

**PARENT/STUDENT  
HANDBOOK  
2017-2018**



**ST. CATHERINE OF SIENA SCHOOL**  
**39 East Bradford Avenue**  
**Cedar Grove, NJ 07009**  
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# **ST. CATHERINE OF SIENA SCHOOL**

## **MISSION STATEMENT**

*We, who minister within the family of St. Catherine of Siena School, are committed to the Roman Catholic tradition of education. Within a nurturing environment, we seek to integrate Christian and family values with a challenging and competitive academic curriculum. Through family and faculty support, our children grow in mind, body, and spirit, well prepared to take their place in the Church and in the world, in roles of leadership and service.*

## **PHILOSOPHY OF ST. CATHERINE OF SIENA SCHOOL**

*The primary purpose of St. Catherine of Siena Roman Catholic School is to provide a solid education within a religious framework. Our goal is to foster an understanding of the Catholic Christian faith, along with the academic skills necessary to propagate the faith, by educating the “whole child” in a value centered, caring atmosphere.*

*Our message is to carry the Word of God to our students and exemplify integrity, understanding and Christian charity. We treat our students with dignity, and respect all children’s individual differences. It is our hope that they will integrate these values and treat others with the same degree of dignity.*

*Worship is included in our schedule through daily prayer, participating in monthly Masses, and group prayer services held during the liturgical seasons.*

*Our school is an integral part of the larger community of the parish of St. Catherine’s. Our parish, faculty, students, and families form a circle of support. The family and community spirit that flourishes within our school contributes to the overall supportive atmosphere found at St. Catherine of Siena.*

*Service to God through family, school, and community is an important part of our educational program. The faculty acknowledges the concepts of community and service are best demonstrated when the teachers model these ideals for the students and guide them through service oriented activities.*

*Within these parameters, we nourish both the spiritual and cognitive attributes of each student who attends St. Catherine of Siena School.*

## **NON-DISCRIMINATION POLICY**

St. Catherine of Siena School admits students of any race, color, national, ethnic, and religious origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Catherine of Siena School does not discriminate on the basis of race, color, national and ethnic origin in the administration policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

## **PURPOSE AND USE OF HANDBOOK**

This handbook exists to foster the efficient operation of St. Catherine of Siena School. To meet this objective, the school Administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians. This Handbook is subject to change at any time when determined to be necessary by the School administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

# GENERAL INFORMATION

## ADMISSIONS

St. Catherine of Siena School accepts students in the following order of preference:

- Registered parishioners of St. Catherine of Siena Parish who currently have siblings in the School.
- Catholic students registered in parishes other than St. Catherine of Siena Parish and who currently have siblings in the School.
- Registered parishioners of St. Catherine of Siena Parish who currently have no siblings in the School.
- Catholic students registered in parishes other than St. Catherine of Siena Parish but who currently have no siblings in the School.
- Non-Catholic students.

## REGISTRATION REQUIREMENTS

### **General requirements:**

The following items are required at the time of registration:

- Birth Certificate (copy for the school to keep)
- Baptismal Certificate (copy for the school to keep)
- Up to date Immunization Records
- Non –refundable registration fee

### **Technical requirements:**

1. *Age: A birth certificate must be submitted for proof of age.*

The following is a listing of birth date guidelines:

- The Pre-School (Pre-K 3) child must be 3 years of age on or before October 1<sup>st</sup>.
- The Pre-Kindergarten (Pre-K 4) child must be 4 years of age on or before October 1<sup>st</sup>.
- The Kindergarten child must be 5 years of age on or before October 1<sup>st</sup>.
- First Grade child must be 6 years of age on or before October 1<sup>st</sup>.

N.B. The key date which controls age requirements is the date designated by the Cedar Grove Board of Education.

2. *\*Immunization requirements:*

**DTaP:** a minimum of 4 doses; one dose must have been administered **on or after the 4th birthday,** or any 5 or more doses.

**IPV/OPV:** a minimum of 3 doses; provided at least one dose is given **on or after the 4<sup>th</sup> birthday,** or any 4 doses, at least 28 days apart.

**Measles vaccine:** one dose live vaccine given **on or after the 1<sup>st</sup> birthday;** a **2<sup>nd</sup> dose measles vaccine** before entering Kindergarten or documented laboratory evidence of measles immunity.

**Rubella vaccine:** one dose **on or after the 1st birthday;** children immunized before the first birthday are to be re-immunized.

**Mumps vaccine:** one dose **on or after the 1st birthday;** children immunized before the first birthday are to be re-immunized.

**HIB:** All children entering school must provide proof of HIB vaccinations appropriate to the child's age. Minimum of 1 dose of HIB is needed after the 1<sup>st</sup> birthday.

**Hepatitis B:** All children must have received 3 doses of Hepatitis vaccine prior to school entrance for first time into Kindergarten or 1<sup>st</sup> grade.

**TB:** You must also provide the results of your child's most recent Tuberculin Test – if indicated by New Jersey guidelines.

**Varicella:** Every child is required to receive one dose of Varicella (chicken pox) vaccine prior to entry into the school system. This applies to students entering school for the first time in either Pre- School, Kindergarten or First Grade. Children who have documented laboratory evidence of immunity or a physician/parent statement of previous Varicella disease shall not be required to receive Varicella vaccine, but must present the statement to the school.

**Influenza Vaccine:** Children 6 months through 59 months of age attending any licensed Pre school shall annually receive at least one dose of influenza vaccine between September 1<sup>st</sup> and December 31<sup>st</sup> of each year.

**Pneumococcal Conjugate Vaccine:** Every child 12 months through 59 months of age enrolling in or attending any licensed Pre school shall have received at least one dose of PCV on or after their first birthday.

**Diphtheria and Tetanus Toxoids & Pertussis Vaccine:** Every child born on or after January 1, 1997 and attending Grade 6 on or after September 1, 2008, shall have received one dose of Tdap given no earlier than the 10<sup>th</sup> birthday.

**Meningococcal Vaccine:** Every child entering Grade 6 shall have received one dose of meningococcal vaccine.

**\*AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.**

3. *Physical & Health History Survey:*

St. Catherine of Siena School requires all new students to have a complete physical examination before applying for admission to the school. Physical examinations are also required for all students entering Kindergarten, including students previously enrolled in PreK in St. Catherine's. Parents are required to complete the Health History Survey.

4. *Catholic applicants:*

A Baptismal Certificate and verification of reception of any additional sacrament(s) is required.

5. *Transfer students:*

In addition to all of the above items, a transfer notification and most recent report card from the previous school is required. Students transferring into the middle school (grades 6-8) must also have a letter of recommendation from their pastor or school administrator or designee.

N..B. Student registration is complete only after all records are received and the tuition contract is signed. All financial policies and obligations are contained in a separate tuition contract signed by each student's parent/guardian.

## **TUITION**

Tuition rates are announced annually. All financial policies and obligations are described in the tuition contract, which is signed yearly by parents/guardians.

## **ACCREDITATION**

St. Catherine of Siena is accredited by the Middle States Association of Schools and Colleges.

## **FEDERAL & STATE FUNDED PROGRAMS**

Students in St. Catherine of Siena School benefit from several State and Federal Funded grants and programs, which provide remedial academic services, examination and classification, transportation, etc.

## **ATTENDANCE**

Prompt, regular attendance is essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future. Regular appointments with doctors or dentists should be scheduled after school hours, Saturdays, or school holidays.

Early dismissals are granted only in case of illness, emergencies, or upon written request from the parent or guardian. The written request should include the student's name, the date, the time, and the reason for the early dismissal. Students granted permission must be picked up at the school office and signed out by the parent or other delegated authority.

## **STUDENT ABSENCE**

A parent/guardian must call the School by 9:00 a.m. to report a student's absence. If no call has been received by 9:00 a.m., the school secretary or designee will make a reasonable effort to reach a parent/guardian by phone to verify the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, he/she must present to the teacher a written excuse from a parent/guardian stating the student's name, together with the dates and reason for the absence. An absence of three consecutive days or after a communicable disease requires a doctor's note. **A doctor's note is also required if your child has any restrictions or limitations of activity (i.e., use of crutches, cast, no gym). The note should specify the time frame of the restriction.**

## **ABSENCE FROM SCHOOL AND PARTICIPATION IN SCHOOL ACTIVITIES**

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to take part in the extra-curricular or athletic activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, the School reserves the right to make an individual judgment regarding same day extra-curricular and athletic participation. Students who are absent because of family vacation during school time are responsible to make up the missed assignments upon their return to school.

## **SCHOOL HOURS AND SUPERVISION**

For students in grades Kindergarten-8, school begins at 8:10 a.m. and ends at 2:50 p.m. The late bell rings at 8:15 a.m. Students are supervised on the school premises from 8:00 a.m. to 2:50 p.m. Supervision on a half day session is from 8:00 a.m. to 12:30 p.m. The Administration and Faculty bear no responsibility for students who arrive on school premises before 8:00 or remain after dismissal unless the student is involved in a supervised extra-curricular activity. Students who arrive at school before 8:00 a.m. as well as students who are not picked up on time at dismissal will be placed in Extended Day After Care and parents will be responsible for the fee incurred. PreK students arrive at 8:30 and are greeted at the main doors by their teachers. Half day sessions for PreK ends at 12:00 noon.

## **LATENESS**

Students arriving after the late bell (8:15 a.m.) must report to the school office for a late slip. Three late slips will warrant a detention. Excessive lateness will necessitate a conference with parents, student, and principal.

## **EXTENDED CARE**

St. Catherine of Siena offers an Extended Day Program for children in Kindergarten through Grade 8 to meet the needs of those parents whose children require supervision beyond the regular school hours. This includes before school care beginning at 7:30 a.m. and after school care until 5:30 p.m. with a late pick-up option of 6:00 p.m. Care is also available on half-days. A fee schedule is available from the office.

### **EMERGENCY CLOSINGS**

Emergency closings and delayed openings of school due to inclement weather will be announced. St. Catherine's School follows the Cedar Grove Public School decision. Families will receive a phone call and e-mail alert notifying them of school closings.

### **BOOKS**

Students are responsible for books issued each year. They are to be covered and kept in good order. If a book is damaged or lost, the expense of a new purchase will be the responsibility of the student.

### **PERSONAL PROPERTY**

The school cannot assume responsibility for damage to or loss of personal property.

### **ELECTRONIC DEVICES**

Cell phones and Apple Watches are not permitted for student use during school hours. Other electronic devices (such as Ipods, Kindles, etc.) are restricted to reading capabilities during class time.

### **LUNCH**

Children bring their lunch to school and eat in the gym. No glass containers or metal utensils are permitted. Parent lunch aides supervise the children while they eat and at recess. Recess will be held outside except in inclement weather. Children are to dress accordingly. A lunch program is offered to the students for a fee. An electronic ordering system allows families to order lunch on a monthly basis. No child is allowed to leave the school grounds at lunch time without an adult and permission from the Principal.

### **FLAG DISPLAY**

The United States flag is displayed on school grounds and in each assembly room or classroom during school hours. All are expected to stand, salute, and repeat the Oath of Allegiance every school day.

## **HOME SCHOOL COMMUNICATION**

### **APPOINTMENTS WITH SCHOOL PERSONNEL**

Parents who wish to meet with the Principal, a teacher, or any member of the school staff must contact the teacher or school office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents should not approach staff members during the school day without arranging an appointment beforehand.

### **HOME-SCHOOL ASSOCIATION**

The Home-School Association membership is comprised of parents/guardians and staff of St. Catherine of Siena School. The functions of the HSA shall be:

- To provide parents the opportunity to become fully informed of the content and style of the school's educational program;
- To foster frequent and positive parent-teacher-child interactions as they affect the religious and general education of the children;
- To encourage specific areas of parental support that the teachers need in order to make their classroom teaching more effective, and thus ensure a quality Catholic school education;
- To help reinforce the religious education of the children in the home;
- To clarify the specific responsibilities of parent, teacher, student, principal, pastor, and Home-School Association for achieving the school's educational goals;
- To act as a communication group in making the work and achievements of the school well-known to the parish and community.



General HSA meetings may be held throughout the year. The Executive Board of the HSA meets monthly.

### **COMMUNICATIONS**

St. Catherine of Siena School will communicate electronically throughout the year via “Daily Announcement Emails.” Parents are responsible to print and return any forms in the Daily Announcement link.

### **CHILDREN BRINGING CASH/RETURN OF NOTICES TO SCHOOL**

Money/return notices that are sent to school should be placed in a sealed envelope and identified with the child’s name and grade, the amount enclosed and its purpose.

### **SCHOOL ADVISORY COUNCIL**

The School Advisory Council is comprised of representatives from the parish and the school appointed by the pastor. This advisory group meets several times per year. The functions of the School Board shall be:

- To develop a statement of philosophy for the school;
- To develop, in cooperation with the Principal and faculty, goals for the school and priorities for their implementation;
- To review the attainment of goals and monitor the implementation of policies;
- To participate in the selection of a principal.
- To review and approve the budget for the parish school.
- To act as a communication group in making the work and achievements of the school well-known to the parish and community.

## **CUSTODIAL AND NON-CUSTODIAL PARENTAL REGULATIONS**

### **SCHOOL RECORDS**

St. Catherine of Siena School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student’s essential academic records.

### **COURT ORDERS**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the “custody section” of the divorce decree if it contains information which may be useful to the School in fulfilling its obligations.

### **PICK-UP FROM SCHOOL**

The school will permit only the custodial parent, or his/her designee, to pick-up child(ren) during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

# ACADEMIC POLICIES

## COURSE OFFERINGS

The following is a list of major subjects which must be successfully completed by every student for promotion to the next grade:

<i>Religion</i>	<i>Reading</i>
<i>Language Arts</i>	<i>Mathematics</i>
<i>Social Studies</i>	<i>Science</i>

The basic curriculum is complemented with:

<i>Art</i>	<i>Computer</i>
<i>Music</i>	<i>World Language</i>
<i>Physical Education</i>	

Instrumental lessons are available for additional fees.

Elective courses are offered for grades six, seven, and eight.

## RELIGIOUS EDUCATION AND RELIGIOUS SERVICES

The non-Catholic student is welcome at St. Catherine of Siena School, but he/she is expected to understand and agree that the School exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for the students during the year.

## HOMEWORK

Homework assignments supplement and reinforce classroom learning. Parents are expected to assist students with homework and to sign it when requested. Each teacher will offer time guidelines for homework assignments at the beginning of each year.

## REPORT CARDS

Report cards are distributed three times per year for students in grades K-8. A parent or guardian must sign and return the report card envelope to school.

## PROGRESS REPORTS

Progress reports may be sent home midway through a marking period to provide an opportunity for improvement or signal a concern in specified areas. They must be signed by a parent or guardian and returned to school.

## GRADING

Grading at St. Catherine of Siena School follows the Archdiocesan directives:

1. Report cards shall be issued on a trimester schedule, and progress reports shall be distributed mid-way of each trimester in order to monitor student performance. The time period for reporting has been extended to allow for more effective and authentic assessment and accountability of student performance.
2. Grades 1-3 shall use the following marking code in all areas:

E = Exceeds (High Understanding)  
Student demonstrates a high level of skill, knowledge performance.

S = Secure (Understanding Demonstrated)  
Student has a solid understanding of concepts, skill and knowledge.

D = Developing (Growth Demonstrated)

Student demonstrates progress, but lacks full understanding.

B = Beginning (Beginning Stages)

Student demonstrates an emerging interest in concepts being taught.

N = Not Yet Performing (Assistance Required)

Student lacks understanding and requires teacher support.

3. Grades 4-8 shall use a letter grade corresponding with a numerical range:

A+	=	97-100
A	=	92-96
B+	=	88-91
B	=	83-87
C+	=	78-82
C	=	73-77
D	=	70-72
U	=	below 70- Failure

Subcategory Code:

+	=	Strength
√	=	Satisfactory
-	=	Weakness

Numeric Rubric Code for Written Communication (Holistic Scoring)

6	=	Very Good
5	=	Good
4	=	Acceptable
3	=	Below Average
2	=	Poor
1	=	Unacceptable

The following codes shall be used for Art, Health, Introduction to World Language, Music, Physical Education, and Technology, as well as Personal Development in grades 4-8.

O	Outstanding
S	Satisfactory
I	Improvement Needed
U	Unsatisfactory

Be assured that our combined efforts will allow us to continue to provide the highest quality of education for all of our students.

### **EXAMS**

Final exams for grades 4-8 will be factored into the third trimester average.

### **HONOR ROLL**

Marks taken from the following subjects are used to determine honor status for students in grades 4-8:

<i>Religion</i>	<i>Mathematics</i>
<i>Reading</i>	<i>Social Studies</i>
<i>Language Arts</i>	<i>Science</i>
	<i>World Language ( Grs 7 &amp; 8)</i>

*First Honors:* “A” average with no grade lower than B+  
*Second Honors:* “B” average no grade lower than B  
*Honorable Mention:* A student is recognized for satisfactory effort and improvement since the last marking period.

The academic effort in the above subjects must be “Satisfactory” or better. A “U” on the report card will render a student ineligible for honors.

### **PROMOTION AND RETENTION**

Promotion and retention are determined by the teacher with the approval of the Principal. Both are based on the academic achievement and maturity level of the child. A student will be retained in a grade only when there is reason to believe he/she will benefit from the retention. Every effort should be made by both the school and parents to meet the students’ needs, utilizing special services where they are required. If the school realizes that it can no longer service the particular needs of the student, after consultation with the parents, a transfer will be requested.

### **CONFERENCES**

A formal parent-teacher conference will be held in the Fall. Notices will be sent home to choose times and days which accommodate parent/guardian schedules. Additional conferences may be scheduled when needed.

### **RECORDS AND TRANSCRIPTS**

#### **Viewing Records:**

A parent/guardian has the right to view a student’s academic and health records, the emergency contacts sheet and the academic standardized test results. Records are available upon request.

#### **Government Records:**

Records attached to publicly funded services provided through the local Board of Education, such as Child Study Team Reviews, Compensatory Education, Speech, English as a Second Language, etc., are the property of the property of the school with the permission of a student’s parents. St. Catherine of Siena School does not have the authority to distribute these records to anyone without parental permission.

#### **Transcripts:**

Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcript from the sending school.

#### **Privacy of Records:**

All student records are maintained in confidence by the personnel of St. Catherine of Siena School.

#### **Testing:**

An annual standardized testing program is administered in grades 2-8.

### **FIELD TRIPS**

On occasion, St. Catherine of Siena School will sponsor and conduct field trips for the educational enrichment of the students. Field trips are arranged and planned by the teachers with the approval of the Principal. Participation in the field trip is a privilege. Students with a history of poor conduct may be refused the right to participate. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The permission slip form is provided to the parent/guardian by the school. Students denied participation or who choose not to participate will remain in the school. Parents/Guardians of students with special health needs (i.e. severe allergies/medications) will be asked to accompany students on field trips

# GENERAL DISCIPLINE POLICY

*A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at St. Catherine of Siena School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school work together to help students to learn and live the qualities of responsible behavior, and the elements of good citizenship.*

*A student who chooses to disrupt the good order of the School or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion.*

*Harassment is any sort of continuing behavior that is annoying, including inappropriate Internet communication. It can be words, gestures, and actions which tend to annoy, alarm, and abuse (verbally) another person. A person commits a petty misdemeanor if, with purpose to harass another, he or she: (1) makes a telephone call without purpose of legitimate communication; or (2) insults, taunts or challenges another in a manner likely to promote a disorderly response; or (3) makes repeated communications anonymously or at extremely inconvenient hours, or in offensive coarse language; or (4) subjects another to an offensive touching; or (5) engages in any other course of alarming conduct serving no legitimate purpose of the actor.*

*Harassment occurs then, when one person makes repeated verbal written or physical contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact. By ignoring or excluding an individual from participation in some group activity, the bully demonstrates his or her force of power.*

*Actions which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the School community, or bring discredit to the School will not be tolerated. Such actions or other severe violations of School rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal/Parent/Student conference will be scheduled. All subsequent discipline, counseling, consultation, and corrective action plans will be viewed as positive home/school efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. Parents should be aware that some harassment might have legal consequences.*

## **DETENTION**

The following infractions may necessitate a detention:

*Lunch Room and Playground misconduct*

*Disregard to school rules*

*Gum chewing*

*Other offenses determined by school authorities to be of a disciplinary nature.*

*Books not covered*

*Tardiness (more than 3 times per year)*

*Uniform infractions*

If these minor infractions are not improved with detention time in school, then follow up steps will be necessary. The discipline process includes steps to address the increasing seriousness or frequency of the infractions. It will require written documentation and a conference with parents.

## **SEXUAL HARRASSMENT**

St. Catherine's maintains an atmosphere free of violence, personal abuse or any other form of harassment. Harassment may be student-to-student, student-to-teacher, teacher-to-teacher, employee-to-student or employees-to-employees. Threats of violence and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendoes, comments directed at a person's gender are all inappropriate and will not be tolerated. Violations of this no-harassment policy will be treated as a significant disciplinary matter.

## **ANTI-BULLYING POLICY**

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. St. Catherine of Siena School opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

Bullying is a form of aggression that occurs when one or more individuals intentionally subject another person (the "target" of the bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to, the following types of conduct:

*Verbal:* name-calling, teasing, threatening, taunting, and gossiping.

*Emotional:* shunning, isolating, rejecting, terrorizing, humiliating, blackmailing, manipulating friendships, initiating rumors, and exerting coercive peer pressure.

*Physical:* any sort of aggressive physical contact, including punching, poking, shoving, kicking, choking, pulling hair, beating, biting, and tickling.

Note: Bullying of a sexual nature will be addressed through the school's policy and procedures for sexual harassment.

Allegations of bullying shall be promptly investigated, and may lead to disciplinary consequences, including but not limited to, reprimand, detention, denial of privileges, suspension, and expulsion.

## **INTERNET USE POLICY**

St. Catherine of Siena School offers Internet access for student use through the school's computer network. Parents and students are required to sign the Computer and Internet Acceptable Use Policy document each year for the use of the Internet.

# **HEALTH & SAFETY**

## **ARRIVAL AND DISMISSAL PROCEDURES**

Students will be dropped off in the church parking lot. They proceed from the parking lot to the school building where they assemble until the first bell rings. Teacher supervision is provided for 10 minutes prior to the first bell.

At dismissal, parents/guardians enter the church parking lot via Pompton Avenue and park in designated lines. Teachers escort students to the church parking lot where the students are released to the parent/guardian. **No** cars leave the church lot until all grades have been dismissed and all students are safely inside vehicles. Exit is only via a **right turn** onto Bradford Avenue.

## **AED**

An automated external defibrillator is located in the front lobby of the school.

## **HEALTH SERVICES**

A nurse is available at the school five days a week. If a nurse is not on duty, an injured or sick child is sent to the office. Among the services provided by the nurse are vision, hearing and scoliosis screening, as well as heights, weights and blood pressure.

## **EMERGENCY CARDS**

Emergency cards are kept on file in the school office and are updated annually. It is the parent's/guardian's responsibility to notify the school office of any change in phone numbers or emergency contacts.

## **ILLNESS OR INJURY**

When a child becomes ill or is seriously injured at school, the parent/guardian will be notified. No child may be sent home alone. The parent/guardian must come into the building and sign the child out. No child may leave the school without an adult.

No care beyond emergency first aid (defined as the immediate temporary care given in case of an accident or sudden illness) may be given by any school personnel. In an emergency, the Cedar Grove Ambulance Unit will be contacted. An official accident report will be completed by school. The release of pertinent medical information (medical conditions, allergies and/or medication regimes) is exchanged among appropriate professional staff involved in the care of a student upon written consent of a parent/guardian.

## **PHYSICALS**

1. *Physical examinations are recommended in 4<sup>th</sup> and 8<sup>th</sup> grades.*

2. ***Pre-Participation Sports Physicals & Histories Grs. 6-8***

Students in grades 6-8, who participate in school sponsored sports activities, will be required to have a yearly physical exam prior to the start of the 1<sup>st</sup> practice. All histories and physicals must be completed using the NJ State Forms. All forms are available online on the school website or from the School Nurse.

## **SAFETY DRILLS**

Safety drills are held on a monthly basis. Teachers review all drill procedures and practice the procedures with their classes.

## **CRISIS PLAN**

The School's Crisis Plan is on file with the Archdiocese and the Cedar Grove Police Department.

## **VISITORS**

For the safety of our children, all visitors (including parents) must report to the School Office. If a parent needs to bring something to school for his/her child during the school day, she/he may bring it to the School Office.

## **STUDENT ACCIDENT INSURANCE**

St. Catherine's has purchased School Time Accident Coverage to protect all students against accidental injury or death occurring while the policy is in effect. This insurance covers the hours and days when school is in session and while attending school sponsored and supervised activities. This includes all Interscholastic Sports. Additional coverage may be purchased with an option of 24 hour coverage. Forms pertaining to this are sent home at the beginning of the school year.

## **SUSPECTED CHILD ABUSE OR NEGLECT**

New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

## **ASBESTOS MANAGEMENT PLAN**

As per the United States Environmental Protection Agency's "Asbestos Hazard Emergency Response Act" [(AHERA) 40 CFR Part 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan developed for St. Catherine of Siena School.

St. Catherine of Siena's Asbestos Management Plan is on file in the school office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request. A copy will be provided for a reasonable charge. As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

## **INTEGRATED PEST MANAGEMENT PLAN**

St. Catherine of Siena School has an Integrated Pest Management Plan in place. Parents are notified annually of this plan.

## **POLICY ON SEXUALITY**

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops ([www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/)).

Among other things, the Catechism of the Catholic Church states: "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 sexual identity." (§2393, Catechism of the Catholic Church).

"Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church."

If a student's expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school. (Effective February 5, 2016)

## **POLICY ON ADMINISTRATION OF MEDICATION**

St. Catherine of Siena School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under School supervision, the following procedures apply:

- A parent/guardian should come to the School and personally administer the medication.



- If this arrangement is not possible, the School Nurse will administer the medication under the following conditions:
  1. The medication *must* be given to the School Nurse or Principal by the parent/guardian;
  2. The medication *must* be in the original pharmacy-labeled container;
  3. The parent/guardian and the student's physician *must* complete and sign an "Authorization to Administer Medication in School" Form. This form is available from the School. This applies to both prescription and non-prescription medications.
  - 4. Medication orders and permission is effective only for the school year for which it is granted and must be renewed for each subsequent school year.**
  5. Medications will not be accepted without Physician Order Form and Parental Authorization. Physician Order Form and Parental Authorization will not be accepted without medication.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician *must* complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the School.

**\* No medication is to be sent to school in a lunch box or backpack with instructions for the child to take on his/her own.**

### **POLICY ON ADMINISTRATION OF EPINEPHRINE**

As permitted by New Jersey law, the School shall follow the orders of a physician and advanced practice nurse for emergency administration of epinephrine via Epi-pen/Auv-Q for anaphylaxis.

#### ***Parents/Guardians Authorization and Agreements regarding Liability***

Written authorization for administration for the Epi-pen/Auv-Q must be received from the parent or guardian of the Student. The parents/guardians of the Student shall be notified that upon administration of the Epi-pen/Auv-Q in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the Epi-pen/Auv-Q to the Student. The parents/guardians of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury, as provided by law.

#### ***Administration of the Epi-Pen by the School***

The School nurse shall have primary responsibility for administration of the Epi-pen/ Auv-Q. In the absence of the School nurse, another School employee -- designated and trained in administration of the Epi-pen by the School nurse pursuant to New Jersey Law -- may administer the Epi-pen/ Auv-Q.

(NEW) As per N.J.S.A. 18A:40-12.5 under P.L. 2015, c-13: Epinephrine via a pre-filled auto-injector will be available to the School Nurse or trained designee to administer to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction.

## Uniform Guidelines

**Pre K:** (Optional) Pull-on Pants, pull-on warm weather shorts, polo knit shirt (short or long sleeve), V-neck pullover, V-neck cardigan

**BOYS:** Uniform pants, dress or oxford shirt (long or short sleeve, WHITE ONLY), V-style cardigan sweater, V-neck pullover sweater, **plaid tie**, belt. Navy shorts are still available for warm weather uniform. Boys Shoes: Navy, black, or brown oxfords with rubber outer soles or penny loafers.

### **GIRLS:**

**K-5** plaid drop waist jumper, dress blouse (short or long sleeve WHITE only), V-style cardigan sweater, V-neck pullover, uniform pants, knee socks or tights. **Warm weather uniform** : Short sleeve polo knit shirt, solid skort, or uniform shorts

**6-8** Plaid skirt, oxford blouse (short or long sleeve WHITE only), V style cardigan sweater or V-neck pullover sweater, uniform pants, knee socks or tights. Warm weather uniform same as K-5. Girls Shoes: Navy, black or brown oxfords with rubber outer soles, penny loafers or saddle shoes. **Shoes should be flat for safety reasons.**

### **Phys. Ed:**

Grades K-3: sweatshirt and sweat pant uniform with a gold T-shirt. Navy shorts in the warm weather uniform.

Grades 4-8 will be using a warm up track suit with the gold T-shirt. Navy shorts in the warm weather uniform.

### **Important notes:**

- All shirts and Polos are white
- Girls must wear navy or white tights or socks
- All sweaters and cardigans will have St. Catherine embroidery or emblem. No other sweaters or sweatshirts will be permitted.
- Phys. Ed sweatshirts are not permitted to be worn with the regular uniform.
- Navy skorts are only part of the warm weather uniform.

*Uniform items can be purchased at Flynn & O'Hara at 1-800-441-4122*

### **ACCESSORY ITEMS**

For safety reasons, a minimum of jewelry is to be worn. Stud earrings or small hoops may be worn in girl's ear lobes only. No make-up. Only clear nail polish is permitted. Hats are not to be worn in school. Hair is to be kept well groomed. Boys' hair is to be conservatively cut (out of the eyes and above the shirt collar). Unusual trends in hair fashions are not permitted for boys or for girls. The administration reserves the right to make final decisions in this regard.



## **BIRTHDAY CELEBRATIONS** **AT SCS**

A student's health and well-being are directly related to his/her nutrition and level of physical activity, which influences the student's ability and motivation to learn. St. Catherine of Siena has made a strong commitment to support a school environment which will ensure the health and well-being of all our children.

Our school has adopted a NON-FOOD birthday treat policy. Students, however, may bring in a small token to distribute to their classmates on their special day. Such items may include: stickers, pencils, crayons, coloring books, etc. Of course, this is optional.

Our teachers have experience making birthdays special by devising opportunities in their classrooms to give special attention to the birthday child. Birthdays are announced over the PA and our Principal gives focused attention to the children on their birthdays when they visit the office.

Please be advised that all restricted food and drink items will be sent home with you or your child. We do not wish for your child to experience disappointment, therefore, please assist us.

There will be seasonal celebrations where treats will be permitted. These are provided by the HSA. A concerted effort will be made to eliminate foods of minimal nutrition value. Permission forms will be sent home for all food allergy/sensitive students before any event involving food. These forms must be returned promptly. It will be at the discretion of the School Principal the extent of classroom, grade or specific subject celebrations that involve food.