

# OUR LADY OF CALVARY

Pastor:  
Rev. John Babowitch

Associate:  
Rev. William Kirk

Permanent Deacons:  
Deacon Michael Bell  
Deacon John Teson

Rectory: 215-637-7515  
Principal: 215-637-1648  
Vice-Principal: 215-632-1342  
Nurse: 215-637-0531  
Resource Rm. 215-637-2479  
Convent: 215-637-3599  
CORA: 215-637-2977

Parish E-Mail Address: [office@ourladyofcalvary.org](mailto:office@ourladyofcalvary.org)  
Parish Website: [www.ourladyofcalvary.org](http://www.ourladyofcalvary.org)  
Principal's E-Mail Address: [sistermildred@olcalvaryschool.org](mailto:sistermildred@olcalvaryschool.org)  
Vice-Principal's E-Mail Address: [j.costello@olcalvaryschool.org](mailto:j.costello@olcalvaryschool.org)  
School Website: [www.olcalvaryschool.org](http://www.olcalvaryschool.org)

## 2017 - 2018 Mass Schedule:

Daily:  
6:30 A.M. & 8:00 A.M. (7 P.M. Lent)

Sundays:  
6:30, 8:00, 10:00, 12:00 Noon,  
6:00 P.M. & 5 P.M. on Saturday.

Holy Days:  
6:30, 8:00, 12:00 and 7:00 P.M.  
on the eve of the Holy Day  
and the Holy Day.

Confession (Reconciliation):

Saturday: 3:45 to 4:45 P.M.

Adoration Chapel Hours:  
Monday to Friday: 7 A.M. to 7 P.M.  
Saturday: 7 A.M. to 5 P.M.  
Sunday: 1 P.M. to 6 P.M.

# OUR LADY OF CALVARY SCHOOL CALENDAR AND HANDBOOK 2017-2018

## ADMISSION

Our Lady of Calvary 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. Our Lady of Calvary School does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policy, scholarship, and loan programs and athletic or other school administered programs.

## Goals of Our Lady of Calvary School:

SELF-WORTH  
CHRISTIAN VALUES  
POTENTIAL  
SELF-DISCIPLINE  
LIVING BY THE GOSPEL  
COMMUNITY AND SERVICE

## STAFF

Mrs. Donna Coppola & Mrs. Rizzo	Pre-K3A
Mrs. Lindsey Ingersoll & Mrs. Ryan	Pre-K3B
Miss Bianca Jimenez & Ms. Quiring	Pre-K3C
Mrs. Rose Marie Lamb & Mrs. Olenski	Pre-K4A
Mrs. Kathleen O'Neil & Mrs. Cunningham	Pre-K4B
Mrs. Jessica Wirt & Mrs. Knecht	Pre-K4C
Mrs. Christine Winski & Mrs. DiBello	K1
Mrs. Conchetta Quinn & Mrs. Brangan	K2
Mrs. Katrina Garczynski	K3
Miss Mary McKeivitt & Mrs. Veneziale	K4
Mrs. Mia Donohue	1A
Mrs. Martha Gaspari	1B
Mrs. Christine Stewart	1C
Ms. Katelyn Rizzo	1D
Mrs. Eileen Dunkleberger	2A
Mrs. Jacqueline Reynolds	2B
Miss Dolores Kramer	2C
Mrs. Christine Pagano	3A
Mrs. Susan Wilson	3B
Sister Joyce	3C
Mrs. Amy McKenna	4A
Mrs. Andrea Triner	4B
Mrs. Adelaide Kelly	4C
Mrs. Michele Coyle	5A
Mrs. Jeanne McGerry	5B
Mrs. Renee Donohue	5C
Mrs. Michelle Kephart	5D
Mrs. Colleen Frisco	6A

Miss Kaitlin Hart	6B
Mrs. Sheila Picinich	6C
Miss Susan Vass	7A
Mrs. Carol Grace	7B
Mrs. Erin Vizzini	7C
Mrs. Denise Herens	8A
Mr. Scott Heywood	8B
Mrs. Jessica McKee	8C
Sister Mildred	Principal/DRE
Mrs. Jeanne Costello	Vice-Principal
Mrs. Patricia Smietana	Technology
Sister Leonora	Learning Support
Mrs. Carol Gonglik	Reading Lab/Option C
Mrs. Christina Cox	Honors Math
Mr. Gregory Severino	STEM Program
Mrs. Patricia Torpey	Science Lab
Miss Maureen Kramer	Physical Education
Mrs. Martha Black	Spanish
Mr. John Halligan	Tech Assistant
Mrs. Alicia Graham	Secretary
Mrs. Rachel Fox	Office Aide
Mrs. Joanne McGuigan	Speech Therapist
Ms. Kathleen McAllister	School Nurse
Mrs. Ginny Lenherr, Mrs. Trish Teti	CORA Staff
Sister Barbara (PT Substitute)	School Ministry
Sister Bernice (PT Office Volunteer)	School Ministry
Sister Therese (PT Tutor)	School Ministry
Mrs. Amanda Gentile	Children's Choir
Mr. Joseph Olivieri	Facilities Manager
Mr. John Palermo	Maintenance

## **RULES of OLC**

TO RESPECT GOD, OURSELVES AND OTHERS!  
 TO COME PREPARED FOR CLASS WITH HOMEWORK, BOOKS AND SUPPLIES!  
 TO RAISE OUR HANDS TO SPEAK AND TO WAIT TO BE CALLED!  
 TO REMAIN IN OUR SEATS, WORK QUIETLY AND FOLLOW DIRECTIONS.  
 TO KEEP EVERYTHING ABOUT US NEAT AND CLEAN.

## **DAILY SCHEDULE**

Grades (Pre-K through 8) are in session from 7:55 A.M. until 2:45 P.M. daily. There is a 45 minute lunch period from 12:00 noon until 12:45 P.M. Recess is from 10:00 until 10:15 A.M. Half day Pre-K and Kindergarten classes are from 7:55 A.M. until 11:45 A.M.

Students should report to school before 7:45 A.M. the latest, in order to be prepared to meet the challenges and responsibilities of the school day. They should not arrive earlier than 7:30 A.M. due to lack of adequate supervision. If students do arrive before 7:30, they are to report directly to the gym lobby.

Emergency information, as well as general information updates can be found on the school website: [www.olcalvaryschool.org](http://www.olcalvaryschool.org)

Parents are requested not to walk their children into school after the first full week, unless the children are in Pre-K or Kindergarten.

**Inclement Weather:** If ice or snow is predicted, listen to KYW news radio (1060 AM) and wait for the words "All Philadelphia Public and Archdiocesan Schools are..." and then act accordingly. In some cases, if a late arrival is announced (10:00 A.M.) and it is necessary for you to drop your child(ren) off at the regular school/CARES time, feel free to do so at the Faculty Room. If an early dismissal is announced, have a plan in place for your child(ren) to go to a certain neighbor's house or whatever. Children with no place to go may stay in school and are supervised by teachers who live nearby. They will be safe in school until they are picked up or we hear from you.

Parents will be notified by phone or email about school related or emergency information that may be grade relevant or affect the entire school population via Option C.

## **TRIMESTER EVALUATION**

1 – **REPORT CARDS:** Issued each trimester. Marks reflect rubric-based assessments which include tests, quizzes, class work, projects, homework, and teacher's judgment.

2 - **HONOR ROLL:** Each Trimester – Grades 4 to 8

**FIRST HONORS:** General average of 90 with no marks below an 85 in major subjects. A "4" or "3" in Personal & Social Growth and Effort.

**SECOND HONORS:** General average of 85 with no marks below an 80 in major subjects. A "4" or "3" in Personal & Social Growth and Effort.

**HONORABLE MENTION:** Teacher's judgment.

3- **SUMMER SCHOOL:** Students failing a major subject are to receive tutoring during the summer.

## **SACRAMENT PROGRAM**

- 1 – Reconciliation and the Holy Eucharist are received by the Second Grade Class. Confirmation is received by the Sixth Grade Class. Students are expected to be practicing Catholics so as not to take reception of these sacraments lightly.
- 2 – Parents/Guardians of these students are also expected to be practicing Catholics who understand the seriousness and obligation of Mass each weekend and Holy Days.
- 3 – Parents/Guardians are required to attend special talks or presentations about each sacrament. They are important because a child's love and practice of the Faith will depend greatly upon the values in their parents'/guardians' lives.
- 4 – Special retreat days are designed each school year for the Faculty, 2nd, 6th and 8th Graders.
- 5 – Parents and families are encouraged to attend First Friday and special celebrations of the Mass throughout the school year.

## **ABSENCE**

- 1 – Parents are required to report their child's absence to the school office before 9:00 A.M. This can be done by telephone (637-1648) or by a signed note brought in by the absent student's brother or sister.
- 2 – When a student is absent, a note must be presented to the teacher upon the student's return, stating the date(s) of the absence and the reason. This note must be signed by a parent or guardian. Notes are required and kept on file for one year.
- 3 – Students are not to leave the school or school property at any time without permission from the principal.
- 4 – For a student to leave school early, a note is required and an authorized adult must report to the office to pick up the student and sign him or her out.
- 5 – Students are late if they are not in homeroom on time. All students should be in school by 7:45 A.M. to adequately prepare for the day ahead.

In order to minimize disruption of the school day, parents/guardians seeking to meet with teachers must have a prior appointment and must first report to the school office when going to that appointment. In an unusual circumstance, those without an appointment must make this known when arriving at the school office.

## **BOOKS**

- 1 - Textbooks and workbooks are to be covered. Lost or damaged books are the responsibility of the student.
- 2 - All books, including copybooks, are to be kept in good condition. Only the student's name and homeroom should be on any of the above.
- 3 - All students are to have a sturdy schoolbag and a pencil case for the protection of books

and supplies, with identification.

- 4- Classroom libraries are equipped with books that are not only grade-level appropriate, but also books that offer a challenge to our students to develop a love of reading.

## **ACADEMIC RESOURCES**

- 1 - Early childhood skills in Math and Reading are provided for students in Grades K to 2. They are guided by Mrs. Gonglik to utilize technology in these areas twice a week in the Dorothy Michaels Resource Center.
- 2 -We are also enriched academically by our Learning Support, CORA, and Catapult Programs. Their dedicated staffs work with small groups of students who have been referred for testing and are eligible for participation on a regular basis.

## **LUNCH**

- 1 - Students attending Our Lady of Calvary School who stay for lunch are permitted to participate in our supervised Lunch Program. It requires a monthly lunch fee of \$10 per student and is due the first school day of each month, from September through May.
- 2 - Each student in the program is expected to:
  - a - Respect and obey the lunch moderators.
  - b - Say "grace" before and after eating.
  - c - Eat calmly, not wasting food or drink.
  - d - Observe proper etiquette while eating.
  - e - Bring a small towel for the desk/table top.
  - f - Stay in his or her own/assigned desk /table while eating.
  - g - Clean up afterwards.
- 3 - For security reasons, no one is to visit a student during lunch, in the school or playground, without permission from the school office.
- 4 - Students are forbidden to leave the grounds without a permission note from parents/guardians.
- 5 - Appropriate behavior is necessary for the safety and well-being of all students. Those who disregard the rules will face a reasonable consequence.
- 6 - Parents agree to the rules of the Lunch Program by signing the permission form.
- 7 - Hot Lunches: Two Grades a day may purchase the following hot lunches in this cycle: Nuggets/Fries - \$2.75, Pizza - \$1.25, Nuggets/Fries - \$2.75, Hot Dogs/Chips - \$1.50 Monday - 8 & 1, Tuesday - 7 & 2, Wednesday - 6 & 3, Thursday - 5 & 4, Friday - PreK & K. A reminder will be noted in the Homework Assignment Copy and payment is due, in a clearly marked envelope, on the day before the scheduled hot lunch. They are optional. Also, "Brown Bag Express" lunches are available daily at a price determined by what is ordered the week before, from the menu provided. Orders & payment are due the last day of the prior week.

## RECESS

- 1 – Snacks may be brought to school for recess or purchased weekly. We offer the following: orange juice, white/chocolate milk - \$3.00, regular soft pretzel - \$2.25, small soft pretzel - \$2.00. All prices & orders are placed on Thursdays, with weekly payment, in a clearly-marked envelope (name & homeroom).

## DISMISSAL

- 1 – Parents who are picking up children at dismissal are to park in the area of the basketball courts and wait until the students going home in lines are safely out of the way.
- 2 – Students are to avoid going near other schools, especially on days off or early dismissal.
- 3 – Students who walk home must leave school in their designated lines. These lines are not to be changed without the permission of the teacher or the written directive of the parent/guardian.
- 4 – For reasons of safety and out of consideration for the property of others, students must line up in two's and remain that way until they are crossed at the corner.
- 5 – Parents driving children to school are requested to pull into the basketball area, remain in a single line, drop the child(ren) off, and continue in a “U” turn out of the parking lot. We strongly recommend that you do not walk your child(ren) into the building because adults in and out pose a safety risk. Also, we want to avoid situations in which other children are led to wish that their parents could do the same for them.
- 6- Do not drive into the parking lot on the convent side for the safety of our “walkers.”

## SPECIAL PROGRAMS

**C.A.R.E.S. – CHILDREN ARE RECEIVING EXTENDED SERVICES:** This program is provided for those parents who request before or after school care for their children. For a reasonable fee, children are dropped off before school and/or remain after school until they are picked up by a parent anytime before 6:00 P.M. The children report to assigned classrooms before or after school. Under the supervision of our staff, the students have a snack, enjoy some playtime, and settle down to homework after school. To register your child(ren), please call the school office for full or part-time service. This program is flexible (mindful of work schedules) operates on all school days (full or half) through most of the summer, and on late arrival/early dismissal snow days!

Children's Choir: An activity for children in Grades 3 to 8. The choir sings at the Noon Sunday Mass and at special School Masses throughout the school year.

# Code of Conduct

In order for each student to enjoy the best possible learning environment, Our Lady of Calvary School requires its students to conduct themselves in the manner of young Christian ladies and gentlemen. Behavior that contributes positively to the creation of a productive and supportive learning environment will be rewarded. (Blue/Gold Days, Scholar Dollar Day, Dress-Downs, etc.) Behavior that detracts from this environment or shows disrespect or disregard for the well being of others, will be subject to appropriate consequences. Both reward and correction will be based upon a point system that will help determine the trimester mark. Students in Grades 3 to 8 will begin each trimester with 100 points. Point deductions will be based on the following:

Minor Infractions (Demerits): Grades 3 to 8 ( 3 point deduction for each minor infraction.)

1. Minor misconduct at any time in any place.
2. Dress Code violation.

Major Infractions (Detentions): Grades 3 & 4 (5 point deduction) Grades 5 to 8 (10 point deduction).

3. Serious misconduct at any time in any place.
4. Lying, cheating, plagiarism, forgery, stealing or immoral conduct.
5. Inappropriate language (spoken/written/printed); writing, sending, and/or receiving notes
6. Possession/use of any electronic, battery operated, or cellular devices. (Cell phone – if brought to school must be handed in at the beginning of the day.  
If not turned in, the phone is confiscated for three school days.
7. Open defiance, willful disobedience, or disrespectful actions toward designated authority.

**Suspensions (20 points) may be served at home or in school, for more than one day, depending on circumstances.**

8. \*Bullying, hurtful teasing or taunting, directed toward anyone. (Includes cyber-bullying, e.g. Social networking sites like Facebook, which exhibit any anti-social behavior that is brought to our attention. Parents and students will be required to read and sign an “Acceptable Use Policy” form especially regarding social media postings that are detrimental to the school/parish.)
9. Physical harm to anyone; threats to that effect, said or spread in any way, and brought to our attention.
10. Vandalism, defacement, or damage to school property or the property of others.
11. Truancy or leaving school grounds or the classroom without permission.

## Dismissal

12. \*Possession, use, sale, or distribution of drugs, alcohol, cigarettes, and/or any other controlled or dangerous substance.
13. \*Possession or use of a weapon of any kind (anything which may inflict serious bodily injury or harm, and anything readily capable of lethal use).

\*Students are encouraged to report any behavior by other students that disrupts their academic or personal development.



Serious misbehavior outside of school that identifies Our Lady of Calvary (school uniform, internet, etc.) may also be subject to serious consequences. Infractions will be noted in the Homework Assignment Copy. They are to be signed by the parent(s)/guardian(s) and returned the next school day. The reason for the Infraction will be number coded (as per the numbers given above). Detentions will be served at Noon. You will be notified by phone/e-mail regarding suspensions/dismissals. Chronically disruptive students will not be permitted on class trips. Students failing conduct (1) at the end of the school year return in the Fall on probation. They are expected to improve within the First Trimester or thereafter in order to avoid dismissal. Our Lady of Calvary School reserves the right at anytime to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation arises.

## **HOMEWORK**

Homework, which includes both written and study assignments, reinforces learning concepts already presented in the classroom. Assuming the responsibility of completing homework is part of the maturing process of the growing child. Parents are to foster systematic study habits in their children (consistent time and place daily) and require neatness, accuracy, and completeness before approving the work by signing it daily. (The importance of chores: “When children are expected to make contributions to the family requiring sustained effort and sacrifice, they learn how to display these same qualities at school. They also get the practice they need to eventually display these character attributes at work and in their marriages.” Dr. Charles Fay: From Bad Grades to a Great Life)

Students are not permitted to do homework in school without the teacher’s permission. When absent, students are to have a “study-buddy” to assist with information that has been missed. When calling in an absent child, homework may be requested if you intend to pick it up or have it picked up: Before 3:30 – At the Workroom After 3:30 – CARES Program in the gym or school basement, until 6 PM.

Suggested time allotments for homework are: 30 minutes for Grades 1 and 2, 60 minutes for Grades 3 and 4, 90 minutes for Grades 5 and 6, and 120 minutes for Grades 7 and 8.

Students in Grades 3 to 8 use a regulation Homework Assignment Copy. It is imperative that all homework assignments be placed in it and that it be in the possession of each student in every class throughout the day. Parents are to check it daily for notations from teachers. Back-up information regarding homework/grades may be found on the school website under “Staff and Faculty” menu or Option “C” for Grades 1 to 8.

Homework negligence is unacceptable. Homework that is incomplete, incorrect, or not done will be noted in the Homework Assignment Copy and will be a separate mark to be averaged in with the other assessments for a final report card grade in that particular subject. Chronic offenders will do their homework during lunchtime or their gym period.

## **DRESS CODE**

**GIRLS:** Uniform – navy jumper, navy straight-leg slacks, or navy skort (not mid-thigh, 2 inches above the knees) with a white turtleneck shirt or powder blue, long or short sleeve blouse or polo shirt which must be tucked in at the waist unless it is banded. A navy pullover sweater or vest may be worn over the blouse, polo shirt, or turtleneck. Knee socks and pantyhose (with jumper or skort) are navy. Shoes are black and white, light-soled saddles, or Keds School Days Leather Saddle Sneakers, or solid black non-scuff sneakers, or docksiders in navy or

black. Hair is to be neatly groomed and tastefully accessorized. Hair coloring, accenting, or streaking, make-up, nail polish, dangling, hoop, or multiple earrings (one for each ear lobe only) and ankle bracelets are not permitted. Jewelry must be minimal and not distracting. Headbands must be solid and subdued in color with no extensions.

**BOYS:** Uniform – navy, straight-leg pants, a white turtleneck shirt or powder blue long or short sleeve polo shirt which must be tucked in at the waist unless it is banded. Navy pullover sweater or vest, may be worn over the shirts. A dark-colored belt must be worn with the pants (Grades 3 to 8). Shoes must be black, light-soled tie shoes or non-scuff, low-rise, solid black sneakers. Hair must be neatly combed, conservatively cut, trimmed to the top of the collar, above the eyebrows, with ears totally visible (and earring free) nothing distractingly trendy and no hair coloring or accenting. Kindergarten and Pre-K students wear navy gym uniforms (sweats & shorts sets) purchased at Flynn & O’Hara.

**WARM-WEATHER UNIFORMS :** (Worn on days that are 70 degrees or above.)

Girls & Boys: Navy blue, Bermuda length shorts or skorts (girls only) no more than two inches above the knees, black or navy belt (Grades 3 to 8) powder blue, short sleeve uniform polo shirt with “Our Lady of Calvary” monogram. All-white crew socks – 2 inches above the shoe top - (no ankle socks), and all-white, low cut, tie sneakers.

**GYM UNIFORMS:** (Girls and Boys) “Calvary Comets” sweat suits or short sets only. Gym uniforms are purchased in school and worn on designated gym days or special occasions, and when called for, class field trips. They may also be worn on days when the temperature is 80 degrees or above. Non-scuff sneakers (completely laced and tied) and socks are worn with the gym uniforms. No other “Calvary” sportswear is acceptable.

THE SCHOOL DRESS CODE IS IN EFFECT EVERY SCHOOL DAY UNLESS THERE IS A DESIGNATED “DRESS DOWN” DAY FOR A SPECIAL EVENT. ON THESE DAYS CLOTHES MUST BE MODEST AND TASTEFUL.

ABSOLUTELY NO INAPPROPRIATE MESSAGES/IMPRINTS.

(GIRLS: TOPS MUST BE LOOSE-FITTING, T-SHIRT LIKE, AND LONG ENOUGH TO COVER THE WAIST THOROUGHLY. SHORTS MUST BE AT OR BELOW THE KNEES. ALSO, NO HALTER TOPS OR SPAGHETTI STRAPS.)

## **OLC MISSION STATEMENT**

Our Lady of Calvary School provides an educational program that emphasizes academic and moral excellence, for the purpose of fulfilling the promise of each student’s God-given spiritual and intellectual gifts, in service to others.

***“Commitment Of Many Educated To Serve”***