

*PARENT - STUDENT
HANDBOOK
2015- 2016*



***Our Lady of Good Counsel
42 Austin Place
Staten Island, NY 10304
(718) 447-7260***

***NONDISCRIMINATORY POLICY OF SCHOOLS IN
THE ARCHDIOCESE OF NEW YORK***

Roman Catholic Schools in the Archdiocese of New York base, not only their educational purposes, but, all their activities on the Christian teaching of the essential quality of all people as rooted in the providence of God, Christ's love, and the supernatural destiny of every person.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese, have not, and shall not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, scholarship, and loan programs, and athletic and other administered programs.

All Catholic Elementary and Secondary Schools subscribe to this policy in the Archdiocese of New York, whether owned or operated by the Archdiocese, the parishes of the Archdiocese, or Religious Communities within the Archdiocese. A complete listing of the names and addresses of these schools may be found in the Official Catholic Directory.

STATEMENT OF PURPOSE

Our Lady of Good Counsel School is a Catholic parochial elementary school. The philosophy of the school is based on educating the whole child by providing the proper development: spiritually, intellectually, physically and socially.

In addition to Religion, the curriculum of the school is one approved by the New York State Board of Regents and the Archdiocese of New York. Basic skills in Reading, Mathematics, Social Studies, Science, Language Arts, Physical Education, Art, and Music are taught. Technological skills and computers are integrated into the program. An Italian Language/Culture Program in Grades Pre-K through 8 is also part of our integrated curriculum. A well-rounded program of extra and co-curricular activities also assures our students of physical, social, and cultural stimulation.

This handbook is designed to provide parents and students with information explaining school policies and procedures. These policies and procedures are important to the effective running of our school.

ACCREDITATION

AdvancED has accredited Our Lady of Good Counsel School. Our accreditation status "demonstrates to the community our commitment to educational excellence, operational effectiveness, and continuous improvement".

Our Lady of Good Counsel is a member of the National Catholic Educators Association.

MISSION STATEMENT

The mission of Our Lady of Good Counsel School, a Catholic parish elementary school established in the Augustinian tradition is to foster the formation of the whole child according to the message of salvation as proclaimed by the Catholic Church. As a Catholic educational institution, we strive to help children acquire the skills of the 21st century and instill in them the virtues and habits of mind and heart required for service to others. We strive to accomplish this through the teaching of doctrine, the Sacraments, daily prayer, and an appreciation of the Scriptures. We hope to enable children to address the business of living in their world through the development of a Christian conscience.

We believe that...

- We are dedicated to creating an environment that is based upon treating every child, teacher, and parent with dignity, respect, and Christian love.
- Our purpose is to instill the virtues of faith, hope, and love in every child.
- Our Lady of Good Counsel School develops the child spiritually, intellectually, emotionally, physically, socially, and culturally.
- Service to others and a sense of responsibility is vital.
- All children entrusted to our care will have a better knowledge of themselves, their community, and the Lord.
- Through daily prayer, monthly liturgies, seasonal prayer services, and liturgical practices our Catholic faith community will grow.

ADMISSION POLICIES

Pre-Kindergarten students must be 4 years old by December 31st, Kindergarten students must be 5 years old by December 31st, and First Graders must be 6 years old by December 31st of that school year for which they are enrolling.

Birth certificate, baptismal certificate, immunization certification, and a non-refundable application fee must be presented upon registration.

Students must accompany parents at registration.

For grades other than Kindergarten, parents are required to bring report cards and standardized test results, and students will be required to take a placement test for appropriate grade level. At registration you will be notified of the date and time of this evaluation testing. Catholic students must bring proof of reception of Sacraments: Baptism, First Eucharist, and First Penance.

All Pre-Kindergarten and Kindergarten children and any new students from outside of New York State must have a complete physical examination. All requirements listed on the School Health form issued by the Board of Health must be completed and returned to the school before the first day of school. These forms are available at the school office.

Our Lady of Good Counsel School is a Catholic Parochial Elementary School. Acceptances will be given to children of active parishioners, that is, those who are registered in the parish and who participate and support the life of the parish. Our Lady of Good Counsel also accepts non-parishioners and non-Catholics. The decision of the administration is final.

PARISHIONER STATUS

In order to qualify for the Parish Membership, it is necessary that parents be

- **Registered members of Our Lady of Good Counsel Parish**
- **Attend Sunday Mass Regularly**
- **Contribute to the support of the parish (in order for a family to qualify for the parishioners tuition rate, parents must contribute a minimum of \$7.00 in each Sunday envelope).**

There will be a periodic review of the contributions from parishioner families. Families who have not been contributing the weekly scheduled amount will NO LONGER be eligible for parishioner rate and will be assigned a new tuition rate for non parishioner families.

Parish Email: ologc@verizon.net

SCHOOL FEES AND TUITION 1-866-441-4637
FACTS MANAGEMENT <https://online.factsmgt.com/SignIn.aspx>

PRE KINDERGARTEN TUITION 2015-2016	
<i>Application Fee (for new families only)</i>	\$ 35.00
<i>FACTS Mgt. Fee</i>	\$ 40.00 per family
<i>Student Information System (SIS)</i>	\$ 35.00
<i>Supply and Arts & Crafts Fee</i>	\$200.00
<i>Fair Share Coupon Book</i>	\$ 150.00
<i>Registration fee</i>	\$250.00 <i>New Families Only</i>
<p>All fees must be paid in full before the opening of school 2015 as per FACTS Mgt. bill. The first tuition payment is due <i>according to the contract signed with FACTS Management.</i> Children will not be permitted to begin the school year if fees are not paid in full.</p>	

In-parish Tuition		
\$ 3,970.00	Five Full Days	\$ 397.00 per month
\$ 3,500.00	Three Full Days	\$ 350.00 per month

Out-of-parish Tuition		
\$ 4,800.00	Five Full Days	\$ 480.00 per month
\$ 3,900.00	Three Full Days	\$ 390.00 per month

2015-2016 TUITION PLAN –GRADES K TO 8

<i>Registration Fee (must be paid at time of registration)</i>	\$ 250.00 per family
<i>FACTS MGT. Fee</i>	\$ 40.00 per family
<i>Student Information System (SIS)</i>	\$ 35.00 per child
<i>Book Fee</i>	\$ 150.00 per child
<i>Yard Duty Fee</i>	\$ 50.00 per family
<i>Home School Association Dues</i>	\$ 25.00 per family
<i>Fair Share Coupon Book</i>	\$ 150.00 per family
<i>Technology Fee</i>	\$ 125.00 per family
<p>All fees must be paid in full before the opening of school 2015 as per FACTS Management bill. The first tuition payment is due according to the contract signed with FACTS Management. Children will not be permitted to begin the school year if fees are not paid in full.</p>	

In-parish Tuition	
\$ 3,950.00 for one child	\$ 395.00 per month
\$ 6,900.00 for two children	\$ 690.00 per month
\$ 8,750.00 for three children	\$ 875.00 per month

Out of parish Tuition	
\$ 4,750.00 for one child	\$ 475.00 per month
\$ 7,700.00 for two children	\$ 770.00 per month
\$ 9,450.00 for three children	\$ 945.00 per month
<p><i>A late fee of \$25.00 will be added to the bill if it is not paid on time. Re-registration for the 2016-2017 school year will be due in February 2016.</i></p>	

UNIFORM AND DRESS CODE POLICY

Students are to be in the school uniform each school day, unless the principal indicates otherwise. All parts of the school uniform should be LABELED with the name of the student. A dress code has been established for all students.

SCHOOL UNIFORM REQUIREMENTS

GYM SUIT (Pre K thru 5) and GYM SUIT (6-7-8)

**PLEASE FOLLOW GUIDELINES OUTLINED IN FLYNN & O'HARA
BROCHURE**

**Sneakers (may be purchased at store of your choice)
Sneakers and WHITE socks are to be worn with navy walk shorts/gym suits.**

**Uniform order forms may be secured at the school
office.**

All students require proper attire.

SCHOOL UNIFORMS and Gym/Tee Shirts MUST be purchased through

**FLYNN & O'HARA UNIFORMS
2645 Forest Avenue 10303
347-682-2221 or 1-800-441-4122**

www.fando.net follow the onscreen directions

**SCHOOL SHOES MUST be purchased from STYL-O-PEDIC
2435 Hylan Blvd. Staten Island, NY
(718) 987-4140**

***Parents are responsible for full compliance.
Thank you for your cooperation.***

GENERAL INFORMATION

School Hours: 8:00 a.m. to 2:15 p.m.

The First Friday of each month dismissal is at 12:00 noon. Occasionally this may differ. These dates are printed on the school calendars, which are distributed yearly.

School Phone: (718) 447-7260

Students are not permitted to use the office phone except for emergency use or with permission from the teacher or principal.

Change in Address/Email and/or Phone at home or work:

Please notify the school office immediately. This information is needed in case of an emergency. Please submit change of address/phone number in writing.

Visiting the School:

All parents and visitors must report to the office first and obtain permission from the principal before proceeding further. If you wish to confer with teachers or others, please phone for an appointment to avoid interruption of class work and to make it possible to devote proper time for such a conference.

Closing of School:

The Staten Island District Superintendent of Catholic Schools determines the closing of the school on days when there is bad weather (snow, ice, etc.).

PLEASE CALL THE SCHOOL TO FIND OUT IF SCHOOL IS CLOSED. A MESSAGE WILL BE ON THE SCHOOL MACHINE. IN ADDITION, CLOSING WILL BE POSTED ON THE SCHOOL WEBSITE....www.goodcounselsch.org and you will receive an email from the HSA as soon as the decision has been made.

IN TIME OF CRISIS, PLEASE FEEL FREE TO TAKE YOUR CHILD(REN) FROM SCHOOL ANYTIME. PLEASE REPORT TO THE SCHOOL OFFICE.

Absences, Lateness, Early Dismissal:

Students must be in school at 8:00 a.m. If a student is sick, please call the school office to notify the school secretary by 9:00 a.m.

Excessive lateness will result in forfeiting awards. Children in grades 6-7-8 who are late will remain in the school office until 2nd period. All work from 1st period classes must be made up.

All requests for early dismissal **MUST** be submitted in writing to the principal **AND** teachers **ONE DAY IN ADVANCE**. All requests for a change in your child's "usual" dismissal must be submitted in writing to the teacher. Last minute calls for change in your child's schedule **MUST** be for an **EMERGENCY ONLY**. Before the child is released, the parent or person picking up the child must sign the book in the office. If a student has been absent from school because of sickness, a written note dated and signed to explain the absence is necessary in order for the student to be readmitted to class. State Law requires that these notes be on file for one year. If a student is absent for five consecutive school days, a doctor's note must accompany the parental note.

Legal Absence:

A child is legally absent from school for the following reasons: sickness, death in family, impassable roads or weather, court appearances, all other absences are **ILLEGAL**.

Bus Transportation:

Pioneer Bus Service is available to students in Grades Kindergarten through Grade 8 who meet the requirements set down by the Bureau of Pupil Transportation. Students receive bus passes for those who also meet the requirements set down by the Bureau of Pupil Transportation. Any student who fails to observe the rules established by the school or bus driver will be subject to dismissal from the use of the bus service both to and from school as determined by the principal of the school.

After School Program: (718) 447-7295

Our Lady of Good Counsel offers an after-school program to children enrolled in the school. After-school hours are 2:15 pm–5:30 pm. Information regarding fees is available at the school office.

Safety and Protection:

All school doors are kept locked during school hours. All parents and visitors must enter and leave the school building by the main door on Austin Place and report to the main office.

School Nurse: (718) 727-4309

The NYC Board of Education provides our school with a registered nurse. All rules for medication etc. are in compliance with the Department of Health. Our nurse has a direct phone line. Please call 727-4309 to speak with the school nurse. No medication will be dispensed unless the Department of Health requirements are met. Requirements are available at the nurse's office.

Personal Appearance:

NEATNESS and CLEANLINESS are IMPORTANT. Children must be in full **FLYNN & O'HARA UNIFORMS** at ALL times. Only **FLYNN & O'HARA** navy walk shorts, golf shirts, shirts, blouses etc. are permitted. (**WHITE** socks only with sneakers.) Children must be in full gym uniform (purchased only from **FLYNN & O'HARA**). Failure to comply will result in forfeiting of gym class.

Children in grades Pre-K – 8 are not permitted to dye and or highlight their hair. Boys hair must be short (above the collar), neat, and clean.

Girls are permitted to wear only one pair of earrings. (No dangling earrings – please.) Boys are not permitted to wear an earring or earrings.

PARENTS ARE RESPONSIBLE FOR FULL COMPLIANCE.

Personal Articles:

All parents are responsible for seeing that their children do NOT bring to school articles which can be hazardous to themselves or others or which will be a distraction in the classroom, lunchroom, or schoolyard. The administration of the school strongly discourages students from bringing expensive personal items to school, that is, money, toys, CDs, headphones, cell phones or iPods, iPads. The school is NOT responsible for any of these items brought to school. If a parent wishes a child to carry a cell phone, the cell phone must remain in the child's schoolbag. CAMERA PHONES and TEXTING ARE STRICTLY FORBIDDEN. ANY CHILD FOUND USING/CARRYING A PHONE WILL HAVE THE PHONE CONFISCATED UNDER THE TERMS SET FORTH BY THE PRINCIPAL. The cell phone MAY ONLY BE USED in times of crisis/emergency. Children are always permitted to use the school phone with permission of the principal.

At no time are students permitted to engage in games or activities that are hazardous to their safety or that of others. This includes, but is not limited to; tackle football, wrestling, running, sliding on ice, tree climbing and throwing snowballs, ice, stones, sticks, balls, or other foreign objects.

Parking for Arrival/Dismissal:

For the safety of ALL children, NO CARS ARE PERMITTED ON THE SCHOOL GROUNDS 7:30 A.M. – 3:00 P.M. Parents are responsible for their children at dismissal. ALL CHILDREN (PRE-K—8) ARE NOT ALLOWED TO RUN in the courtyard, climb fences, or play on the stairs or fire escapes. THIS RULE WILL BE STRICTLY ENFORCED...FOR EACH CHILD'S SAFETY.

****Parking is available in the church parking lot and neighboring streets. NO PARKING, DOUBLE PARKING OR STOPPING IS PERMITTED AT THE SCHOOL BUS STOPS (YELLOW PAINTED CURBS AT 42 AUSTIN PLACE). NO PARKING IS PERMITTED AT 55 AUSTIN PLACE (ACROSS THE STREET). PLEASE DO NOT DRIVE THROUGH THE 55 AUSTIN DRIVEWAY. It is important that all parents follow the designated traffic pattern: Enter from Victory Boulevard, exit onto Austin Place. Please drive slowly when you are in the parking lot. Please be courteous.**

Child Abuse/Neglect:

It is a State of New York mandate that if suspicion of abuse or neglect exists, that the teacher or principal must report such cases to the New York State Authorities in Albany for further investigation.

GENERAL CONDUCT

The essence of Christian discipline is self-discipline. The goal of Christian discipline is to form a child into a disciple of Jesus Christ – one who chooses to do good in order to give glory to God and to give life and freedom to those with whom one associates.

Christian discipline teaches the student to respect all people and all goods given for one's use. Students are expected to obey and respect the directives of any teacher or other adult working for the school during school hours.

Classroom routines and rules are established by teachers at the beginning of the school year and should be adhered to by all. Courtesy is expected at all times. Each child/adult in this school is treated fairly, courteously, and with respect. This applies outside as well as inside the classroom.

Rules for safety inside and outside the building facilitate orderliness. They are necessary for the health and safety of all and provide an atmosphere conducive to learning.

- Upon arriving, children should go directly to the vicinity of their class line.**
- No running, pushing, or games involving a ball or other objects are permitted.**
- At the sound of the bell, children should line up on their class line without parents.**
- After Morning Prayer, all will enter the school.**
- Students are not permitted in the school building before school begins, during lunch recess, or after dismissal without the permission of a teacher or the principal, except on days when there is inclement weather.**
- WALK! Running in the hallways or on the stairs is not permitted.**
- Students should be prepared for each class by having the necessary supplies and carefully completed assignments and any other items needed to be signed and returned to the teacher.**
- Students are expected to write AND speak using proper and courteous language at ALL times.**
- Chewing gum in school or on school property is not permitted. A \$5.00 fine will be imposed for gum chewing.**
- Fighting is considered a dangerous and hazardous activity and shall NOT be permitted.**
- Textbooks should be covered at all times. Since most textbooks are purchased through New York State funding, they are the property of the school. Any textbook that is lost, damaged, or written in, is the student's responsibility; therefore he/she will be required to pay for the book.**
- Personal and school properties are valuable and should be treated that way. Each child should respect their own property as well as what belongs to another.**
- All library books must be returned...a \$10 charge will be imposed for lost books.**
- Students may never leave the classroom without the permission of the teacher.**
- Students may never leave the school building or property without the permission of the principal, or in the absence of the principal, the teacher in charge.**
- Fire drills are conducted 12 times a year.**

DISCIPLINE CODE

For serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and stealing. Such misconduct could result in any number of punishments including the possibility of suspension or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Harassment Policies

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Our Lady of Good Counsel School provides a safe environment for all. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed, please notify the principal immediately.

Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.**
- Students should never talk to strangers.**
- Students should never take things from strangers.**
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.**
- Young students should be escorted to and from school.**
- Older children should be encouraged to walk/travel to school in groups whenever possible.**

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

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

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

ASSIGNMENTS, HOMEWORK, TESTS, REPORT CARDS

Parents are expected to check their child's homework assignment book on a daily basis and in some cases may be required to sign the book daily.

Students will be penalized for late assignments. Whenever a student is absent, he/she is expected to check with the teacher and/or students for make-up work and/or tests which they have missed or which may be scheduled for the day they return.

Students will not be exempt from tests of the day. All test papers/grades must be signed by the parent and returned to the teacher according to her/his instructions. Failure to follow instructions will result in a lower grade. The tests should then be kept in a folder for use as a review for examinations.

Report cards reflect the teacher's evaluation of the child's scholastic achievements and are based on all grades accumulated by the student. The quality of work, as well as the completeness of the work, is considered a part of the grade.

Grades Pre-K-8 receive quarterly report cards (November/February/April/June)
REPORT CARDS WILL BE WITHHELD IF FINANCIAL OBLIGATIONS (TUITION, SCHOOL FEES, AND SPORTS FEES) ARE OUTSTANDING.
Please check tuition status at <https://online.factsmgt.com/SignIn.aspx>

Students accumulate grades by:

- Class participation
- Homework and independent work
- Tests, quizzes, and exams

The grade for EFFORT is based on:

- ability to concentrate
- completion of work
- participation in class discussion
- steady efforts to improve
- wise use of time

Character development grades are based on:

- respect for others
- observance of rules and regulations
- care of property
- care of personal appearance
- cooperation

HONORS PROGRAM

In order to merit honors in Grades 4 – 8, the following requirements must be met:
(*Good conduct/character is a requirement to receive High Honors or Honors.)

HIGH HONORS – Academic Progress: 95 average, no grade less than 90

***Character Development: A or B only**

HONORS – Academic Progress: 90 average, no grades less than 85

***Character Development: A or B only**

ACADEMIC REGULATIONS

Promotions are made annually. All students, who successfully complete the work of the grade, are promoted to the next grade. At times, retention is recommended when the maturity of the student is not adequate enough for the student to handle class work. The final decision is based upon the total evaluation of the student's growth in all areas of development.

An eighth grade student is awarded a diploma from the Archdiocese of New York upon completion of Grade 8 with final passing grades for the year in all subjects. A student with one (1) failing grade in the year-end average may attend the graduation ceremony and will be awarded a diploma when the subject has been passed in summer school. Notification of a passing grade must be submitted to the principal of the school.

If summer school is required for any student for not passing a subject area, written notification of a passing grade must be submitted to the principal of the school. Private tutoring can be substituted in some cases. Written notification of a passing grade in this case must also be submitted to the principal, as well as, work by the student indicating mastery of the skills remediated. The tutor must document forty hours.

LUNCH TIME SUPERVISION

Every parent may sign up to assist with supervision in the schoolyard during lunch periods. If you assist in this program, you will receive a monthly calendar and must sign the Lunch Program book at the office. For each day that you work you are paid \$5.00 (Checks will be issued to school families) each participant:

- should arrive at the school by 11:50 a.m. Lunch begins at 12:00 p.m. ends at 12:45 p.m.
- will be assigned a grade and will be responsible for those children in the schoolyard or classroom
- will assist the teacher on duty
- is responsible for order and the children's well-being
- oversees observance of rules and that the children remain in their designated areas in the schoolyard
- must call the school office by 9:00 a.m. if you ARE NOT able to make your assigned date and time

EXTRACURRICULAR AND CURRICULAR ACTIVITIES

In order to offer your child(ren) a well-balanced education, Our Lady of Good Counsel School encourages participation by our students in the various extracurricular and curricular activities sponsored by our school. These include athletic and non-athletic programs. Participation in these programs is subject to review by the principal of the school when academic and/or behavior difficulties warrant such review.

FIELD TRIPS

Field trips serve an educational purpose and their value is an integral part of the school's instructional program. They broaden the students' educational experience. Field trips are privileges given to students; no student has a right to a field trip.

Field trips vary on each grade level.

Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.

Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

Trip fees are non-refundable.

HOME SCHOOL ASSOCIATION/PARENT INVOLVEMENT

The Home School Association is an organization designed to enhance communication between parents and the school. Meetings are held regularly, dealing with various aspects of school life. The Home School Association is an important organization for fund raising for the school. Various events are held throughout the school year. These events need your support and involvement. Assistance is needed in all aspects of school life, and for the various fund raising events. Please consider volunteering for class parents. This vital role enables parents to run a school event and contribute greatly to our school family.

***HOME SCHOOL BOARD:* Email: homeschool@goodcounselsch.org**

SUPERMARKET and GIFT CARD PROGRAM

The support of the activities of the Home School Association, in particular the Supermarket and Gift Card Programs are important for the financial support of our school. We count on the income from these programs to meet our annual expenses.

Everyone benefits from this fundraising. In order to be fair, *participation is mandatory for all families* in the amount of \$4,000 in Supermarket and/ or Gift Cards. This results in a \$200 donation to our school per family.

Participation in the program will be monitored twice during the year. *Families who do not participate at this level will be assessed to make up the difference.*

We make every effort so that fundraising is not an added expense. You contribute to the support of our school when you do your shopping at the participating stores. Enlisting the support of family members, neighbors, and business associates will also help you reach your commitment. You can also use the cards as thoughtful gifts throughout the year. *We thank you for your cooperation.*

Email: SUPERMKT@goodcounselsch.org

GIFTCARDS@goodcounselsch.org

<p>THE PRINCIPAL OF OUR LADY OF GOOD COUNSEL SCHOOL RESERVES THE RIGHT TO CHANGE, MODIFY, ALTER, ADD OR SUBSTRACT TO THE POLCIES AND PROCEDURES STATED IN THIS HANDBOOK UPON DUE NOTIFICATION TO ALL THOSE INVOLVED IN OUR LADY OF GOOD COUNSEL</p>
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ALL SCHOOL FAMILIES MUST SIGN AND RETURN AS PER REQUIREMENTS OF THE ARCHDIOCESE OF NEW YORK.

PLEASE RETURN TO SCHOOL NO LATER THAN FRIDAY, SEPTEMBER 11, 2015

Dear Principal,

We have read and reviewed the contents of the handbook (ONLINE) for Our Lady of Good Counsel School.

We understand this handbook sets forth all of the rights of the student and parent or guardian with regard to attending Our Lady of Good Counsel School.

We have reviewed this with our child(ren) and they are aware, as we are, of the policies, rules, and regulations of the school and Archdiocese.

We agree to follow the school policies and procedures as stated.

Parent/Guardian Signature:

_____ **Date:** _____

Child(ren) _____ **Grade** _____
_____ **Grade** _____
_____ **Grade** _____
_____ **Grade** _____

Please sign and return: (2 sheets) September 11, 2015

**Handbook Policy Sheet
Media Authorization/Technology Use Agreement**