

# OUR LADY OF CALVARY

**Pastor:** Rev. John Babowitch

**Associate:** Rev. William Kirk

**School Minister in Residence:**

Rev. Louis Monica

**Deacon:** Rev. Mr. Brendan Zehner

**Permanent Deacon:**

Deacon John Teson

**Rectory:** 215-637-7515

**Principal:** 215-637-1648

**Vice-Principal:** 215-632-1342

**Nurse:** 215-637-0531

**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:**

[sr.mildred@olcalvaryschool.org](mailto:sr.mildred@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)

# 2023 - 2024

## Mass Schedule:

Daily: (Monday to Saturday)  
6:30, 8:00 A.M.

Saturdays:  
5:00 P.M.

Sundays:  
6:30, 8:00, 10:00, 12:00 Noon

## Holy Days:

Eve of the Holy Day at 5:00 P.M.  
Holy Day at 6:30, 8:00, 12:00 and  
7:00 P.M.

## Confession (Reconciliation):

Saturday: 3:45 to 4:45 P.M. and by  
Appointment in the Rectory

## Adoration Chapel Hours:

Monday to Friday: 7 A.M. to 7 P.M.  
Saturday: 7 A.M. to 5 P.M.

# **OUR LADY OF CALVARY SCHOOL CALENDAR AND HANDBOOK**

## **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.**

# STAFF

|   |                |
|---|----------------|
| <b>Mrs. RoseMarie Ricci &amp; Mrs. Daughen</b>    | <b>Pre-K3A</b> |
| <b>Mrs. Kimberly Turzanski</b>                    | <b>Pre-K3B</b> |
| <b>Mrs. Rose Marie Lamb &amp; Ms. Mac Connell</b> | <b>Pre-K4A</b> |
| <b>Mrs. Kathleen O'Neil &amp; Mrs. Snyder</b>     | <b>Pre-K4B</b> |
| <b>Mrs. Brangan &amp; Mrs. Brandan</b>            | <b>Pre-K4C</b> |
| <b>Mrs. Christine Winski &amp; Mrs. DiBello</b>   | <b>K1</b>      |
| <b>Mrs. Conchetta Quinn &amp; Mrs. Veneziale</b>  | <b>K2</b>      |
| <b>Mrs. Erin Semet</b>                            | <b>K3</b>      |
| <b>Mrs. Mia Donohue</b>                           | <b>1A</b>      |
| <b>Mrs. Eleana Gissinger</b>                      | <b>1B</b>      |
| <b>Mrs. Christine Stewart</b>                     | <b>1C</b>      |
| <b>Mrs. Tara Cunningham</b>                       | <b>2A</b>      |
| <b>Mrs. Gia Markley</b>                           | <b>2B</b>      |
| <b>Mrs. Victoria Sutton</b>                       | <b>2C</b>      |
| <b>Mrs. Christine Pagano</b>                      | <b>3A</b>      |
| <b>Mrs. Amanda Gentile</b>                        | <b>3B</b>      |
| <b>Mrs. Donna Hofmann</b>                         | <b>3C</b>      |
| <b>Mrs. Carol Grace</b>                           | <b>4A</b>      |
| <b>Mrs. Mary Devlin</b>                           | <b>4B</b>      |
| <b>Mrs. Adelaide Kelly</b>                        | <b>4C</b>      |
| <b>Mrs. Kelly McGugan</b>                         | <b>5A</b>      |
| <b>Mrs. Michelle Kephart</b>                      | <b>5B</b>      |
| <b>Mrs. Renee Donohue</b>                         | <b>5C</b>      |
| <b>Mrs. Colleen Frisco</b>                        | <b>6A</b>      |
| <b>Miss Kaitlin Hart</b>                          | <b>6B</b>      |
| <b>Mrs. Alison Carr</b>                           | <b>6C</b>      |
| <b>Miss Jessica Clark</b>                         | <b>7A</b>      |
| <b>Mrs. Sheila Picinich</b>                       | <b>7B</b>      |
| <b>Mrs. Courtney King</b>                         | <b>7C</b>      |
| <b>Sr. Maria Therese</b>                          | <b>8A</b>      |
| <b>Mr. Scott Heywood</b>                          | <b>8B</b>      |
| <b>Mrs. Jessica Mc Kee</b>                        | <b>8C</b>      |

**Sister Mildred Chesnavage**  
**Mrs. Jeanne Costello**  
**Miss Dee Kramer**  
**Sr. Maria Therese & Miss Susan Vass**  
**Mrs. Patricia Torpey**  
**Mrs. Amy McKenna**  
**Miss Maureen Kramer**  
**Mr. John Halligan**  
**Mrs. Alicia Graham**  
**Mrs. Kathy Reilly**  
**Ms. Kathleen Keefe**  
**Ms. Kristyn Thiel, Ms. Tara Caspar**  
**Mrs. Joanne McGuigan**  
**Mrs. Lisa Primavera, Mrs. Carolyn Boyd,**  
**Ms. Jessica Rose**  
**Mrs. Conchetta Quinn.**  
**Mrs. Christine Winski**  
**Mr. John Palermo/Mr. Michael Lamb**

**Principal/DRE**  
**Vice-Principal**  
**Technology**  
**Honors Math**  
**Science Lab**  
**Art Studio**  
**Physical Education**  
**Internet Tech**  
**Secretary**  
**Office Aide**  
**School Nurse**  
**CORA Staff**  
**Speech Therapist**  
**CATAPULT Staff**

**Children's Choir**

**Maintenance**

## **RULES of OLC**

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

# DAILY SCHEDULE

- 1. 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.**
- 2. Students should report to school between 7:30 and 7:45 A.M. the latest, in order to unpack their books, and be prepared to meet the challenges and responsibilities of the school day. Students who arrive between 6:30 A.M. and 7:30 A.M. are to be registered in the Morning CARES Program in order to have adequate supervision.**
- 3. Emergency information, as well as general information updates can be found on the school website: [www.olcalvaryschool.org](http://www.olcalvaryschool.org)**
- 4. Parents are not to walk their children into the school building and modulars.**
- 5. Inclement Weather: If ice or snow is predicted, delayed openings and/or closures will be announced by an Options C blast or the news media. 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 school gym. 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.**
- 6. 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, including the Special Classes.

**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 including the Special Classes.

**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 will be received by the Eighth Grade Class.

2 – These students, as well as their families, 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, 2<sup>nd</sup>, and 8<sup>th</sup> 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 ext. 200).
- 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.

# 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 school bag 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 our students a challenge to develop a love of reading.

# ACADEMIC RESOURCES

- 1- Art Classes will be held weekly in the Art Studio for Grades K to 8.
- 2- We are also enriched academically by our Learning Support, Catapult, CORA, and Honors Math Programs. Their dedicated staffs work with small groups of students who have been referred for testing and are eligible for participation in their respective program.



# LUNCH / SNACK

- 1 – Students attending Our Lady of Calvary School who stay for lunch participate in our supervised Lunch Program. It requires a monthly lunch fee of \$12 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/tabletop.
  - f – Stay in his or her own/assigned desk /table while eating.
  - g – Clean up afterwards.
- 3 – If a lunch is forgotten, one will be provided (for its cost) and as a safety precaution, no lunches are to be brought to the school.
- 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/Cold Lunches: Two Grades a day may purchase the following lunches in this cycle:
  - Chick-fil-A Lunch: Chicken Sandwich \$6, Nuggets \$6, Mac & Cheese \$5
  - Marinucci’s: Turkey/Cheese, Ham/Cheese, Bologna/Cheese \$5 (Menu on school website.)
  - Pizza: \$2 a slice. 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.

## RECESS

- 1 – Snacks may be brought to school for recess or purchased weekly. We offer the following: orange juice, white/chocolate milk - \$3.00, large soft pretzel - \$3, small soft pretzel - \$2.50. 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.
- 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 and not picked up along the way by parents in vehicles.
- 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.
- 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. 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 visit the school website for the appropriate forms. 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.

**Altar Servers:** Students in Grades 5 through 8 are encouraged to become Altar servers. This is a special service to the school and parish. It requires a respect for being so close to the Eucharist at Mass and other liturgical events, e.g. Sacraments, Forty Hours, May Procession, etc.

# 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.
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 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 by 9 A.M. if you intend to pick it up or have it picked up: Before 3:00 – At the Workroom After 3:00 – CARES Program in the gym 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 “Teachers’ Pages” or Google Classroom 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.

# DRESS CODE

**GIRLS:** Uniform – navy jumper, navy straight-leg slacks, or navy skort (just above knees) with a white turtleneck shirt, or powder blue golf shirt. A navy sweater, uniform fleece, or vest, which identifies with OLC School only, may be worn over the polo shirt, or turtleneck with navy knee socks or navy pantyhose. Shoes are black and white saddles, Keds School Days Leather Saddle sneakers, solid black non-scuff sneakers, or navy docksiders. \* Hair is to be neatly groomed, tastefully and minimally accessorized. Headbands are to be solid navy. Hair coloring, accenting, or streaking, make-up, nail polish, dangling, hoop, or multiple earrings (one for each ear lobe only) are not permitted. Jewelry must be minimal. \*From Hair to Here is designed to diminish distractions.

**BOYS:** Uniform – navy, straight-leg pants, a white turtleneck shirt or powder blue long or short sleeve polo shirt. Navy pullover sweater, uniform fleece or vest, which identifies with OLC School only, may be worn over the shirts. 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 trendy, sporty, etc. with no hair coloring, accenting, or shaved areas other than a straight part on the hairline, and no distracting elements.

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, Bermuda length shorts or skorts (girls only) at or just above the knees, powder blue, short sleeve uniform polo shirt with “Our Lady of Calvary” monogram. All-white or black crew socks, and 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. (Classrooms are air-conditioned.)

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-SHIRTS, AND LONG ENOUGH TO COVER THE WAIST, BERMUDA SHORTS, MID-THIGH 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"**