

# St. Catharine School Spring Lake, NJ

2023– 2024  
Handbook



*Welcome to  
St. Catharine School!*



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*Rev. Damian McElroy, Pastor  
Mrs. Donna White, Principal  
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Mrs. Kate Hoppe, Director of Curriculum  
Mrs. Mary Jayne Nelson, Administrative Advisor*



Dear Parents:

It is truly an honor for me to be the pastor at St. Catharine School. It has such a long and rich tradition of Parochial School excellence.

Today, our Catholic schools and students face challenges that are different from times past. It is so important for all of us to be on the same page – clergy, administration, faculty, staff, parents, families, and students – supporting and working with one another. Working together will allow us to continue to hand on the teachings and values of our Catholic Faith while providing the strong academic foundation our students need in today's world.

This handbook will help everyone continue to foster an environment where our students receive the religious and academic foundation to be compassionate and productive members of our society.

I'm praying that the school year is truly one to remember for all of us in the St. Catharine School Parish community.

God Bless,  
Rev. Damian McElroy, Pastor



Dear Parents:

We are delighted to have you and your children at St. Catharine School. Thank you for prioritizing your child's faith-based education, and being a part of our Catholic School Community.

The theme for Catholic Schools this year is Catholic Schools Have It All. We are sure that you will agree that this is true. It is our pleasure to guide our students in the three pillars of St. Catharine School: Faith, Knowledge, and Service. Our classrooms are cognitively busy places, our sports teams are highly competitive, and embedded through all of our good work in our Catholic Faith, "the heartbeat of St. Catharine School."

Along with our Catholic faith, a strong component of the Catholic School experience is the development of responsibility, accountability, and self-control. To this end, we have high standards for the behavior and conduct with our students, along with high expectations for our school dress code. We provide this handbook to families to ensure that these expectations are clear. We count on your support to ensure your child's optimal growth and development.

Your words of encouragement, your interest in your child's efforts, your support and involvement are vital for a successful school year. It is our pleasure to join you in supporting your child, and we strive to be strong advocates, along with you, for your child.

Please support your child in reinforcing our Catholic faith, emphasizing on academics, and adhering to school rules, procedures, and our dress code. Let us pledge to work together to prepare our children to develop into caring, strong, and successful Catholic adults.

Thank you and God Bless You,  
Mrs. Donna White, Principal

## SPECIAL NOTICE

Any action or comment that are viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community, is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

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St. Catharine School is accredited by the  
Advanced Ed Accreditation Commission

## MISSION STATEMENT

In partnership with parents, St. Catharine School exists to develop the spiritual, moral, intellectual, social, creative and physical needs of students. The school realizes this goal through a structured, nurturing and Christian environment that emphasizes identifiable and consistent discipline with a mutual respect for all. Utilizing an integrated approach to curriculum, the school seeks to challenge each student to become a lifelong learner and acquire knowledge to the fullest extent of his or her ability.

## RELIGIOUS EXPERIENCE

The development of each child's faith is fostered through times of prayer, participation in religious celebrations, liturgies, prayer services and the study of the scriptures, thereby providing a Christian foundation. Non-Catholic students are expected to participate in all Religious activities except the Sacramental Life of the Catholic Church.

Children in Grade 2 will be prepared to receive the Sacraments of Penance and Eucharist during the school year. Students in Grade 7 will begin preparation to receive the Sacrament of Confirmation.

## PURPOSE AND USE OF HANDBOOK

Thank you for your support of your child's faith-based education. This handbook was prepared to inform all parents and students with the policies and procedures of St. Catharine School. It is a valuable resource for all as it fosters the efficient operation of our 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.

## AMENDMENTS TO HANDBOOK

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.

## NON-DISCRIMINATORY POLICY

St. Catharine 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. St. Catharine School does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic, and other school-administered programs.



## BELIEF STATEMENT

### **We believe:**

- ❖ Students must be provided with the spiritual and academic foundation so that they will become creative and ethical problem solvers who will make a positive contribution to our Church and to our world.
- ❖ Students achieve academic excellence, critical thinking skills, and problem solving skills when actively engaged in meaningful and challenging work, integrating technology where appropriate.
- ❖ Students develop a true self-esteem when guided in nurturing, respectful and tolerant environment in which the students can actualize their own personal goals.
- ❖ Teachers, in partnership with parents, guide students to become life-long learners with active and creative minds who will be able to contribute meaningfully on a local, national and global level.
- ❖ Parent participation enhances high expectations, motivation, achievement and ethical virtues in the school community.
- ❖ Respect, open communication and cooperation are necessary among students, parents, staff members and the community to create a positive learning environment.

## ROLE OF THE STUDENT

In order to support your child's education, we believe that parent communication and support are essential. As students, you attend school so that you develop your individual capabilities to their full potential. To accomplish this, each pupil at SCS should:

1. Make a sincere effort to do his or her best work.
2. Develop personal standards of conduct that are reflected in socially approved behavior.
3. Accept responsibility for his or her own actions.
4. Respect the rights of others.
5. Obey school rules and regulations -- those made by school authorities.
6. Be regular and punctual in attending school and classes.
7. Observe Dress Code, which is:
  - Neatness and cleanliness at all times.
  - Girls' and boys' attire should be modest and in good taste and appropriate for the classroom at all times.
  - The same good taste observed during school hours should be carried over in personal life.
8. Help maintain school property and keep the school free from damage and defacement.
9. Recognize that the teacher takes the place of the parent in school.
- 10.

## ROLE OF THE PARENT

To assist SCS in maintaining good education, there must be effective communication between parents, students, teachers and the administration. To help young people develop the self-control necessary to succeed to the best of their ability, parents are obligated to teach, and, by example, to develop in their children good habits of behavior as well as proper attitudes toward school. To help children in school, all parents should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach and explain to children respect for law, for authority, for the rights of others and for private and public property.
3. Talk with children about school programs and activities. Share an interest in pupil progress. Praise improvement demonstrated by the child on progress reports.
4. Insist on prompt and regular school attendance and comply with attendance rules and procedures.
5. Make every effort to attend individual and group parent-teacher meetings.
6. Arrange a time and place for students to complete homework assignments.
7. Work with the school in a cooperative effort to carry out recommendations made in the best interest of the children.
8. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action.
9. Explain and review periodically the bus behavior code with the children.

## APPOINTMENTS & COMMUNICATION

In order to support your child's education, we believe that parent communication and support are essential. Mutual understanding between home and school plays an important role in the development of your children. We suggest the following points that will, if followed, produce a harmonious parent-teacher relationship and a level of understanding that is essential:

1. After reading the handbook, if you are still in doubt regarding policy, please contact the school office to clarify your question.
2. Any faculty member will be very happy to make arrangements for a conference with parents at a time that is mutually convenient for both parties. Arrangements may be made by leaving a message on the teacher's voice mail OR by sending a note to the teacher. In the interest of personal privacy for our teachers, we request that you arrange appointments with them following school procedures. *Please do not call their homes.*
3. **Parents are not permitted to disturb a member of the teaching staff or the students during the day, unless an emergency arises and office permission is obtained.** Teaching hours are too precious to be interrupted for the delivering of forgotten objects.
4. The rule on "Appointments with Teachers" as cited above continues to apply after school hours since the value of a teacher's time must be respected ~ in addition to the normal courtesy expected.
5. The **teacher is the first contact in the communication process.** Therefore, if a question or concern arises, the parent must make an appointment with the teacher. After this initial meeting, if the concern is NOT resolved, the parents should make an appointment with administration.
6. An appointment with the administration can be arranged through email or telephone.

## CHANGE OF ADDRESS AND PHONE NUMBER

We ask that parents immediately notify the school office in writing concerning any changes in home or work telephone numbers, e-mail address and home addresses. You are also asked to notify the Principal if at any time someone else is responsible for the children in your absence. This information will then be forwarded to all pertinent personnel.

It is imperative that administration immediately receives any changes (either temporary or permanent) in case of an emergency. This is for the children's safety.

## ABSENCE FROM SCHOOL

Regular attendance directly affects academic progress. An accumulation or pattern of absences and/or tardiness will necessitate a parent conference with administration. It is expected that parents plan all vacations to coincide with the school holidays listed on the school calendar in order that your child's academic progress is not impeded.

The school recognizes the only legitimate excuses for absence from school to be:

- Illness of the pupil or emergency medical appointment
- Death or serious illness in the immediate family
- Family emergency
- Participation in an educational program approved by the Principal

For the protection and welfare of all children, parents are requested to keep children at home if they show any of the following symptoms: chills, coughing, ear ache, enlarged glands, fever, headache, pain, nausea, skin eruptions, sore throat, etc. If your child contracts a communicable disease, do not permit him/her to return to school until your physician gives you permission to do so. State law requires a doctor's certificate if a contagious disease is the cause of absence.

Oversleeping is not an excuse for absence because it is, unquestionably, better to be late than absent. A child should not be permitted to return to school unless he/she is well enough to participate in school activities, including recess at lunchtime due to lack of alternative options.

**Each day your child is absent**, please contact the **nurse's office (732-449-4424 ext. 311)** or [nurse@stcatharineschool.net](mailto:nurse@stcatharineschool.net) **before 8:30 a.m.** Your message should include your name, child's name and the reason for the absence. If a child has not reported to school and no one has notified the school of this absence, the nurse will be in contact with a parent. This procedure of calling school was established to ensure the protection and safety of your child.

**A student must be present for at least 4 hours of school to participate in any extracurricular activities.**

A student who has been absent is responsible to personally check with the teacher **or** teachers involved to determine the work that has been missed during the absence and the possibility of make-up work where the teacher feels it is necessary. Check the teacher's Google Classroom or call a classmate to get missed work. If an extended absence due to illness (more than 2 days) is necessary, please contact the teacher through his/her voicemail or email to arrange for required class work assignments. This procedure provides a necessary 24-hour time frame for the teacher to gather the

necessary information for completing assignments. These assignments may be picked-up after 2:00 p.m. in the school office. The student has the number of days absent to then complete the missed work.

### SCHOOL HOURS

**Daily Schedule:** 8:00 a.m. Arrival 2:30 p.m. Dismissal

**Four-Hour Schedule:** 8:00 a.m. Arrival 12:30 p.m. Dismissal

The school's responsibility for supervision of students begins at 7:45 a.m. and ends at 2:30 p.m. unless the student is participating in a school-sponsored activity. **Children are not to be dropped off before 7:45 a.m., as there is no supervision provided.**

If a student is not picked-up at the stated dismissal time, he/she will be sent to the After Care Program and you will be charged accordingly.

### AFTER CARE PROGRAM

The *After Care Program* provides extended care for students from dismissal to 5:30 p.m. The program's calendar parallels the SCS school calendar. A student must be registered in this program in order to participate. With approval by administration, a student may stay in After Care in an emergency situation without prior registration. Registration form will be on the school website.

**After Care Information** phone number **449-4424 ext. 308.**

**Hours:** 2:30 - 5:30 **Daily Schedule**  
12:30 - 5:30 **Four-Hour School Day Schedule**

### EARLY DISMISSAL

Parents are discouraged to request that children be excused during school hours unless it is absolutely unavoidable because this interferes with a child's expected progress. This is totally disruptive to the teaching/learning process.

In the event that it becomes necessary for a student to be dismissed earlier than the usual dismissal time, the procedure is as follows:

- A WRITTEN REQUEST from the parent or guardian stating the reason must be submitted to the Principal. When requesting an early dismissal for more than one child in the family, only one note is necessary identifying all names & grades of children involved.
- The request *must* be sent to the school with as much advance notice as possible and, at the very least, the day before the requested date.
- When a parent "picks up" a child, he/she must report to the school office, not directly to the child's classroom.

- The “**Early Dismissal Book**” must be signed by the parent/guardian whenever a student is released from school prior to the regular dismissal time.
- **Only in extreme emergencies will telephone calls be honored regarding requests for early dismissals, as this is a safety concern.**

### STUDENTS LEAVING GROUNDS

For the protection of all, students are not permitted to leave the school grounds during school hours without the written request from a parent/guardian AND the direct approval of the Principal. If students are returning to school from an appointment, etc., they must be ‘signed-in’ by the parent/guardian in the school office.

### LUNCH

A school lunch program is provided for students with orders placed on a monthly basis. All information regarding the specifics of the monthly program will be sent home prior to the end of each month.

<b>LUNCH SCHEDULE:</b>	First lunch	11:10 – 11:55	Grades 6, 7, 8
	Second lunch	12:00 - 12:45	PreK, K, 1, 2
	Third lunch	12:50 – 1:35	Grades 3, 4, 5

**LUNCH CONDUCT:** It is expected that students follow all instruction given by the teacher in charge or parent volunteer.

1. Students are to go directly to their assigned tables in an orderly and calm manner.
2. Students shall line up as specified by cafeteria duty teacher and shall behave in a polite, respectful manner.
3. Students should remain seated during lunch. If they need to leave their seats, they should raise their hands and ask for permission.
4. Students are to eat in an appropriate and courteous manner. Therefore, no toys are allowed at the lunch tables. Shouting, whistling, or other unacceptable forms of behavior will not be tolerated.
5. Good manners are to be used while eating. We encourage students to finish their lunch. We will notify parents if a pattern of not eating continues.
6. Students are responsible for cleaning their tables and placing all refuse in the receptacles provided. Students must leave the room in an orderly fashion as directed by the cafeteria duty teacher and volunteers.
7. All students are to remain seated until a cafeteria duty teacher instructs the students to stand.
8. Students are not to take food outside of the cafeteria.
9. Students are to use the lavatory before coming to the cafeteria. They will be permitted to leave the cafeteria after being acknowledged by the teacher.
10. No throwing of food or running in the cafeteria is permitted.

**Repeated instances of not following these guidelines will be addressed through the Code of Conduct.**

#### FOUR-HOUR SCHEDULE

In an effort to provide time for quality on-site staff development, the Trenton Diocese Office of Education has approved a periodic four-hour day schedule; dismissal time is 12:30 p.m.

This time is used by administrators and teachers to enrich themselves professionally. The students are the beneficiaries of these educational sessions.

#### TARDINESS

Punctuality is of the utmost importance in child training. Chronic lateness is a problem for the tardy student, the teacher and the educational atmosphere of the class.

STUDENTS MUST BE IN THEIR CLASSROOM WHEN THE **FIRST** BELL RINGS OR THEY ARE CONSIDERED TARDY. THE TARDY STUDENT MUST THEN REPORT TO THE SCHOOL OFFICE TO OBTAIN AN ADMITTANCE SLIP TO CLASS. **If a student receives three (3) tardy slips in a marking period, he/she and the parent will receive a detention.** A pattern of repeated tardiness will necessitate a parent meeting with administration. Tardiness due to the late arrival of a school bus is the only tardiness that will be deemed excused.

#### PARENT'S RIGHT TO REVIEW RECORDS

Parents may have access to review their child/ren's records. This request must be made in writing to the Principal. The school will respond to the request within twenty-four hours.

In the event of a divorce or custody situation, please be sure that the office has a copy of the custody papers on file. We will do our best to work with both parties providing there is joint custody.

However, our first responsibility is to the custodial parent and all computerized information will have the custodial parents address. If a Court Order specifies that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy.

#### PARENT-TEACHER CONFERENCES

A Parent-Teacher Conference is an invaluable aid in bringing about a closer relationship between the home and school. It gives parent and teacher an opportunity to pool their observations, plan and work together.

Discussion of pupil progress is provided by scheduled Parent-Teacher Conferences in the fall at mid-point in the first trimester **OR** by a special appointment with the teacher at a mutually convenient time.

Additional conferences should be decided according to need. Conferences are necessary when a student's work and/or behavior deviate from the norm to the extent that his/her welfare and that of classmates suffers. Parents are reminded that the teacher is the first contact in the communication process.

## HOMEWORK

Homework serves to reinforce the classroom curriculum; it is a vital link between school and home. Assignments provide opportunities for practice of recent learning and preparation for class participation. Extended homework assignments, such as research, reports and projects, provide students with opportunities to apply time management and organization skills. Students develop responsibility and good study habits when they independently take direction, manage time and complete work to the best of their ability.

Homework is assigned and is expected to be completed on the day it is due. If no written homework is assigned, students are expected to review in preparation for the next day's work or testing.

To facilitate homework completion the following is suggested:

- Arrange a quiet environment for homework - free from distraction.
- Provide proper space and lighting and organize the proper materials.
- Assist where needed, but refrain from *doing* the homework.
- Help the student to learn perseverance and to build self-confidence by working independently.
- Set standards for neatness and completeness. Finished work should be reviewed and approved. Study homework should be followed up with discussion of the topic or questioning of material. Reports and long term projects should be divided into manageable segments and students should report on their progress along the way.

The staff and administration of SCS strongly believe that it is vital for students to be in school every day with the exception of times when the child is ill or there is a family emergency. Concepts introduced in the classroom cannot always be replicated by written assignments. Please note that vacation time is not considered an emergency situation.

## VACATIONS

Frequently, requests are made for advanced assignments for vacationing students. It is not the teacher's responsibility to prepare work for a student prior to an absence for vacation. Teachers cannot predict specific classroom content covered during absence. Therefore, please do not make this request.

*Upon return to school*, children are responsible to ask teachers what work must be "made up" for their grading. **Parents must assume total responsibility for the educational needs of a child taken on vacation during scheduled school days.**

## CLASSROOM PARTIES / FOOD ALLERGIES

Many children have life-threatening allergic reactions to food and/or other substance. In an effort to minimize risk and to provide all of our students with a safe environment, students may not bring food into the classrooms or cafeteria for sharing purposes. All teachers will be responsible for arranging snacks for any classroom celebrations that may occur including holidays and at the end of

the school year. Only school personnel may approve special occasion snacks for his/her classrooms.

A birthday will be celebrated in the following manner. The birthday boy or girl will have his birthday announced on the intercom.

Invitations to private birthday parties must be distributed outside of school. This avoids loss of instructional time along with any potential hurt feelings.

#### FIELD TRIPS

On occasion, teachers sponsor and conduct field trips for the educational enrichment of the students. Since a *field trip* is considered an extension of the daily curriculum, students **are expected** to participate in the trip and any class work associated with the trip. At all times, students are representatives and ambassadors of St. Catherine School. Students are expected to observe the highest standards of conduct and to follow the dress code required by the teachers. Students who do not attend will be marked absent. These trips are considered a privilege and a student may be denied participation if he/she fails to meet academic or behavioral requirements. This could include conduct referrals, demerits, or unsatisfactory grades.

The classroom teacher and other adults supervise all trips. When such trips are planned, permission slips will be sent home for a parent's signature and must be returned before the student participates in these activities. Failure to follow the stated directives for participation in a field trip will result in the student remaining in school for supervised class work.

#### CARE OF SCHOOL PROPERTY

Diocesan Policy S114.93: Students and their parents shall be responsible for all damages to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings, and grounds.

Covers are required for all books. In addition, students are required to use school bags in order that books are protected in route to and from school. Parents are responsible for replacing any textbook destroyed or defaced by a student. If a book is lost, damaged or destroyed, so that no other student might use it, the parents will be charged the current replacement cost.

Reasonable care of school buildings, furnishings, books, and instructional materials are emphasized. Parents are requested to render active support. In this manner, operational and maintenance expenses can be held to a minimum. Marking or in any way destroying school property is inexcusable and subject to disciplinary action.

Lockers will be assigned to all students in the upper grades. Locker assignment is a privilege and each student assumes the responsibility for proper care and cleanliness of the locker. Any student who abuses this privilege or causes damage to the locker or locker area, will have privileges revoked. Lockers are the property of SCS. Lockers will be inspected at intervals during the school year. Locker assignments are not to be switched by students.



## RE-REGISTRATION

**Re-registration for students currently enrolled** in SCS *usually* begins in January. Completed re-registration forms, tuition information, and required fees submitted before the deadline guarantees seating in the next school year.

If at this time you will not be re-registering your child(ren), please notify us in writing, including the reason for the transfer and the name of the new school. Changing schools is difficult for any child. Therefore, parents who take their children out of SCS to place them in another school should be aware of the fact that for the child's own well-being, he/she may not be accepted back.

## TUITION

The current tuition rates & fees are posted on the school website. Information on tuition payment plans and options may be obtained from the rectory office. All tuition transactions and inquiries are conducted in the rectory office.

In order to meet our fiscal obligations, tuition must be paid in a timely and orderly manner. All tuition obligations must be met prior to the release of transfer papers, report cards, and/or diplomas.

## NEW STUDENT ADMISSION

**All new student Application for Admission** forms for the next school year *usually* are available on the school website in January. All applications must be submitted by the given date. For students applying for Grades 1 – 8, a copy of the latest report card and standardized test scores must also be submitted. Applications submitted after these dates may be subject to a waiting list.

Information dates are published in the parish bulletin, local newspaper and parent communiqués.

Preference will be given to families registered in St. Catharine-St. Margaret Parish.

## REGISTRATION

After administration has reviewed the applications, you will be contacted. If accepted, you will be asked to come to SCS to complete the final registration paperwork on a scheduled date. At this time, the following original documents must be provided:

- Certificate of Baptism
- Certificate of Birth
- Certificate of Immunization

### **Age requirements:**

Kindergarten students must be **five** years old by October 31.

First grade students must be **six** years old by October 31.

**Upper Grade Admission:** With administrative discretion, a student will be considered for admission on a probationary basis with periodic evaluations.

**Enrollment Policy:**

- Siblings of children presently enrolled in St. Catharine School
- Children of registered parishioners in St. Catharine-St. Margaret Parish
- Transfer students from Catholic schools outside the local area
- Catholic children from neighboring parishes which do not operate a Catholic school
- Catholic children of registered parishioners in other parishes with Catholic schools
- Children of non-Catholic denominations.

TRANSFERS

Whenever a student is transferring from St. Catharine School, please follow the procedure outlined below:

1. **Notify the Principal in writing of the impending transfer stating reason and name of the new school** (at least one-week in advance).
2. Return all textbooks, school materials, library books, etc. belonging to the school.
3. Pay all debts. No records will be released until **all bills** are paid. This includes library books and payment for damaged or lost books.
4. A transfer card and copy of the medical record will be issued to the parent in order to register at the new school.
5. The receiving school will forward a “RELEASE FORM” (parent completes at time of registration) to us requesting academic transcripts and health records. These records will be mailed upon receipt of this request to the receiving school.

REPORT CARDS AND HONOR ROLL

Report cards are distributed on a trimester basis for all grades Pre-K – 8. Progress Reports will be distributed for grades Pre-Kindergarten, First, & Second.

Report cards and progress reports reflect the quality of home practice, class work, class participation, projects and test grades.

Multiple detentions are reflected on the report card and progress reports with a conduct grade of “N” or “U”; however, it is the teacher’s prerogative to give a conduct grade of “N”, regardless of detentions, based on a student’s daily behavior.

**HONOR ROLL: GRADE 6, 7 & 8**

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**HIGH HONORS GRADE 6, 7 & 8**

Student must have 93 or above in all subjects. A student must have a 3 or above in special areas with no “N” or “U” in Conduct.

**HONORS GRADE 6, 7 & 8**

Student must have 88 or above in all subjects. A student must earn a 3 or above in special areas with no “N” or “U” in Conduct.

## STUDENT CODE OF CONDUCT

This Code of Conduct is based on the Gospel message of Jesus: a growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons. To achieve these ends, parents, students and faculty work together to create a nourishing Catholic school environment. In all areas of learning, discipline must be considered in the development of the whole person.

Consequences and accountability are essential when developing the whole child. These basic components are based on:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

All students will:

- Conduct themselves in a manner which reflects the Catholic values and principles and high standards and traditions of St. Catharine School
- be respectful and courteous toward all teachers and adults (whether at school, in community, or on-line)
- use appropriate language
- speak respectfully to and about others (whether face to face, in writing, or on-line)
- complete all assignments and participate fully in class
- follow all teacher's instruction, including how and when to use technology in class
- respect all school and personal property
- refrain from any deliberate disruption in the school, in class, at recess, at lunch, or on school buses
- demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
- be present for all required activities unless officially excused by the administration
- adhere to the dress code
- maintain academic integrity
- maintain, support, and promote a safe and drug-free environment at or near school and at all school sponsored functions/activities
- at all times (whether at school, in the community, or on-line) conduct themselves in a manner which reflects the Catholic values and principles, and the high standards and traditions of St. Catharine School

*Any and all violations of this Code of Conduct may result in the issuing of demerits, detentions, suspensions and other consequences deemed appropriate by school administration.*

DISCIPLINE

**Demerits are warning notices issued for behavior related to the following:**

- neglect of assigned class work or homework
- disrupting class
- uniform infractions
- bus infractions
- rowdiness in common areas (halls, cafeteria, etc.)
- **After three demerits, detention will follow**  
 Detentions may be assigned for reasons other than demerits

At the classroom level, infractions may be handled reflective of the chart below.

This chart is not limited to or restricted to the violations and consequences detailed below.

<b>Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Dress Code Infraction Student must address dress code violation before returning to class	Demerit and written notification sent home to parent from the supervising staff member  Infraction must be addressed and parent phone call	Lunch and Recess Detention issued by the teacher and written notification sent home by the teacher  Parent meeting	After School Detention and/or possible suspension and parent notification sent home by the supervising staff member
Unprepared for class  Ex: forgetting to bring in/charge Chromebook and/or any school books/materials required for class	Written Warning notification sent home to parent from the supervising staff member	Demerit and written notification sent home by teacher to parent  Parent telephone contact	After School Detention and parent notification sent home by the supervising staff member  Parent meeting
Academic Integrity Violation  Including but not limited to: - Cheating - Plagiarism - Copying homework, - etc.	2 Days After School Detention and parent notification sent home by the supervising staff member  Parent telephone contact	2 Days* in-school or *out-of-School Suspension  Conference with the Principal	4 Days Out of School Suspension  Behavior Contract Agreement signed by both parent and student

<p>Disruptive Behavior/General Misconduct</p> <p>Conduct that is written, verbal, or physical that disrupts the learning environment</p>	<p>Demerit and written notification sent home to parent from the supervising staff member</p>	<p>Lunch and Recess Detention issued by the teacher and written notification sent home by the teacher</p> <p>Parent phone call</p>	<p>After School Detention and parent notification sent home by the supervising staff member</p> <p>Parent meeting</p>
<p>Electronic Device Violation</p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>● Use of Cell Phone in School or unapproved electronic device including inappropriate electronic communication</li> <li>● Improper use of earbuds or headphones</li> </ul>	<p>Lunch Detention and parent notification sent home by the supervising staff member</p> <p>Parent phone call - pick up device</p> <p>Conference with the Principal</p>	<p>2 Days After School Detention and parent notification sent home by the supervising staff member</p> <p>Conference with the Principal</p> <p>Behavior Contract Agreement signed by both parent and student</p>	<p>Suspension</p> <p>Conference with the Principal</p> <p>Behavior Contract Agreement signed by both parent and student</p>
<p>Physical Altercation Initiating or responding to an altercation</p>	<p>Suspension</p> <p>Counseling intervention</p>	<p>Suspension</p> <p>Conference with the Principal</p> <p>Behavior Contract Agreement signed by both parent and student</p>	<p>Suspension</p> <p>Conference with the Principal</p> <p>Revised Behavior Contract Agreement signed by both parent and student</p>

Improper Language	Lunch detention and parent notification sent home by the supervising staff member  Parent phone call	After School Detention and parent notification sent home by the supervising staff member  Parent conference with teacher, counselor	*In-school suspension or *Out of school suspension  Conference with the Principal  Behavior Contract Agreement signed by both parent and student
Failure to follow directions, not following teacher's instructions in class  Ex: <ul style="list-style-type: none"> <li>● performing an activity not assigned in class</li> <li>● inappropriate use of Chromebook</li> </ul>	Lunch Detention issued by the teacher and written notification sent home by the teacher  Parent phone call	After School Detention and parent notification sent home by the supervising staff member	After School Detention and parent notification sent home by the supervising staff member  Parent conference with teacher, counselor, administrator
Harassment, Intimidation, Bullying including cyber bullying	Suspension  Parent meeting	Suspension  Parent meeting  Behavior Contract  Counselor intervention	Suspension  Parent meeting  Behavior Contract

**\*School service or counseling intervention may be assigned in lieu of suspension or in addition to**

**Administration reserves the right to apply discretion to any/all disciplinary actions**

Two detentions issued in a Marking Period will result in:

- Conferences with parents and teacher
- Report card/progress report will reflect a conduct grade "N"
- Ineligible for Honor Roll

Three detentions issued in a Marking Period will result in:

- Conferences with parent, teacher, student and Administration
- Report card/progress report will reflect a conduct grade “U”
- Ineligible for Honor Roll

**ALL AFTER SCHOOL DETENTIONS WILL BE SERVED FOR ONE HOUR AFTER SCHOOL FROM 2:30-3:30 PM.** We realize that scheduling a detention will inevitably cause some difficulties with respect to transportation home. Perhaps concern over such difficulties will serve as a deterrent. **ALL DETENTIONS MUST BE SERVED WITHIN ONE WEEK OF THE WRITTEN NOTIFICATION OR THE STUDENT WILL BECOME INELIGIBLE TO PARTICIPATE IN OTHER SCHOOL ACTIVITIES SUCH AS SPORTS**

### **Bullying/Cyberbullying**

St. Catharine School subscribes to the Diocese of Trenton, Department of Catholic Schools, Policy #5050.6. This policy states, "A safe and civil environment is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying/cyberbullying (using technology to bully such as but not limited to posting an inappropriate picture of a student on the Internet) and other violent behaviors will not be tolerated in a school environment.

SCS prohibits harassment, intimidation, or bullying of a student or students by another student or students on school property, at school-sponsored functions, on school buses, or off school grounds.

Discrimination, harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student’s physical or emotional well-being or with the operation of the school. Discrimination, harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group. Cyber-bullying is a form of discrimination, harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to the following:

Posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send discriminatory, harassing, intimidating or inappropriate messages about or to another student or individual; and sending discriminatory, harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

**Inappropriate "Electronic communication"** means a communication transmitted by means of an electronic device, including, but not limited to, a cell phone or computer.

Following from this policy, let it be clearly understood that SCS students will be held expressly accountable for any posting transmitted through a social media outlet (such as Instagram, Snapchat, or texting). Furthermore, SCS will hold the parents of the student responsible for the actions of their child. **If parents allow their child to have access to any type of social media, we will hold the parents responsible for monitoring all communications posted or texted by the child.** We will accept no excuses ("didn't mean it," "was only fooling around," "somebody else used my account," etc.) for harassment, intimidation, bullying, or language unbecoming a SCS student. Passing on an inappropriate posting will be considered equally egregious.

### **Additional Discipline Measures**

In-School or Out of School Suspensions will be given at the discretion of the Principal for:

- Truancy
- Smoking on school property
- Leaving school grounds without authorization
- Stealing
- Vandalism
- Defiance of authority in action or language
- Continuous and willful disobedience
- Inappropriate language and/or physical contact
- Harassment, Intimidation, and/or Bullying
- Any form of threat and/or violence
- Initiating or responding to a physical confrontation

While suspended, a student is required to complete all school assignments and spend the entire day(s) away from school activities. If a student is suspended from school, parents must report for a conference to be determined by the Principal. Failure to report for such a conference will necessitate the child being withheld from class until said conference has transpired.

Offenses that may lead to the expulsion process are:

- Criminal activity
- Possession of a weapon
- Arson
- Distribution of illegal drugs
- Possession of inappropriate material
- Fighting and/or inappropriate physical contact
- Harassment, Intimidation, and/or Bullying
- Continued inappropriate behavior

**The Principal reserves the right to suspend or expel any student whose conduct and/or influence is considered detrimental to the best interests of the school or injurious to the welfare of the student body.**

**Please note: The Principal may waive any disciplinary rule for just cause at his/her discretion. The Principal may require that a student and parent sign a behavior contract agreement at any time he/she deems appropriate.**



## EMERGENCY CLOSING & DELAYED OPENING INFORMATION

PLEASE TAKE A FEW MINUTES TO READ THIS INFORMATION REGARDING OUR EMERGENCY CLOSING PROCEDURES SHOULD WE HAVE TO CLOSE IN THE MORNING, HAVE A DELAYED SCHOOL OPENING, OR AN EARLY DISMISSAL. THIS PROCESS WILL BE IN EFFECT REGARDLESS OF THE EMERGENCY SITUATION.

OUR COMMUNICATION TO PARENTS:

**SCHOOLMESSENGER NOTIFICATION SYSTEM** ~ THIS COMMUNICATION SYSTEM WILL SEND YOU ALERTS VIA PHONE CALLS AND EMAIL MESSAGES TO KEEP YOU INFORMED ON ANY EMERGENCY SITUATION.

### **RADIO & TV STATIONS:**

NEWS 12 NEW JERSEY: CABLEVISION & AMP; VERIZON FIOS

NEW JERSEY 101.5, 94.3 THE POINT, 92.7 WOBN, MY BEACH RADIO 1160 & AMP; 1301, 105.7 THE HAWK.

PARENT & GENERAL PUBLIC SHOULD REFER TO THE AFFILIATED WEBSITES AND APPS. (I.E. NJ1015.COM, WOBN.COM). EACH STATION ALSO HAS A FREE APP FOR IPHONE & ANDROID.

### **FULL DAY EMERGENCY CLOSINGS:**

WHEN IT IS NECESSARY TO CLOSE SCHOOL DUE TO THE WEATHER OR ANY OTHER EMERGENCY SITUATION **BEFORE** THE SCHOOL DAY BEGINS, OUR SCHOOL MESSENGER NOTIFICATION SYSTEM WILL BE ACTIVATED IN THE MORNING, AS WELL AS THE ABOVE AVENUES OF COMMUNICATION.

### **DELAYED SCHOOL OPENINGS:**

THE DELAYED SCHOOL OPENING IS UTILIZED AT APPROPRIATE TIMES TO AVOID CLOSING SCHOOL FOR THE ENTIRE SCHOOL DAY. **A 90-MINUTE DELAYED SCHOOL OPENING WILL BE ANNOUNCE** AND OUR SCHOOL MESSENGER NOTIFICATION SYSTEM WILL BE ACTIVATED, AS WELL AS THE ABOVE AVENUES OF COMMUNICATION.

AT TIMES, THE DECISION FOR A DELAYED SCHOOL OPENING MAY HAVE TO BE UPGRADED TO A SCHOOL CLOSING, IF THIS SHOULD OCCUR, OUR SCHOOLMESSENGER NOTIFICATION SYSTEM WILL AGAIN BE ACTIVATED WITH THE UPDATE AS WELL AS THE ABOVE AVENUES OF COMMUNICATION.

IF A DELAYED SCHOOL OPENING IS ANNOUNCED ON A SCHEDULED EARLY DISMISSAL DAY, OUR SCHOOL DAY **WILL BECOME A REGULAR 2:30 PM DISMISSAL.**

## EMERGENCY SCHOOL-WIDE DISMISSAL

IN THE EVENT WEATHER BECOMES INCLEMENT OR THERE IS A SCHOOL EMERGENCY AND WE MUST CLOSE DURING THE SCHOOL DAY, OUR EMERGENCY PROCEDURE IS AS FOLLOWS:

- ADMINISTRATORS & STAFF WILL NOTIFY THE BUS COMPANIES, POLICE & TV STATIONS.
- OUR SCHOOL MESSENGER NOTIFICATION SYSTEM WILL BE ACTIVATED.
- EVERY CHILD WILL THEN BE DISMISSED ACCORDING TO THE PLAN YOU ESTABLISHED WITH YOUR CHILD IN THE BEGINNING OF THIS SCHOOL YEAR AND YOU WROTE ON THE "SCS SCHOOL-WIDE EMERGENCY DISMISSAL" FORM. **YOU SHOULD HAVE THE YELLOW PARENT COPY.** IF YOU NEED TO CHANGE YOUR PLAN ANYTIME DURING THE SCHOOL YEAR, PLEASE SEND IN A WRITTEN REQUEST FOR A NEW FORM. RETURN THE UPDATED FORM TO SCHOOL THE VERY NEXT DAY.
- BUSES WILL RUN AS USUAL
- AFTER THE BUSES LEAVE, THE REMAINDER OF THE CHILDREN WILL BE DISMISSED FROM THE GYM, BUT PARENTS MUST APPROACH YOUR CHILD'S TEACHER TO ENSURE THAT THE STUDENTS GO HOME WITH THE DESIGNATED PERSON AS STATED ON THE SCS SCHOOL-WIDE EMERGENCY DISMISSAL FORM THAT WE HAVE ON FILE.

NO STUDENT WILL BE RELEASED BEFORE THE STATED DISMISSAL TIME.

PLEASE, PLEASE DO NOT CALL THE SCHOOL'S MAIN OFFICE TO TRY TO CHANGE YOUR CHILD'S DISMISSAL PROCEDURE ~ WE NEED TO KEEP OUR DISMISSAL PROCEDURE AS ORGANIZED AS POSSIBLE AND OUR PHONE LINES OPEN.

LET'S BE PREPARED: IF THE WEATHER LOOKS INTIMIDATING IN THE MORNING, PLEASE REMIND YOUR CHILDREN OF THE ESTABLISHED DISMISSAL PROCEDURE BEFORE THEY LEAVE FOR SCHOOL. THE SCHOOL WILL STRICTLY ENFORCE THE PLAN YOU SUBMITTED TO YOUR CHILD'S TEACHER.

WE REALIZE THAT DURING EMERGENCIES, **YOU ARE CONCERNED ABOUT YOUR CHILD**, BUT KEEP IN MIND AS ADMINISTRATORS & TEACHERS, **WE ARE RESPONSIBLE FOR THE WELL-BEING OF EVERY CHILD.**

## EXTRA-CURRICULAR ACTIVITIES

SCS offers many extra-curricular activities in which students may participate if they meet the academic and/or physical requirements. Total emphasis is not placed on these activities and we ask parents to follow the same practice. A balance is provided in these offerings in order to support the concept of a well-rounded education with intent to develop intellectually, morally, emotionally and physically.

**Eligibility:** Students must maintain passing grades in all classes (including enrichment classes) and exhibit good conduct. If a student is not adhering to academic grade level requirements, and/or there is a concern regarding general conduct/behavior *at any time*, the parents and coach/moderator will be notified by the Principal that the student has been suspended from the team/activity. A suspended student may not participate in practices, meetings, or games.

### Progress Reports:

- When Progress Reports are issued, a student whose **academic work** is unsatisfactory in **one** subject will be placed on probation. Probation means a student **may participate** in the sport/activity. However, continued participation depends on marked improvement by the student.
- If progress is unsatisfactory in **more than one** subject, the student will be **ineligible to participate** in any sport/activity **until Report Cards are issued**. Parents will receive written notification to this effect from Administration.

### Report Cards:

- When Report Cards are issued, a student who has a marking period failure in any subject is **IMMEDIATELY INELIGIBLE** to participate in any SCS **extra-curricular activities** until the *Mid-Marking Period Progress Report* is issued and the Principal gives clearance.

### Detentions:

- Any student athlete who receives **one** detention in a marking period, will be immediately suspended from the team for the **next game**.
- All students who are suspended from school, for any reason, are immediately ineligible to participate for the next two games.

Administration reserves the right to allow or deny participation based on behavior and academic performance.

## FAMILY EMERGENCY INFORMATION

“SCS Family Emergency Information” forms are found on the school website at the beginning of each school year. Parents must complete this form in its entirety and submit it immediately online. **It is extremely important that this information be kept current.**

If medical concerns should occur during the school day, our procedure is as follows:

1. Contact the parent at home *or* at work. If we cannot make contact with a parent:

2. Contact the designated people you have identified on our **Family Emergency Information** (it is most important to have a local contact):
3. If need be, contact the designated physician and police emergency personnel.

The Health Room is not an infirmary. If your child should become ill and must be sent home from school, the parent must provide transportation from school to home. Children may be released only to those adults indicated on the “SCS Family Emergency Information” form. In order to release your child from school, you or an emergency designee must pick up the student in the main office and sign the **EARLY DISMISSAL BOOK**,

*The school office must be notified in writing, if at any time, someone else is responsible for your child(ren) in your absence.*

### DRESS CODE

### **UNIFORMS SCHOOL and PHYSICAL EDUCATION**

SCS offers the Faith-based structures of a strong Catholic School. An important part of that is our uniform. While we understand the current dress trends and culture, our school dress code is based on the fundamental principles of Christian modesty. Therefore, all students in grades K through 8 must be in full dress code upon entrance to school each day. The dress code is in effect from September through June. Uniforms may be purchased through Flynn & O’Hara at <https://flynnohara.com/>

<b>SUMMER UNIFORM</b>	<b>September 6- Oct 31</b>
<b>WINTER UNIFORM</b>	<b>November 1- March 31</b>
<b>SUMMER UNIFORM</b>	<b>April 1- June 16</b>

#### **Preschool (Pre-K-3 and Pre-K-4)**

Boys and Girls are required to wear the PE uniform. They should wear safe, comfortable, closed-toe shoes at all times (such as a sneaker-velcro preferred) and clothing that allows for playtime and easy on/off for bathroom use. An extra set of clothing should be kept in a zip-lock bag (with the child’s name on the outside) in the classroom.

#### **Kindergarten through Grade 8**

Neatness and cleanliness in personal attire are very much part of a child’s education and are the responsibility of the parent and the child. Help your child to practice good health habits which we attempt to reinforce at school. It is expected that the appearance of each student will always be in accord with refined taste and good home training.

- Uniforms should be neat and clean at all times with the family name in each item of clothing.
- Hair should be kept neat, clean, and appropriately cut. Boys’ hair length may not exceed the back of the hairline below the collar of the shirt or eyebrows and ears. Girls’ hair must be kept off the face at all times. Boys’ & girls' hair should never be in the eyes.

- Fad haircuts, colored nail polish, acrylic nails or tips, tattoos, and make-up are not permitted. Students are encouraged to wear a religious medal and chain. That is the only jewelry that is acceptable along with an appropriate ring.
- Boys may not wear earrings. Girls may wear **ONE** pair of small stud earrings.
- All socks are to be visible above the ankle regardless of the current shoe style.
- If a tee shirt is worn under any shirt, it must be **plain white**.
- **Every student is required to wear the complete approved school uniform unless special permission has been given by the Principal to omit it.** Trying to be fair and consistent is very difficult and takes parental support and cooperation. This parental support for known rules/policies encourages a child to cooperate. There can be no exceptions. If your child is not in complete school uniform he/she will be advised by any teacher who will issue a demerit. Administration reserves the right to make final decisions in this regard. This gentle reminder is for you to act upon **immediately**.

**Flynn & O'Hara** supply the **official uniform** for SCS. Uniforms may be purchased directly from the company. **Flynn & O'Hara Uniform Company – toll free phone number is 800-441-4122. NO OTHER brand/style will be permitted.**

#### **Boys' Uniform Grades K - 5**

1. Uniform navy pants worn with a belt (solid black, brown, or navy)
2. White button-down collar shirt (short or long sleeve) **OR** uniform white turtleneck or polo shirt with logo
3. White or navy crew socks, visible above the ankle

#### **Boys' Uniform Grades 6 - 8**

1. Uniform navy pants worn with a belt (solid black, brown, or navy)
2. Uniform navy & green striped tie
3. White button-down collar shirt (short or long sleeve)
4. White or navy crew socks, visible above the ankle

**OPTIONAL K - 8:** Navy blue uniform crew neck pullover sweater with logo, navy V-neck cardigan sweater or V-neck vest with logo.

**OPTIONAL K - 8: Warm Weather Uniform** - Uniform white polo shirt with logo, uniform navy twill walking shorts worn with a belt and solid white crew socks, visible above the ankle.

**All shirts must be clean with no stains and must remain tucked in at all times. No "sagging pants".**

#### **Girls' Uniform Grades K-5**

1. Uniform blackwatch plaid drop waist jumper or uniform blue slacks
2. Uniform white collar blouse (short or long sleeve) **OR** uniform white turtleneck shirt with logo
3. Solid navy knee-hi socks or tights, visible above the ankle
4. Uniform blackwatch plaid scrunchies or headband

**OPTIONAL:** Uniform navy V-neck cardigan sweater with logo.

### **Girls' Uniform Grades 6 - 8**

1. Uniform blackwatch plaid wrap around kilt (no higher than 2 inches above the knee) or uniform blue slacks
2. White button-down collar blouse or shirt (short or long sleeve)
3. Solid navy knee-hi socks or tights, visible above the ankle
4. Uniform blackwatch plaid scrunchies or headband
5. Girls skirts are not shorter than **2 inches from the knee.**

OPTIONAL: Navy uniform crew neck pullover sweater with logo, navy V-neck cardigan sweater or V-neck sweater vest with logo.

OPTIONAL K - 8: Warm Weather Uniform - Uniform white short sleeve polo shirt with logo, uniform blue cord summer weight wrap around kilt, uniform blue cord or navy summer weight girl's walking shorts, or uniform blue pincord 2 panel skort, and solid white crew socks, visible above the ankle or solid white knee high socks. **All skirts or skorts are to be no shorter than 2 inches from the knee.**

*All shirts/blouses must remain tucked in at all times.  
No rolling up of the skirts.*

### **Shoe Policy**

Selected footwear is part of Saint Catharine's uniform. The criteria for the footwear selected each year are based on quality, safety, and age appropriateness.

**Boys Uniform Shoes: Sperry, Bucks, Loafers, Mocs (Merrell Jungle or other brands with the same style), Boat Shoes or Oxfords Shoes must be solid navy, brown or black in color with a non-marking sole. No prints, sparkles or sequins on shoes are permitted.**

**Girls Uniform Shoes: Bucks, Loafers, Mary Janes, Sperry, or Oxfords Shoes must be solid navy, brown or black in color. No prints, sparkles or sequins on shoes are permitted.**

### **Physical Education Uniforms**

#### **For Boys & Girls ~ Grades K - 8**

1. Uniform navy -gym shorts knee-length, mesh gym shorts silk screen  
Mesh gym shorts must be no higher than **2" above the knee.**
2. Uniform light blue PE tee shirt with silk screen
3. Sneakers **and** solid white crew socks
4. **NO** jewelry, earrings, rings, watches are to be worn on PE day. Only a medal or cross is allowed.

OPTIONAL: Uniform navy Russell athletic heavyweight sweatpants & sweatshirts with silkscreen in the colder months.

Students wear their physical education uniform to school on the days designated for PE class. Regulation uniforms are to be worn by all students for physical education. In order for students to participate in their physical education class, they must be dressed in the regulation uniform.

**If, in the sole determination of the school, a student violates the dress code, the parent will be notified and requested to rectify the situation before the student is readmitted to class.**

**Continued violation of the school dress code will result in consequences according to the code of conduct.**

### Dress Down Day

**The following are not permitted:** halter tops, exposed midriffs, spaghetti-straps, any top that exposes cleavage, off the shoulder tops, torn, sheer or ripped clothing of any kind, offensive logos, any writing across the posterior area, short-shorts, and yoga pants, stretch pants, or leggings (unless covered by a tunic-length shirt). Low-rise pants require a top long enough to meet the top of the pants even when the student bends over. Skirt length must adhere to the uniform standard, i.e. no more than **2 inches** above the knee-front and back. Shorts should be no more than **2 inches** above the knee.

As a safety issue, flip-flops are not allowed. Since it is impossible to anticipate every situation, the administration reserves the right to judge the appropriateness of a student's style of dress. Any student who comes to school dressed inappropriately will forfeit the dress down privilege for the remainder of the year, and parents will be called to bring the uniform so that the student can change clothes before returning to class.

### HEALTH SERVICE

St. Catharine School has a full-time nurse on duty daily in the Health Room. If a physical form is not completed and submitted for the upcoming school year, the nurse will screen that child to include a check for normal hearing and vision, blood pressure, color blindness, height, weight, and if over 10 years of age, scoliosis. Any abnormal reading from the screening tests will be reported to the parent/guardian. These services do not take the place of annual sports physicals or mandatory 3<sup>rd</sup> grade, 6<sup>th</sup> grade and new child physicals done by your licensed medical doctor, doctor of osteopathy, or licensed nurse practitioner.

Parents should be sure to notify the school of any serious, chronic health problems, diabetes, epilepsy, severe life-threatening allergies, etc., so that appropriate attention may be given to a student. If your child contracts a communicable disease, do not permit him/her to return to school until your physician gives you permission to do so. State law requires a doctor's certificate if a contagious disease is the cause of absence.

Parents must notify the school immediately when a child suffers a serious injury requiring the use of a splint, cast, crutches, or any orthopedic device. On the first day the student returns to school, a parent must meet with the school nurse before school begins and present a written note from the physician clearly identifying the diagnosis and any limitations placed on the student's activities. Included in this note, must be information on the ability to use the stairs, participation in physical education, etc. If the above information is not specified in the doctor's note, the details must be supplied in writing by the parent. Upon receipt and evaluation of the stated health information, the

nurse will confer with Administration to assess each case individually in order to determine if health and safety requirements are met.

Each day thereafter, a parent must escort the child with a cast and/or crutches to their homeroom and remain with the child until the teacher arrives to class. Students must remain on the floor of his/her grade for the entire day. Student will be assigned a “buddy” to assist throughout the day. After dismissal, the parent must escort the child from the classroom AFTER the other children have been cleared from the halls. No student requiring use of crutches or a wheelchair will be permitted to participate in a field trip.

On the day of Physical Education class, if a student needs to be excused from that class, a written statement from the parent or guardian must be submitted to the Physical Education teacher at the time of the class.

Only SCS Physical Examination forms will be accepted and must be completed by a family physician, i.e. licensed medical doctor, doctor of osteopathy, or licensed nurse practitioner. Completed physical examination forms are due before **August 1<sup>st</sup>** and are valid only for the upcoming school year.

Any requests for copies of health records must be requested in writing to the Principal first.

#### MEDICATION

All medication should be administered in the home. If this is not possible these state regulations must be followed:

- **The parent’s request shall give permission to administer the medication as prescribed by the physician and also shall release the school personnel of all liability.** (Pre-printed forms are available in Health Room.)
- Written orders are to be provided to the school from MD or DO, detailing the diagnosis, or type of illness involved, the name of the drug, dosage and the time to be administered.
- The prescribed medication must be brought to the school in the original container appropriately labeled by the pharmacy.
- All medications will be kept in a locked, secured place in the nurse's room.
- On school sponsored trips only the school nurse or parent/guardian are permitted to administer medications necessary for potentially life threatening illness.
- Self-medication for asthma or other potentially life-threatening illness is permitted if the physician follows the above procedures and indicates in writing that the child has been trained and is proficient in self-administration. A parent must sign a disclaimer releasing the school and its employees from any liability. The student must report the use of medication to the school nurse during the school day.
- The school nurse, the parent/guardian, or a student with a self-medication protocol will do emergency administration of epinephrine or adrenaline. 911 will always be called in this type of emergency.
- **No over-the-counter medications** are permitted to be taken during school hours.
- If it is not possible for the school nurse to administer medication at the required time, the parent/guardian may be required to come to school to administer the medication personally (i.e. during After-School Program).



- Medication no longer required must be promptly removed by the parent/guardian.
- The school has an AED (Automated External Defibrillator) in the Health Room and Gym.

### TRANSPORTATION

**Any changes to the usual daily dismissal routine must be submitted in writing** and presented to the homeroom teacher **in the morning**.

Only in extreme emergencies and with proper identification of the caller will telephone calls be honored regarding request to change the usual daily dismissal routine, as this is a safety concern. There can be no assurance that a child will receive any message arriving after 2:00 p.m.

**BUS:** Bus transportation is provided for those children who are eligible through the Local Board of Education in the school district in which they live. Bus transportation application forms are issued in the spring of each year for the up-coming school year.

- Students are assigned to buses according to their route by the Transportation Supervisors of the various districts. **Only registered riders are permitted to ride the bus.**
- *Under no circumstances* are students to board a bus/van other than their assigned vehicle without authorization from the Transportation Department, Principal, and Bus Driver.
- Due to the number of students involved and the load limitations for each bus, it is very important that each student rides the assigned bus.
- Students who do not obey the behavior code on the school buses will not be permitted to use this transportation. Students are expected to conduct themselves on the buses in a way similar to that expected of them during the day. When a student is reported for misconduct, the Principal will take immediate action. Please join us in insisting on proper conduct on the buses. It is unfair to allow pupils to annoy the passengers and the driver and to endanger the lives of others because of misconduct. Any violation of the bus behavior codes may result in suspension of bus privileges or suspension from school.
- **Students must wear seat belts and remain seated for the duration of their bus ride. Students must keep all hands, feet, and objects within the bus at all times. No use of cell phones or eating on the bus will be permitted.**
- **For safety reasons children cannot be removed from the bus line at dismissal without prior administrative approval.**

**SKATEBOARDS & ROLLER BLADES:** Are not approved by administration and are not permitted on school property.

**WALKING:** Walking, although today is considered a rather old-fashioned way of getting to and from school, has some advantages. It develops a sense of responsibility and good safety habits, and it is a good exercise, along with enabling one to enjoy the companionship of classmates. Children are definitely encouraged to walk **in groups**.

**BICYCLES:** Bicycle riders are expected to cooperate with school procedure by carrying out the following rules:

- ALL students MUST wear a bicycle helmet, as this is a state law.

- In order for students in grades K - 2 to ride bicycles to school, written permission from parents must be submitted to the Principal to be kept on file.
- Bicycles are to be parked on the side of the building in the bike racks provided for them. The school assumes no responsibility for these bicycles.
- Bicycles are permitted to carry one rider only and the child should ride with the traffic -- not against the traffic.
- Bicycles are to be walked on and off school grounds after buses depart.
- Bicycle riders are dismissed from Salem Avenue after buses depart.

**CAR:** If your child is brought to school by car, it is imperative that the driver abides by school regulations regarding safety.

- Drivers are expected to show courtesy to other drivers in the school area and to Safety Patrol members on duty. Drivers are also asked not to block driveways, or park in the area where buses will be approaching or leaving the grounds. *Only buses are permitted to enter **Salem Avenue** at arrival and dismissal.*
- We would appreciate compliance with these procedures in order to establish safety measures for all concerned.
- **ARRIVAL:** Students being transported by car are to be discharged at one stop -- other family members are to walk to their designated area. This is to avoid cars pulling in and out during a congested time. We recommend that all children be discharged on the passenger side of the vehicle, next to the curb to avoid the potential for an accident.
- **DISMISSAL:** Students who leave on the CAR LINE are dismissed from the *Carport* on Pennsylvania Avenue. Drivers cannot double park and parents are requested to park their cars legally and walk to the *Carport* to accompany their child/ren especially younger children.
- **CAR RIDERS AND WALKERS:** Grades 4-8 dismissed from front doors; PRE-K dismissed from the carport.

#### ASSEMBLIES

Assemblies are scheduled periodically for the students for educational enrichment. Assemblies provide an opportunity for children to personally experience public speaking and, additionally, they teach children proper audience behavior and appreciation.

Parents are invited and encouraged to attend school Masses or functions even if their child is not actively participating. Your presence gives support and, at the same time, helps you keep in touch with the school.

#### VISITORS

Visitors are welcome at St. Catharine School and every courtesy will be extended. Parents and visitors, after being identified, will be admitted by staff. However, no parent or visitor may disturb teachers or children while school is in session.

**For the safety of all students, all visitors and regularly scheduled volunteers must sign-in the registry before proceeding elsewhere within the school building.**

**No one is permitted to go to a classroom** without permission from an administrator. When delivering forgotten items please drop off these items at the front door. Forgotten items delivered to the office will be delivered at the discretion of administration. **All items should be labeled with the child's name and homeroom.** It is understood that periodically lunches are forgotten, not prepared on time, etc. When you deliver the lunch to school, please have the child's name and homeroom clearly marked. We will in turn deliver the lunch to the cafeteria or your student. Deliveries from outside sources such as individual restaurants or Uber Eats will not be permitted for safety reasons.

#### MONEY COLLECTION

**All money that is sent to school, for any reason, must be placed in a sealed envelope identified with the student's name, homeroom, and purpose of the money.**

No collections are to take place unless prior approval has been obtained from the Principal.

#### SCHOOL INSURANCE

A school insurance program is provided for all pupils. This plan protects the child during school hours and while participating in school-sponsored activities. This insurance is not the primary plan, but is used along with your family insurance plan.

#### EVACUATION DRILLS

Following both New Jersey school laws and Diocesan policy, our school conducts two monthly drills to prepare students for an emergency. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements.

#### LOST & FOUND

SCS keeps a *Lost & Found* box in the school vestibule for the many items that are turned in each day. If a student loses something at school, he/she should check the ***Lost & Found Box***. Unidentified items are kept for a reasonable length of time and then given to the needy.

All items brought to school should display the student's name clearly written in permanent ink. Students should not bring valuable items or excessive amounts of money to school. Unfortunately, SCS cannot be responsible for lost or stolen items.

#### TELEPHONE USE

Students are **NOT** permitted to call home for forgotten materials, clothing, equipment, etc. This does not constitute an emergency. In an extreme emergency, students may use the telephone in the school office with the permission from Administration

## ELECTRONIC COMMUNICATION DEVICES

St. Catharine School is a place of faith and learning. For security and academic integrity, we expressly forbid the use of electronic communication devices throughout the school day. This includes mobile/cellular phones, portable video games, other recreational electronic devices, smartwatches and other wearables that are able to text or connect to the internet. Bringing these devices to school is strongly discouraged. However, if parents deem it necessary for their child to bring a device to school, students must keep these devices turned off from the time they enter the school building at the beginning of the school day until they leave school premises at dismissal.

We ask parents to support our policy, which is based on maintaining security and academic integrity, by not contacting their children on their mobile devices as well as not allowing their students to contact them on these devices during the school day. Please do not call or text students during the school day. Should an emergency arise, please contact the main office and we will be sure that you can get a message to your child.

Students who violate this policy are subject to disciplinary action, including suspension, confiscation of the device, and requiring a parent to pick up the device if confiscated.

St. Catharine School cannot be responsible for lost or stolen devices.

Cell phone usage is not allowed on the bus. Distracting behavior creates an unsafe environment and jeopardizes the safety of all riders.

## PROPER USE OF THE INTERNET

Parents agree for their child/ren to abide by the provisions of the Technology Acceptable Use Policy indicating that he/she will only use the Internet for educational purposes. The Policy asks that students agree to abide by the consequences of his/her actions if he/she is found to use the Internet in an inappropriate manner.

Students are expected to use school technology, including Chromebook, responsibly. The technology fee covers normal use and a limited number of repairs. Students who have repeated instances of damaged Chromebook will incur an additional fee.