed to maintaining a safe, respectful, and faith-centered environment that supports spiritual, academic, and social growth.

While behavioral expectations apply universally across all grades, additional guidance and structure are provided for students in Grades 5 through 8 to reflect their stage of development and growing responsibility.

Infractions and Consequences Guide

To promote consistency in behavior expectations, OLSS has developed an Infractions and Consequences Guide. This document outlines common infractions and typical disciplinary responses to serve as a reference for students, parents, and staff.

👉 [Click here to view the OLSS Infractions and Consequences Guide.](#)

Please Note:

- This guide is not exhaustive and does not represent a fixed list of penalties.
- Disciplinary actions are determined at the discretion of the administration and based on several factors, including the severity of the infraction, a student's behavioral history, and context.
- The Principal reserves the right to modify consequences when warranted and to respond to behavior inconsistent with the mission and values of OLSS.

Written Discipline Referrals (Grades 2–8)

- Teachers and administrators may issue referrals for minor infractions.
- These are intended to encourage student reflection and behavior correction.
- Parents/guardians must sign and return the referral promptly.

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- Escalation: Accumulating three written referrals may lead to additional disciplinary measures, such as detention.

Detentions

- Time: Held after school from 3:00 PM to 4:30 PM.
- Transportation: Parents/guardians must arrange for student pickup.
- Reason: Assigned for repeated or significant behavioral violations.

Suspensions

- May be issued for major infractions or persistent misconduct.
- Types include in-school suspension, early dismissal, or out-of-school suspension.
- A parent/guardian conference is required before the student returns.
- Families must sign a formal agreement acknowledging the behavior and committing to future expectations.

Serious Infractions & Immediate Dismissal

Immediate removal from school may occur for serious misconduct, including:

- Possession of weapons, drugs, or alcohol
- Physical aggression or threats of violence
- Sexual misconduct, sexting, or other morally objectionable behavior
- Bomb threats or triggering false alarms
- Harassment, intimidation, or cyberbullying
- Repeated defiance or major disruption

In cases involving threats or weapons:

- Law enforcement may be contacted per the Memorandum of Agreement.
- A psychological or psychiatric evaluation by a licensed provider may be required.
- The student will remain excluded until:
 1. Any police investigation is complete
 2. An evaluation is conducted
 3. A written statement affirms the student poses no threat to self or other

Unacceptable Conduct

Examples include, but are not limited to:

- Disrespect toward staff, students, or volunteers
- Use of profane or abusive language
- Fighting or causing physical harm
- Academic dishonesty (cheating, plagiarism, forgery)
- Theft

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- Harassment, threats, or bullying
- Smoking, vaping, or possession of contraband
- Inappropriate use of technology (e.g., cyberbullying or sexting)

Scope of Discipline Policy

This policy applies to student conduct both on and off campus when such conduct:

- Involves OLSS students or staff
- Contradicts Catholic moral teaching
- Harms the reputation or safety of the school community

The school does not disclose disciplinary actions involving other students to anyone besides their own parents/guardians.

General Provisions

- The Principal may assign consequences for situations not specifically addressed in this handbook when conduct threatens the school's religious mission, order, or educational environment.
- Off-campus conduct that negatively impacts OLSS may be subject to school discipline.
- Parents are expected to actively partner with school staff in supporting behavior expectations.
- The Principal is the final authority in all disciplinary matters and may waive or modify procedures for just cause.

Parent and Guardian Expectations

As a vital part of the OLSS community, parents and guardians are expected to model Gospel values and support the mission of the school by conducting themselves with integrity and respect and cooperating with the principal, teachers, and staff in the implementation of the school program.

Parents are expected to:

- Uphold and support the Catholic identity, mission, and values of OLSS.
- Encourage their child(ren) to live in accordance with Catholic values and virtues, including respect, honesty, compassion, and responsibility.
- Respect the religious formation offered at the school, even if not Catholic.
- Communicate respectfully and charitably with all faculty, staff, administrators, and other families.
- Express concerns or disagreements through appropriate channels (beginning with the teacher or school administration), avoiding gossip, public criticism, or confrontation.
- Use constructive dialogue when addressing school issues; inflammatory language, threats, or harassment of any kind will not be tolerated.
- Cooperate with the school in its efforts to develop students spiritually, academically, socially, and emotionally.

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- Ensure that their children abide by the policies contained in this handbook and to support the school in its delivery and administration of all programs and all aspects of student life.
- Attend parent meetings, conferences, and participate in school life as circumstances allow.
- Be truthful and timely in communication with school staff regarding attendance, academics, and other student matters.
- Follow all school safety procedures, including check-in/check-out protocols, parking guidelines, and visitor policies.
- Respect the physical boundaries and roles of faculty and staff—do not enter classrooms, offices, or staff spaces without permission.
- Never discipline another child on school property. Any concerns must be directed to the appropriate school personnel.
- Use contact lists, directories, and school communication tools only for school-related purposes. Do not use school resources to distribute political, commercial, or non-school-related materials.

Violation of the above expectations, including behavior or spoken or written communication, including via social media, by parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school, or that is determined to be violent, abusive, recalcitrant, excessively negative, or an attempt to intimidate or harass any member of the school community, will not be tolerated. If reasonable attempts to resolve the behavior are not successful, the parent may be excluded from the school grounds and school activities, or other action may be taken including, but not limited to, disenrollment of the student.

Social Media Policy For Parents

The use of any school logo on social media or representation of a social media post or page as being an official communication of the school is prohibited.

Parents are prohibited from posting inappropriate comments on any school-managed social media. Inappropriate comments include obscenities, foul language, spam, personal attacks, bashing, bullying, intimidation, harassment, verbal abuse, threats, insults, commercial solicitations, repetitive or fraudulent comments, comments irrelevant to the post under which they are written, comments which are morally objectionable, and comments which are otherwise inconsistent with Catholic teaching.

The school reserves the sole right to edit and/or remove any or all comments from a post.

As a Catholic community, OLSS expects that parents will not use their personal means of communication, including online and mobile-based communication tools of every type, kind, nature and description to criticize, demean, or publicly disparage the school, its administration, faculty, staff, or students, or to sow discord or undermine the school's mission or Catholic identity.

Parents and students are prohibited from posting images, videos, or audio recordings of other students or staff members on personal social media accounts without express written permission from the school and the individual's parent or legal guardian. This includes any content recorded during school hours, at school events, or on school property.

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If reasonable attempts to resolve violations of the school's social media policy are not successful, the parent may be excluded from the school grounds and school activities, or other action may be taken including, but not limited to, disenrollment of the student.

Custody Arrangements

Parents and guardians are required to submit all official court documents pertaining to custody arrangements, parenting time, educational rights, or restrictions. These documents must be: a) Current and certified by the court; and b) Submitted to the school office at the time of enrollment or immediately upon any change. Failure to provide appropriate documentation may result in the school treating both parents as having equal rights by default.

- While we are committed to working with all families with professionalism, OLSS cannot become involved in custody disputes. It is the responsibility of parents to manage custody conflicts privately and through the appropriate legal channels.
- The school administration, faculty, and staff will follow the custody directives as outlined in the official documentation on file and are not permitted to provide statements or write letters on behalf of either party for use in legal proceedings, unless formally subpoenaed.

Health and Wellness

At Our Lady Star of the Sea School (OLSS), the health and safety of our students is a top priority. In the event of accidents or unusual illnesses at school, immediate reports are made to the Health Office personnel. If a student falls ill or encounters an accident, the parent/guardian is promptly contacted. If the parent/guardian cannot be reached, the designated emergency contact will be called. It is essential that the school always has up-to-date contact information. Only basic first aid will be administered. Parents will be contacted immediately if there is any uncertainty or concern regarding the nature of an injury.

Communication of Health Concerns

If your child has a specific medical issue, please notify both the teacher and the nurse. Medic-Alert bracelets are strongly recommended for any child with a chronic condition. Emergency cards are kept on file for each student and must be kept current with accurate contact numbers.

Medical Records and Immunizations

Students are required to have all immunizations mandated by the State of New Jersey. Medical exemptions must be provided by a licensed physician and are reviewed annually.

OLSS will consider religious exemptions for immunizations if parents submit a written request reflecting their informed conscience. Final approval of religious exemptions is at the discretion of the pastor.

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Required immunizations for school entry (grades K-8) include:

- Diphtheria/Tetanus (DT): 4 doses, with one after the 4th birthday
- Polio: 3 doses
- MMR (Measles, Mumps, Rubella): 2 doses, one after 12 months
- Hepatitis B: 3 doses
- Varicella (Chickenpox): 2 doses or documentation of illness
- Influenza: Required annually for all children under 5
- Tdap and MCV: Required for students entering 6th grade

Physical Exams and Health Forms

- All students entering Kindergarten or transferring from out-of-state must provide a recent physical exam and complete health history form.
- Students in grades 3 and 7 must submit updated dental reports.
- Students in grades 6 and 8 must have a full physical, including scoliosis screening.
- Students transferring from another country may be required to provide tuberculosis screening (Mantoux test).

School Nurse

A part-time school nurse is provided through Chapter 226 funding. The nurse is responsible for basic first aid, maintaining health records, and conducting state-mandated screenings such as height, weight, vision, hearing, and scoliosis (grade 6). The nurse is not a substitute for a family physician. In cases of illness or injury, the nurse will contact the parent and coordinate emergency transport if necessary.

Medication Policy

Prescription medication must be administered at home when possible. If medication must be given during school hours, the following rules apply:

- Parents must complete a **Medication Authorization Form**.
- All medications must be in the original container.
- A signed note from both the physician and parent must include the student's name, dosage, time of administration, reason for medication, and start/end dates.
- Over-the-counter medications also require a doctor's note.
- Students may not carry medication. Medications should be delivered to the school nurse in a clearly labeled container.

Communicable Diseases

To protect the health of our school community, students with the following conditions must remain home for the minimum time periods listed. A student may only return to school once the required timeframe has passed and they are symptom-free:

Condition	Return to School Timeline
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Measles/Mumps/Rubella	4 days after rash appears
Whooping Cough	7 days after starting medication
Scarlet Fever	24 hours after starting medication
Mumps	9 days after swelling begins
Fever	24 hours fever-free without medication
COVID-19	5 days after symptom onset
Chickenpox	When all pox are scabbed and dry
Pink Eye	24 hours after starting medication
Lice	After treatment has begun
Strep Throat	24 hours after starting antibiotics
Vomiting/Diarrhea	24 hours after symptoms have stopped

Concussions

Any student who sustains a head injury, whether at school or outside of school, must be evaluated by a licensed healthcare provider. If a concussion is diagnosed, the student must submit written medical clearance before returning to class, recess, physical education, or sports activities. OLSS follows all state and diocesan concussion guidelines, including return-to-learn protocols. Academic accommodations will be provided during recovery, as directed by a physician. Students may not resume physical activity until cleared in writing by their doctor.

Food Allergies and Snack Safety

Due to the risk of severe allergic reactions, Our Lady Star of the Sea School maintains a no peanut or peanut product policy for all shared food items. Families are asked to carefully read ingredient labels before sending in snacks or classroom treats. Food items that contain peanuts or peanut derivatives will not be allowed.

If your child has a diagnosed food allergy, it must be documented with the school nurse. In addition, if your child requires the use of an EpiPen or other emergency medication, it must be provided to the school nurse in its original packaging, clearly labeled, and accompanied by a physician's order. This documentation is required to ensure that staff can respond appropriately in the event of an allergic reaction.

Your cooperation is essential in helping us maintain a safe environment for all students.

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Mental Health and Student Safety

The safety and well-being of every student at Our Lady Star of the Sea School is our highest priority. Any student who makes verbal or written statements indicating an intent to harm themselves or others will be immediately removed from the school environment and referred for evaluation.

Students may not return to school until the following conditions are met:

- The student has been evaluated by a licensed medical or mental health professional.
- Documentation is provided to the school confirming that the student is cleared to safely return to the school setting.

These steps are necessary to ensure the safety of the individual student and the broader school community.

Our school is supported by a part-time school counselor who is available to meet with students experiencing social, emotional, or behavioral challenges. Teachers and staff may refer students for counseling, and parents are encouraged to contact the school if they feel their child would benefit from additional support.

After Care

Our Lady Star of the Sea School offers an After Care Program to support families who require supervision for their children beyond the regular school day. The program is held in the school cafeteria and provides a safe, structured environment for students to relax, complete homework, and enjoy a snack.

Dismissal & Hours

- Students will be dismissed directly to the After Care Program at the end of the school day.
- Pick-up time is no later than 5:00 PM on regular days.
- On early dismissal days, students must be picked up by 3:00 PM.

Please note: The After Care Program may be canceled on certain days due to school closures, weather emergencies, or staffing limitations. Families will be notified in advance whenever possible.

Pick-Up Procedures

- Students must be signed out by a parent, guardian, or an authorized adult listed on the child's emergency contact form.
- If someone other than a parent or legal guardian is picking up a student, photo identification is required before the child will be released.

Snacks & Food

- Students may bring a light snack from home to be consumed during aftercare.
- Additional snack items will be available for purchase.

Homework Time

- A quiet time will be provided for students who wish to complete homework assignments.
- While staff are available to provide general support, students are expected to work independently.

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Rates & Payment

- \$6.00 per child per day, or
- \$10.00 per family per day (2+ children)
- Payment is due at the time of pick-up each day. Cash is preferred unless otherwise arranged with the main office.

Mighty Writers

- The Mighty Writers program functions separately from our school, and once students are dismissed to the Mighty Writers program at 3:00 pm, the school can no longer be held responsible for their supervision or well-being during that time.
- As the Mighty Writers program operates independently, it is essential for parents to reach out to Mighty Writers directly for any inquiries related to attendance policies, dismissal procedures, walking trips and behavior guidelines. They will be best equipped to provide you with the specific details and information you may require.
- To ensure a seamless transition between the school day and the Mighty Writers program, we encourage you to familiarize yourselves with Mighty Writers' policies and procedures. You can contact them directly at (609) 412-1767 for any questions or clarifications regarding your child's participation in their program.

Financial Information

Tuition Policy Agreement

All families are required to sign the tuition policy/contract at the time of registration. Your commitment to timely tuition payments helps us provide a strong academic and faith-filled environment for every child.

Tuition Assistance

OLSS is committed to making Catholic education accessible. Tuition assistance is available for families who qualify and apply through the FACTS system.

- Applications must be completed online, with all required documentation submitted.
- A non-refundable \$30 application fee applies.
- Only families who complete the process through FACTS will be considered for assistance.
- If you need support applying, please contact the school office for help.

Tuition Delinquency

If two consecutive tuition payments are missed and no arrangements have been made with the school office, the student will not be permitted to continue attending until the account is brought current.

Late fees and bank charges may be applied for returned or missed payments. If an outstanding balance persists:

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- The student may not participate in extracurriculars, field trips, or school-sponsored events.
- An administrative hold may be placed on the account, preventing re-enrollment or release of transcripts.

Graduation and Transfer Restrictions

- For eighth-grade students, all tuition and fees must be paid in full in order to participate in graduation ceremonies or end-of-year activities.
- Families with outstanding balances will not be permitted to enroll in another Diocesan Catholic school until the previous balance is resolved.

Students Who Withdraw

If a student is withdrawn before the end of the school year, tuition is charged on a prorated basis for the days attended.

- A minimum of two weeks' notice is required to avoid being charged for the upcoming month.
- Families with an outstanding balance after withdrawal will have a 60-day grace period to resolve payment.
- After 60 days, unpaid balances may be sent to collections.

Student Life

Extracurricular Activities

The school offers various clubs, sports, and enrichment programs. Participation requires good academic standing and behavior. Transportation is required.

Class Trips

Class trips enrich students' learning and require a signed permission slip; verbal consent is not accepted. Transportation is provided by the school. Parents may transport their own child but are not chaperones and must handle admission fees independently. Trip costs apply regardless of transportation choice.

Non-participating students must attend school and complete assigned work. Participation is a privilege and may be denied for behavioral reasons. Chaperones must have all required clearances on file before the trip.

Walking Field Trips

At Our Lady Star of the Sea School, students may occasionally participate in walking field trips throughout the school year. These trips may include visits to local community landmarks, nearby churches, libraries, or parks, and are designed to enhance classroom learning and provide meaningful educational experiences within our neighborhood.

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To simplify the process and ensure consistent communication, a single annual permission slip will be distributed at the start of the school year. This signed form will serve as blanket permission for your child to participate in all walking field trips during the academic year. Parents/guardians will be notified in advance of each individual trip with specific details including date, time, destination, and purpose.

Please note that all walking field trips will be supervised by school staff, and appropriate safety protocols will be followed at all times.

Birthdays, Parties, and Invitations

Students may celebrate their birthdays at school by bringing a small, individual treat for the class. All treats must be ready-to-serve and should not require refrigeration, heating, cutting, or assembly. Please do **not** send:

- Ice cream or frozen items
- Cakes or oversized cookies that need to be sliced
- Items requiring a microwave or hot plate
- Balloons, flowers, or other deliveries

Birthday celebrations should be simple and respectful of the learning environment. If you plan to send party invitations to school, they may only be distributed if the entire class (or all boys/all girls) is invited. This ensures kindness and inclusion for all students.

School Dances

School dances are a special privilege offered to students in Grades 6–8. These events are designed to provide a safe, supervised, and age-appropriate social experience for our middle school students.

Important Guidelines:

- Only students in Grades 6–8 currently enrolled at OLSS may attend.
- Students must be dropped off and picked up promptly at the designated times. Late pick-up may result in exclusion from future events.
- No student will be permitted to leave the dance early without **prior written permission** from a parent or guardian.
- Students must adhere to the school's code of conduct and dress code. Inappropriate behavior or attire may result in removal from the event and possible disciplinary action.

We appreciate families partnering with us to make these events fun, safe, and respectful for all attendees.

Lunch and Recess

Our Lady Star of the Sea School participates in the National School Lunch Program, which provides nutritious meals to students each school day. Families must submit a lunch application to determine eligibility for free or reduced-price meals. The weekly lunch menu is available on the school website.

Students are expected to eat respectfully and clean up after themselves. Students may bring a packed lunch if they prefer not to participate in the school lunch program.

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Recess is an important part of the school day and provides students with an opportunity to engage in physical activity and socialize in a supervised setting.

Recess Guidelines:

- No student may leave school premises during lunch or recess without written permission and administrative approval.
- Students must remain within established outdoor boundaries during outdoor recess.
- Proper behavior is expected at all times during lunch and recess. Misconduct may result in disciplinary action or a loss of recess privileges.

These procedures are in place to ensure all students have a safe and enjoyable break during the school day.

Grades	Lunch	Recess
PreK-3	11:55 - 12:30	12:30 - 1:00
4 - 8	12:35 - 1:00	12:00 - 12:35

Lost and Found

A Lost and Found table is located outside the cafeteria where misplaced items such as clothing, lunch boxes, and personal belongings are kept. Students and parents are encouraged to check this area regularly for any lost items. Twice a year, unclaimed items will be collected and donated to local charities to help those in need. Please label all personal belongings to help ensure their safe return.

Student Council

The Our Lady Star of the Sea School Student Council provides students in grades 6–8 with an opportunity to develop leadership skills, represent their classmates, and contribute positively to our school community. The council works with faculty and administration to plan school events, promote service projects, and encourage school spirit.

Selection Process:

- Student Council elections are held each fall.
- Interested students must complete an application and obtain teacher recommendations.
- Candidates for officer positions (President, Vice President, Secretary, and Treasurer) must be in grades 7 or 8 and deliver a speech to their peers.
- Students in grades 6–8 will vote for officers and grade-level representatives.
- Elected members are expected to attend regular meetings, demonstrate leadership and good conduct, and maintain satisfactory academic standing.

Participation in the Student Council is a privilege and responsibility. Members must model respectful behavior and uphold the values of our school at all times.

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Clubs, Activities, and Athletics

At Our Lady Star of the Sea School, we encourage students to explore their interests and develop their talents beyond the classroom through a variety of extracurricular opportunities. Participation in these programs fosters teamwork, responsibility, creativity, and school spirit.

Clubs and Activities

OLSS offers a range of clubs and activities throughout the school year. Clubs may vary year to year based on student interest and faculty availability. Announcements regarding sign-ups, meeting times, and participation requirements will be shared at the beginning of the school year and as new clubs form.

Athletics

Students may also participate in athletic programs designed to promote physical fitness, discipline, and good sportsmanship. Offerings may include:

- Basketball (Boys and Girls)
- Cheerleading
- Soccer
- Track and Field
- Intramural Sports (e.g., kickball, volleyball)

Participation in athletics requires a signed parental permission form and a physical examination. All student-athletes must maintain good academic standing and demonstrate respectful behavior during school and at all athletic events.

Please note: Parents/guardians are responsible for providing transportation to and from all off-campus events, games, or activities.

Eligibility for clubs and athletics is at the discretion of the administration and subject to academic and behavioral expectations.

Pictures and School Yearbooks

School Pictures

Individual and class photographs are taken annually, typically in the fall. Picture day information will be sent home in advance, including details on attire and package options. Students should come to school dressed neatly in their complete school uniform unless otherwise noted.

Make-up day will be scheduled for students who are absent or need to retake their photos.

Yearbooks

Our Lady Star of the Sea School publishes a yearbook each year that highlights students, staff, school events, special activities, field trips, and memories from throughout the school year.

Yearbooks are available for purchase in the spring. Advance ordering details will be shared with families via flyers and the school website.

Our Lady Star of the Sea School Family Handbook

Atlantic City, NJ 2025–2026 School Year

Media Release

Photos and videos of students may appear in the school yearbook, newsletters, on the school website, or on official social media platforms. Each school year, families are required to complete a media release form indicating whether or not they give permission for their child's image to be used. No photos of students will be shared publicly without a signed release on file.

Student Safety Patrol Program

We are excited to offer an opportunity for students in Grades 5–8 to participate in the Student Safety Patrol Program at Our Lady Star of the Sea School. This leadership initiative empowers selected students to assist in maintaining a safe and orderly environment while modeling positive behavior for others.

Responsibilities of Student Safety Patrol Members:

- Assist with safe passage in hallways, at crosswalks, and during arrival and dismissal.
- Monitor behavior during lunch and recess and help resolve minor peer conflicts.
- Serve as positive role models by demonstrating respectful, responsible, and safe behavior.
- Promptly report any major safety concerns or incidents to school staff.

Schedule:

Safety Patrol members will serve during designated times including before school, recess, and dismissal. Rotating shifts will be used to allow multiple students to participate throughout the school year.

Selection Process:

Students must apply to be part of the Safety Patrol. The application includes:

- A written statement of interest explaining why they want to join the program.
- Teacher recommendations.
- Parental consent.
- Eligible students must maintain good academic standing and consistently demonstrate respectful behavior.

Final selections are made by school administration and staff.

Appendices

- Medical Forms
- [2025-26 School Calendar](#)
- [Acceptable Use Agreement](#)
- [Family Handbook Acknowledgment Form](#)
- [Uniform and Dress Code](#)

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