

# St. Catharine School

## 2024-2025 Handbook



*Rev. Damian McElroy, Pastor*

*Mrs. Donna White, Principal*

*Mrs. Mary Jayne Nelson, Administrator Advisor*

*Mrs. Tara Brazinski, Director of Curriculum*

*301 2nd Avenue \* Spring Lake, New Jersey \* 732-449-4424  
www.stcatharineschool.net*

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 the 2024-25 school year is "Faith First". It carries a profound meaning and serves as a guiding principle for both students and staff while prioritizing spiritual values with Faith as the foundation. 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

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

# **SPECIAL NOTICE**

Any action or comment that is 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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### **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 a 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.

## **GRADUATE PROFILE**

Upon graduation from St. Catharine School, the graduate will:

- ❖ Live and understand the basic doctrines of the Catholic faith
- ❖ Behave in a Christ-like manner, respect authority, bear social responsibility, and be considerate and appreciative of the gifts of others



- ❖ Hear and respond to the needs of the poor
- ❖ Demonstrate self-discipline, a positive self-image, appropriate behavior, and take responsibility for personal actions
- ❖ Communicate using appropriate verbal, written, and listening skills
- ❖ Demonstrate proficiency in reading, writing, math, and science skills and employ these skills in problem-solving;
- ❖ Apply decision-making skills to daily life
- ❖ Be knowledgeable of current technology
- ❖ Use multimedia and learning resources effectively
- ❖ Be self-motivated and committed to lifelong learning

### **PARENT COOPERATION PLEDGE**

The Handbook requires our families to be active contributors in the education of our students and comport themselves in an appropriate manner. Accepting our role as a critical factor in the overall development of our child:

- ❖ We will be active in our faith as an example to our children.
- ❖ We will promote the value of reading.
- ❖ We will make ourselves available for Back to School Nights and parent-teacher conferences.
- ❖ We will furnish the school with all medical, dental, psychological, and other pertinent information for teachers to know the capabilities and limitations of our children.
- ❖ We will give parental supervision of recreational activities to ensure our children have ample opportunity to complete assignments and get sufficient rest necessary to perform to their capabilities in school.
- ❖ We agree to support St. Catharine School through prayer, positive relationships, and the giving of our time and talent.
- ❖ We will do our best to plan family vacations according to the school calendar.
- ❖ We will be supportive of the school and teachers in front of our children and fully cooperate with the school and the Parish in all matters relating to our children's education.
- ❖ We will foster responsibility in our children by acknowledging requests for forgotten homework, lunches, and more.

- ❖ We will monitor the media's influences on our children's lives by scrutinizing social media consumption as well as what they watch on television, videos, movies, as well as the music they listen to.
- ❖ We will accept the discipline code of the school and all disciplinary consequences imposed on our children and view it as a growth instrument for our children.
- ❖ We will encourage our children to fulfill their service requirements.
- ❖ We will acknowledge the PTA's efforts to minimize tuition increases by volunteering to work and support fundraising activities.
- ❖ We have read the school handbook, fully accept all of its terms, including school regulations and policies, and agree to discuss appropriate areas with our children.
- ❖ We will contact the teachers to schedule a conference as soon as we feel a problem exists.
- ❖ We understand that we may not agree with every decision by the school but pledge to work to find common ground to continue a mutually respectful relationship. In the event that such a relationship is not present, we understand that the school may terminate enrollment at its sole discretion, and we will find another school that would be a better match for our family.
- ❖ We acknowledge and accept the final authority of the Pastor (or his designee) regarding all matters relating to the education of our children at the school.

### **FACULTY AND STAFF**

Please visit our [school website](#) for updated faculty and staff information

### **ADMISSIONS & ENROLLMENT**

The enrollment period begins in January each year during Catholic Schools Week. The enrollment timeline, updated tuition, and applications can be found on the [St. Catharine School website](#).

### ***Continuous Enrollment***

St. Catharine School has a continuous enrollment policy for rising 1st – 8th grade students currently enrolled in our school. Continuous Enrollment assumes that once enrolled, a child will continue their education until graduation from eighth grade. Since most of our families remain year after year, this will streamline the enrollment process.

A notification of Continuous Enrollment will be communicated in January each year with the timeline for invoicing the non-refundable [enrollment fees](#) via [FACTS](#).

All existing PreK students wishing to progress to PreK-4 and Kindergarten will be asked to complete a registration form to confirm placement for the following academic year.

Each enrollment period, parents will be given the opportunity to opt-out of Continuous Enrollment for the following academic year. For those who opt-out of Continuous Enrollment and later decide to return for the following academic year, their placement at St. Catharine School will no longer be guaranteed and will be subject to space available in that grade. Families will also need to follow new admissions policies including application and the new family fee.

### ***New Student Admissions***

Each year during Catholic Schools Week, existing families are invited to complete applications for any new siblings wishing to attend St. Catharine School prior to admissions opening to new families.

All new student applications from new families are invited to apply in February each year. All new parents and students entering St. Catharine School are required to interview with Administration and grade level teachers prior to final acceptance. All new PreK and Kindergarten students are also asked to participate in an in-person assessment.

Students applying to grades 1st – 8th, are required to supply a copy of the latest report card and standardized test scores. With administrative discretion, an upper grade admitted student will be considered for admission on a probationary basis with periodic evaluations.

### ***Age Requirements***

- ❖ PreK-3 students must be 3 years old by October 31.
- ❖ PreK-4 students must be 4 years old by October 31.
- ❖ Kindergarten students must be 5 years old by October 31.
- ❖ First grade students must be 6 years old by October 31.

### ***Eligibility Policy***

In cases where applications exceed available space, the following order of priority will be used:

- ❖ 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.

### ***Acceptance and Registration Requirements***

Once all applications and documents are reviewed by Administration, parents will be contacted with acceptance letters. At that time, information regarding the formal registration process will be communicated.

### ***Admissions: Probationary Acceptance Policy***

New students entering St. Catharine School are accepted on a probationary basis for the first 90 days of instruction. This policy allows us to ensure that all students thrive in our school environment and align with our Catholic values.

During this probationary period, our faculty will closely monitor academic performance, behavior, and overall engagement.

Occasionally, due to the child's needs and/or the needs of the school, we will inform the family if St. Catharine School is ultimately not a fit for the child.

While we are committed to supporting each student's success, please note that the St. Catharine School reserves the right to dismiss a student during or after this period.

This approach fosters a positive and nurturing environment for all our students.

### ***Withdrawal and Transfer Students***

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

- ❖ Complete the [Opt-Out and Withdrawal Form](#).
- ❖ Return all textbooks, school materials, library books, etc. belonging to the school.
- ❖ Pay all debts. No records will be released until all tuition and incidental charges are paid.
- ❖ A transfer card and copy of the medical record will be issued to the parent in order to register at the new school.
- ❖ 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.

Parents who take their children out of St. Catharine School 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.

A family who voluntarily withdraws from St. Catharine School will receive a partial tuition refund (based on 100% of the school year tuition) according to the [refund policy](#).

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that will not be made lightly.

## ***Tuition***

The current tuition rates & fees are posted on the [school website](#). The enrollment fees and PreK deposit are non-refundable and are required to hold your child's space for next year.

All families are asked to use the [FACTS Management Company](#) to process the tuition and incidental fees. There, families can create an account and set up the desired payment plan.

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

## **AFTERCARE PROGRAM**

The Program provides extended care for students from dismissal to 5:30 p.m. The program's calendar parallels the school calendar. A student must be registered in this program in order to participate. With approval by Administration, a student may stay in Aftercare in an emergency situation without prior registration. Registration form and additional details will be on the [school website](#).

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

## **ALCOHOL/DRUG POLICY (Diocesan Policy #5114.7)**

Any violation concerning possession or use of alcohol or drugs (this includes nicotine, e-cigarettes, etc.) is a major infraction of Catholic School policy and makes the student liable to expulsion, at the sole discretion of the school. If it becomes clear that a student is guilty of selling drugs or recruiting for drug abuse, the student is guilty of a crime, and the expulsion procedure shall be initiated. The student's illegal activity shall be reported to the police. If the school becomes convinced that a student is guilty of possession, use, or trafficking outside of school, it shall treat the student in the same manner described above. Any disciplinary determination of the school, including without limit probation, suspension, or expulsion, shall be accepted as final and binding.

### **HOMEROOM PERIOD**

The first ten minutes of the school day serve as a homeroom period for prayer and announcements and for the students to prepare themselves for the work of the day. During this time of quiet preparation, students are engaged in some routine assignments while teachers attend to such duties as taking attendance, collecting forms, etc. It is not intended to be a time for written homework. Students are expected to forward any monies, communications, forms, etc., to the teacher at this time.

### **FAITH FIRST**

Religion is the first period of the day for all students. This is our recognition that faith comes first in our lives. This will be a priority for our entire school.

### **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 Aftercare Program and you will be charged accordingly.

### **ATTENDANCE**

The New Jersey Statutes on Education (18A-38-25, 38-26, 38-27) provide for compulsory attendance by all children between the ages of six and sixteen, but the responsibility for compliance belongs to the parents. In order to enforce the law, it is reasonable for the school to establish policies and regulations governing student attendance. The school retains full authority to impose consequences on account of the failure to follow these attendance expectations, including without limit probation, suspension, or expulsion. Such consequences shall be accepted as final and binding.

## **DAILY ATTENDANCE**

Students are expected to be in regular attendance throughout the school year. In the case of absence, the parent must call or email the [school nurse](#) to report the child's absence by the start of the school day every day the child is absent. If the child is absent 4 days or more, he/she must bring a written note from the doctor. Both a phone call and a note are required.

**Please note:** In the event your child is absent 20% or more of a current school year, SCS has the right to retain your child, regardless of academic grades.

Absence from school must be for illness only or exceptional conditions. Appropriate Absences include only the following:

1. Personal illness which may or may not include quarantine.
2. Serious illness or death in the immediate family.
3. Legal requirement to attend court.
4. Absence for educational or other purposes must be approved in advance by the administration.

Absences prior to a holiday, babysitting, travel or vacation during regularly scheduled class time are strongly discouraged.

## **ARRIVAL**

Students should arrive at school between 7:45-7:55am. Parents should never drop off students before 7:45am. AS A **REMINDER:** In an ongoing effort to keep your children safe, please be advised that your child is not permitted to wait by the school entrance doors before 7:45; there is no supervision before this time. Please note temperature drops with the winter season and other weather concerns.

## **TARDINESS**

Every student must be in the Homeroom by the 8:00am bell to not be counted in late. The student must report to the security booth for an admission slip before going to the classroom. A student



must provide a doctor's note for a tardy not to count towards their attendance; he/she will be considered unexcused for all other reasons.

After three (3) unexcused tardies in a marking period, the student will be assigned a detention.

### **SPORTS/THEATER/EXTRACURRICULAR ACTIVITIES PROGRAM**

A child must be present for at least 4 hours to participate in extracurricular activities that day. If a child is absent from school or sent home ill on the day of a sports/theater/extracurricular activity the student may not participate in the event on that day. \*All sports injuries must be reported to the nurse and principal on the next school day.

### **EARLY SIGN-OUT PROCEDURES**

Parents are encouraged to make doctor and/or dental appointments after school unless an emergency arises.

A written request from the parent/guardian needs to be sent to the homeroom teacher with as much notice as possible.

When the parent/guardian picks up the child, he/she needs to enter via the main entrance and present an ID.

### **DAILY DISMISSAL**

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

#### ***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 upcoming 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.
- ❖ Students who do not obey the behavior code on the school buses will not be permitted to use this transportation. When a student is reported for misconduct, the Principal will take immediate action. 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. No use of cell phones or eating on the bus will be permitted.**

### ***Bus Regulations***

Parents are reminded that proper conduct is expected of all children riding the bus. A driver's responsibility is a great one and he cannot be expected to fulfill his duties well if distracted by misbehavior on the part of the students. A Bus Conduct Report will be submitted by the driver to report misbehavior. A reported act of misconduct may result in detention or other disciplinary consequences. Repeated acts of misconduct may result in probation, suspension, loss of the child's riding privileges, or expulsion. Any such determination shall be accepted as final and binding. Please see bus regulations found in the Student Code of Conduct.

### ***Skateboards & Roller Blades***

Are not approved by administration and are not permitted on school property.

### ***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 Salem Street side of the building in the bike racks. 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 Riders***

All grades will be dismissed from the carport.

- ❖ Please utilize the car drop-off line if you are able to drop off your child without getting out of your car. Children should exit the car on the passenger side.
- ❖ If you prefer to walk your child up to the school building or if your child needs help exiting the car, please park on the South side of Pennsylvania Ave or proceed past the drop-off line park near the recess field.
- ❖ When crossing the street, please use the crosswalk for your safety and the safety of others.
- ❖ Please note that traffic on Pennsylvania Avenue can only go West during drop-off/pick-up hours.

### ***Walkers***

In the beginning of each school year, parents will complete a Daily Dismissal Form. This form provides written approval the child is able to walk home from school.

### **EMERGENCY SCHOOL CLOSING, DELAYED OPENING OR EARLY CLOSING**

In the event it becomes necessary to close school for the full day, delay the opening (9:30am) or close early (12:30pm) due to inclement weather or other emergency, parents will be notified via various communication channels. A School-Wide Emergency Dismissal form will also be distributed at the beginning of the school year. Please complete and return to the homeroom teacher as soon as possible. Please ensure that Genesis contact information is up-to-date. It is also necessary that the school file contains the name of the parent who has custody of the child in the event that parents are separated or divorced.

### **BEHAVIOR CONTRACT**

The use of a behavior contract is a disciplinary procedure warning a student and parent that the student's behavior needs improvement. The behavior contract is a management plan developed jointly between student, parent and school consisting of performance expectations and consequences with provisions for ongoing evaluation. The contract is positive-image affirming and may include an expiration clause. When a student is placed on a behavior contract, any infraction becomes more serious. Any violation of school regulations while on behavior contract may be cause for further disciplinary consequences, including without limit probation, suspension, or expulsion. Such consequences shall be accepted as final and binding. The decision to develop and implement a behavior contract is at the sole discretion of the school.

### **BIRTHDAY TREATS AND HOLIDAY PARTIES**

Classroom treats may be sent in for your child's birthday with advance permission of the teacher. They will be distributed at the discretion of the teacher. Children may not walk from room-to-room offering treats to other classes or offices.

Class coordinators will provide treats for holiday parties such as Halloween and Valentine's Day. It is not necessary for parents to provide any extra treats unless contacted by the class coordinators. Invitations to any private party cannot be distributed in school unless the entire class is included.

### **BOOKS AND BOOK BAGS**

Textbooks and chromebooks are loaned to the children. Students are responsible for the proper care of them throughout the year.

1. No writing, drawing, or graffiti is permitted on personal property (books, book covers, pencil cases, etc.)
2. If a book is lost or damaged, payment must be made to cover the cost.
3. Every child must have a sturdy book bag. Book bags with wheels are not permitted except for medical reasons as determined by the school.
4. Children must use a book bag to carry books to and from school.

5. Chromebooks must be cared for appropriately. Intentional or repeated breaks (3) will result in a replacement cost to families.

### **DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING**

St. Catharine School students always treat each other with charity and respect. The school will not tolerate student bullying, harassment, and/or intimidation; that is, any type of physical, verbal, social/emotional/cyber, or other behavior that is mean or hurtful toward another student.

A safe and civil environment is necessary for students to learn and achieve high academic standards. Discrimination, harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

### **DEFINITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING**

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 school's policy on the acceptable use of technology may also violate this policy.

**Retaliation** for reports of discrimination, harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing discrimination, harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

Reporting Incidents of Discrimination, Harassment, Intimidation, and Bullying Individuals who have reason to believe that a violation of this policy has occurred are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day. Resolving Complaints of Discrimination, Harassment, Intimidation, and Bullying In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of discrimination, harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with the school's disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that discrimination, harassment, intimidation, or bullying has occurred.

### **CAFETERIA**

Hot and cold lunches are available for purchase by the students. The cafeteria service determines cost. Lunch menus are provided on a monthly basis.

Rules for proper behavior in the cafeteria are posted in the cafeteria. Please see cafeteria rules found in the Student Code of Conduct.

## **CELL PHONES/TEXT MESSAGING/TELEPHONE/INTERNET CORRESPONDENCE**

Students are strongly discouraged from having a cell phone at school. If a student must bring a cell phone, it must be turned off and kept in the locker at all times while at school. Text messaging is never allowed, even if the student is communicating with a family member. Violators will have their phones taken and only his or her parents may reclaim the cell phone in the school office. Utilizing any other form of communication, other than the nurse or main office, is strictly prohibited and will result in an immediate detention. This will not be excused even if the exchange was with a parent or guardian.

The school telephone is for office use only. Students may use the phone only in the case of an emergency with the Principal's permission. Permission WILL NOT be given to students to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school except in an emergency. If it is necessary to communicate a message, the parents are expected to phone the school. The message will then be forwarded to the student. During the school day, students or teachers may not come to the phone to receive messages except in cases of a true emergency.

## **CHAIN OF COMMAND**

Many questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken (a) with appeals moving on to the next level (b) on the chain of command. The easiest way to communicate is via email, and a phone call is the next preferable way. Contact information such as e-mail addresses and phone numbers can be found on the school website.

1. On Matters Involving Instruction/Curriculum
  - a. Classroom/Co-Curricular Teacher
  - b. Director of Curriculum
  - c. Principal
2. On Matters Involving Student Discipline
  - a. Classroom/Co-Curricular Teacher
  - b. Principal
3. On Matters Involving Athletics

- a. Coach
  - b. Athletic Director
  - c. Principal
4. On Matters Involving Lunch/Recess
- a. Teachers
  - b. Main Office-addressed to Lunch or Recess Monitors
  - c. Principal
5. On Matters Involving Transportation
- a. Bus Driver
  - b. Bus Company/Transportation Director
  - c. Please inform Principal

### **CHILD ABUSE**

NJ State Law requires any person who has “reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse to report the same promptly to the Division of Youth and Family Services by telephone or otherwise.” (NJS.A. 9: 6-8, 10 et seq.) Failure to report suspected child abuse is punishable as a disorderly persons offense. (NJS.A. 9: 68-14) Under the law, anyone who makes a report shall have immunity from any civil or criminal liability that he/she may have otherwise incurred. (NJSA. 9: 6-8.13)

### **CLASS TRIPS**

Class trips, planned with an educational objective, are permitted and encouraged. Class trips are not to exceed the duration of a school day unless approved by the school Administration. Students are expected to comply with the Student Code of Conduct during class trips.

A written permission slip signed by the parent must be submitted to the school before a child will be permitted to participate in a class trip. Adults may be needed to help chaperone on class trips. The school’s determination regarding whether students may attend a class trip is final and binding. Parents not selected to chaperone or drive may not attend the field trip. St. Catharine School also reserves the right to deny any parent permission to drive for and/or attend any trip, at any time, for any reason.



## **CONFERENCES/APPOINTMENTS WITH TEACHERS**

Parent/guardian/teacher conferences are scheduled in November for the purpose of providing an opportunity to discuss, in detail, the student's progress and performance. The school initiates these conferences and parent/guardian presence is mandatory.

If at any time, the parent/guardian wishes to arrange a conference about a personal concern, they should submit a request by email or call the office to arrange a date and time.

Conferences are by appointment only and will be granted at a mutually convenient time for both teacher and parent/guardian. Care should be taken that parents do not approach teachers unannounced, in public, or call them at home.

## **COMMUNICATIONS**

Effective communication is the single-most important factor that assures a positive relationship between the home and the school. Several modes of communication exist to help keep parents informed on policies, activities, upcoming events, and student progress. Regular forms of communications include the PTA newsletter, Parent-Teacher conferences, Progress Reports, and weekly email updates from the Principal. Although most community and school information will be disseminated weekly to the parents via email and on the schools social page, there may be occasions when necessary information will be sent home to parents with the children.

Any communications, forms, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Individual students should not be sent to the office to forward messages, etc. Please cooperate in returning all forms to school on the day designated.

## **CURRICULUM**

### ***Religion***

Catechesis, the "echoing" or passing on our Catholic faith is designed to form disciples of Jesus Christ. Jesus formed his disciples through instructing, celebrating, witnessing, praying, living in community with others, and sharing the Good News of the Kingdom of God. (NDC pp 59-60)

Christian education is intended to make one's faith become living, conscious and active through the light of instruction and formation. The goal of building a faith community and imparting religious truths and values is one that permeates all areas of the curriculum at St. Catharine School. Formal religious instruction is conducted daily. Such instruction focuses on Knowledge of the Faith, Liturgical Education, Moral Formation, Learning to Pray, Education for Community Life, and Missionary Discipleship and Service.

Students are provided with the opportunity to participate in liturgical celebrations as a class and also throughout the year as a total school community. All students enrolled in St. Catharine School are required to attend religious services and participate in Religion classes. Students begin and end each day in prayer.

### ***Sacramental Preparation***

Students in Second Grade are formally prepared for receiving the sacraments of Penance and Holy Eucharist. Students in Grade Eight receive the sacrament of Confirmation after completing a course of instruction and service which begins in the Seventh Grade. An Initiation Process is in place for those students who wish to become Catholic.

### ***Integrated Language Arts***

The Language Arts curriculum is an integrated program incorporating both receptive and expressive language components. Reading and Listening are receptive language skills. These skills include the manner in which we receive and process information. Receptive language instruction focuses on decoding, comprehension, vocabulary, study skills, predicting outcomes, and formulating questions. Writing and Speaking are expressive language skills. These skills encompass ways we express information. Expressive language instruction emphasizes prewriting, drafting, revising, editing (grammar, spelling, and vocabulary), publishing (handwriting), defining purpose, organizing skills, and oral communication. Instructional programs are literature-based and successfully integrate each of the Language Arts components within the framework of a weekly selection.

### ***Mathematics***

The mathematics curriculum aligns itself with the guidelines established by the curriculum standards of the National Council of Teachers of Mathematics and the New Jersey Mathematics Framework.

Students in all grades are instructed in the basics of computation as well as the abstract concepts involved in problem solving.

The goal of the program is to produce confident problem-solvers who value the importance, power and application of mathematics in their lives. Empowered with this confidence they can take their place as leaders in a highly technological society.

### ***Social Studies***

Social Studies instruction encompasses Families, Neighborhoods and Communities, The History of the State of New Jersey, Canada and Mexico, World History, and United States History.

Components of the Social Studies program include instruction in map, globe, graph and reference skills, citizenship, responsible behavior and current events.

### ***Science***

The Science Program includes units of Life Science, Physical Science, Earth Science and the Human Body. Each unit teaches the content necessary for the students to be successful in the scientifically advanced world. This content is reinforced with a variety of related hands-on and simulated activities.

### ***Art***

During Art instruction, creativity and appreciation of various art forms are emphasized. Lessons are sequential, with the students building each year on what was learned previously. New skills are added as appropriate for the age level.

### ***Physical Education***

The Physical Education program includes movement concepts and principles in learning and in development of motor skills. Instruction and application of personal fitness programs, rules, sports and sportsmanship are also part of the program. This program provides each student with physical education each week and aims to develop and improve coordination, increase general muscular strength, and encourage cooperation, leadership, and good sportsmanship.

Parents are requested to ensure that the children cooperate with the following regulations:

PE uniform is to be worn to school. Ensure shorts are appropriate in length and fit. If a student is not permitted to take part in physical education for any reason, a written note must be submitted to the school nurse. If the child must miss more than one class, a physician's note is required. Please notify us of any pertinent information regarding your child's health that would affect his/her physical ability. This includes any physical handicap, allergy or disability.

### ***Foreign Language***

Spanish classes meet once per week for grades K-8. Spanish is graded as a co-curricular subject on the school report card.

### ***Technology***

Technology classes meet once per week. All grades incorporate the skills and concepts learned in the computer lab into the regular classroom curriculum. Please see the Acceptable Use Policy found in the Appendix.

## **DISCIPLINE**

Discipline is often a difficult but necessary virtue. According to the philosophy of St. Catharine School, it is definitely a part of education. We desire that our students understand the need for discipline and acquire responsibility and maturity through self-discipline, using Jesus Christ as our model. The proper attitude toward discipline on the part of a parent and student is essential in order that the child may grow spiritually, mentally and emotionally. As the student progresses from grade to grade, his behavior should improve because he has learned to control his tendencies, actions, words, and thoughts. This is an educated Christian who uses his intelligence and reason. There is a

relationship between good discipline and the learning process: the better one is, the better the other should be.

Students should familiarize themselves with the rules and regulations established by the school and classroom teacher published in the Student Code of Conduct and continually strive to cooperate with such policies.

Most discipline concerns are handled on an individual basis by the teacher who will contact the parents as needed. For concerns that are referred to the office, please see the Student Code of Conduct. The Administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

### **FORMS OF DISCIPLINE:**

#### ***Detention***

School or teacher assigned detention is held after school from 2:30pm to 3:30pm. Students are responsible for being present and finding their own rides home. Two or more school or teacher assigned detentions may warrant an N (Needs Improvement) and/or a U (Unsatisfactory) for student conduct on the report card. Lunch/recess detention is held during a student's recess and/or lunch time.

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.

### ***Suspension***

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes. Suspension is a serious disciplinary action taken when a student's behavior constitutes a serious disciplinary problem and is contrary to the good order and Christian climate of the school. Parents will be notified if such action is necessary.

### ***Expulsion***

In all cases involving possible expulsion from a Catholic School, the parents of the student will be notified as soon as possible and a conference arranged between parents, student, Pastor and Principal. Expulsion is viewed as a radical action, at which point the school feels that the student's interest would be better served in another environment or that the student's behavior is a serious threat to the school community. Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged. While it is not possible to enumerate all cases that could result in expulsion, the categories of cases listed below should provide guidance as to behaviors that may rise to the level of severity warranting expulsion:

- ❖ Arson
- ❖ Harassment, of any kind, of students or personnel
- ❖ Assault of any kind
- ❖ Hazing of a student or group of students
- ❖ Continued and willful disobedience or /defiance of authority
- ❖ Inappropriate use of cell phone
- ❖ Alleged criminal activity, including pending criminal charges or indictment
- ❖ Violation of the Acceptable Use Policy (use of the internet and digital devices)
- ❖ Cyber-bullying

- ❖ Improper use of social networking sites
- ❖ Extortion or attempted extortion
- ❖ Noncompliance with behavioral contract
- ❖ Fighting
- ❖ Possession of a weapon or look-alike weapon
- ❖ Gambling for financial gain
- ❖ Possession and/or trafficking of pornographic materials
- ❖ Gross disorder including mob action
- ❖ Possession, use and/or sale of an illegal substance
- ❖ Defacing or destruction of school property or another student or employee
- ❖ Verbal and/or physical threats

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days pending the investigation, hearing and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the school. A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three diocesan school administrators and principals appointed by the Superintendent. Pending the outcome of the appeal, the student will remain "expelled" and will not be permitted to attend school.

### ***Demerits***

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

Demerits must be signed to acknowledge parent receipt (not agreement) and returned to the school the following school day. If continued Demerits are issued, the student may receive an N (Needs Improvement) and/or a U (Unsatisfactory) for student conduct on the report card and/or may be placed on a behavior contract. Any violation of school regulations while on behavior contract may be cause for further disciplinary consequences, including without limit, detention, probation, suspension, or expulsion.

Parents acknowledge and accept that all disciplinary decisions of the school are final and binding.

### ***Disclosure***

Refers to access, release, or transfer of personal/school information about individuals. ALL SCHOOL STAFF must, and will, keep student/family/staff information private and confidential. This means any information staff learn about colleagues, students and their families must/will not be shared with anyone outside of the work environment.

### **DRESS CODE**

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>



SUMMER UNIFORM	September 3- Oct 31
WINTER UNIFORM	November 1- March 31
SUMMER UNIFORM	April 1- June 12

***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.
- ❖ All skirts or skorts are to be no shorter than 2 inches from the knee.
- ❖ Hair should be kept neat, clean, and appropriately cut. Fad haircuts are not permitted. 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 secured and off the face at all times. Boys’ & girls’ hair should never be in the eyes. Hair color should remain natural in appearance, and no tips or highlights or fad colors are permitted.
- ❖ Nail polish of any color, acrylic nails or tips, tattoos, and make-up and lash serums are not permitted.
- ❖ Jewelry: Students are encouraged to wear a religious medal and chain. Girls may wear ONE pair of small stud earrings along with an appropriate ring. Boys may not wear earrings. No other jewelry is acceptable for students.
- ❖ 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. 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, navy V-neck cardigan sweater, ¼ zip pullover fleece or V-neck vest all 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 St. Catharine School'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 Uniform***

#### ***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 silkscreen
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 or Spirit Wear Days***

Occasionally, students may be permitted to wear clothes other than their uniforms to school. Students must wear clothing appropriate for an educational setting which instills the Christian values of MODESTY and SELF RESPECT. Shoulders, backs, and midriffs are to be completely covered. Jeans and shirts with slogans must be school appropriate. When a student is considered to be in violation of this policy, parental/guardian contact will be made. This means that a parent/guardian may have to come to school to provide appropriate attire.

#### **Please remember:**

- ❖ Students MUST adhere to the above Dress Code.
- ❖ Decisions made by the school under the Dress Code are final and binding.
- ❖ Shoulders, backs, and midriffs are to be completely covered.
- ❖ Jeans and shirts with slogans must be school appropriate. No political affiliations or groups/organizations.

### **EMERGENCY MANAGEMENT POLICY**

Student safety is our top priority.

Plans are in place to coordinate the release of students in the event that parents come to school to retrieve their children due to a weather event or for any other reason. School personnel will arrange for each student to be brought from the classroom to the releasing area. Students will be released to authorized parents only following established procedures.

Whatever steps are taken in the event of an emergency, the school will use either email, text or a phone call in order to communicate with our parents. Classroom teachers know how to talk with their students about our emergency steps expressing an age appropriate level of concern and assurance of the children's safety and security always in a calm reassuring manner.

## **SECURITY (FIRE/LOCKDOWN/EVACUATION/SHELTER IN PLACE) DRILLS**

In compliance with the school laws for the state of New Jersey, emergency security (fire/lockdown/evacuation/shelter in place) drills must be held monthly. At the beginning of the year teachers will familiarize their students with the school's emergency security drill procedures.

## **GOVERNMENT AID**

St. Catharine School receives both federal and state aid that provide a number of educational services for our students. At the state level the school receives funds for textbooks, nursing services, technology (computers), compensatory educational services in reading/writing and math, supplemental instruction for classified students, corrective speech services and Child Study Team services for the evaluation and classification of students with learning disabilities. Some parents also receive state funding which provides free busing of children or a reimbursement in lieu of busing. At the federal level the school receives funding through Titles II and IV which benefit our teachers and students in the areas of staff development, safe and drug free schools and innovative programs. The school also is eligible for individuals with Disabilities Educational Act (IDEA) grants for students with disabilities. Services for students with disabilities are coordinated through other agencies with which St. Catharine School cooperates and supports. St. Catharine School is not required to provide its students with special education or related services, a free and appropriate public education, reasonable accommodations, or other services available and typically provided in public schools.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are released three times per year in Genesis.

### ***Kindergarten Report Card***

- ❖ **Co-curriculars** (STREAM, Art, Music, World Language and Physical Education) now appear beneath the core subject areas because they are of equal importance to the development of your child.
- ❖ **Grading Indicators:** all subject areas are now graded on an **E**(Exceeding Expectations), **M**(Meeting Expectations), **D**(Developing Proficiency), or **L**(Limited Proficiency)

- ❖ **ELA Performance Indicators:** 4(surpassing benchmarks), 3(meeting benchmarks), 2(approaching benchmarks),1(needs support) are not composite grades and are not averaged together to create the overall ELA grade. The purpose is to inform families of how their child is performing in each sub-category under the ELA core subject area.
- ❖ **Benchmark Indicators:**
  - Indicates if a particular area is a strength or weakness for your child.
  - If the box is left blank the student is meeting grade level expectations.
  - If you see a slant through one of these boxes it means that it has not been taught that trimester.
  - Benchmark progress is satisfactory unless otherwise indicated.
- ❖ **Personal/Social Development Benchmarks:** same benchmark indicators as listed above.

### ***1ST-4TH Grade Report Card***

- ❖ **Similar to Kindergarten Report Card:** grading scales are the same and there is still an emphasis on the ELA benchmarks.
- ❖ **ELA Performance Indicators:** 4,3,2,1 are not compositional grades and do not get averaged together to create the overall ELA grade. The purpose is to inform families how their child is performing in each sub category under the ELA core subject area.
- ❖ **Personal and social development:** modified to reflect more developmentally appropriate skills for this grade span.

### ***5-8TH Grade Report Card***

A+- 97-100

A: 93-96

B+: 89-92

B: 85-88

C+: 81-84

C: 77-80

D+: 73-76

D: 70-72

U: Grade falls below a 70

**Co-curriculars are the same benchmark indicators as seen in the K-4 grade report cards.**

## **GRADUATION**

At our Graduation ceremony, a diploma is awarded to each student who has demonstrated satisfactory mastery in all subject areas. Any student who does not meet this requirement, or who is otherwise not current with tuition payment or any other obligation to the school, will not receive a diploma until the necessary courses are made up or payments made.

\*\*A special class trip is planned for the Eighth Grade prior to graduation. Details regarding the trip are planned and communicated by the Eighth Grade teachers and class coordinators.

## **HEALTH OFFICE**

Good health for your children begins in their own homes. Proper sleep, good nutrition, good hydration, and proper hygiene on a daily basis are of utmost importance. In addition, encouragement and reinforcement of frequent and proper hand-washing techniques (especially after lavatory use, coughing or sneezing and before eating) will also promote good health.

A registered nurse is on duty in the health office on a daily basis from 8:00am to 2:30pm. This is for emergency treatment only. Ailments that are complained of at home by a child should be addressed at home with/without the contact of the child's own health care provider. If a child is ill before coming to school, keep the child at home – for their well-being as well as the well-being of their classmates and our staff. Below are some factors to be considered in making an educated decision on whether to keep a child home:

- ❖ A temperature of 100 degrees or above in the morning “or” the previous evening (regardless of child's complaints)
- ❖ Nausea/vomiting/complaint of no appetite
- ❖ Diarrhea
- ❖ An unidentified rash
- ❖ A sore throat complained of for more than one day.

Parents should not send children to school with the idea that if they do not feel well they “will be picked up”. If a child comes to the health office between 8:00am and 2:30pm an assessment will be made by the school nurse as to whether the child returns to class or



goes home. A parent who has a concern or new information regarding a child's health should leave a voicemail message for the nurse in the morning.

## ***Health Services***

### ***Illness and Injuries***

St. Catharine School has a school nurse on duty during school hours. Parents must alert the school of any sudden or chronic health situation that may pose a potential hazard to their student or to others. The school has multiple AEDs (Automated External Defibrillator) throughout the building: in the health office, gymnasium, main office, cafeteria and 3rd floor library. If your child contracts a communicable disease, they must submit clearance from a physician indicating that they may return to school. *Students should not come to school if they have:*

- ❖ Fever over 100.4. They can return to school after they have been fever free for 24 hours without the use of fever-reducing medication such as tylenol or motrin.
- ❖ Frequent coughing that disrupts normal activity; wheezing or shortness of breath
- ❖ Diarrhea or vomiting within the past 24 hours
- ❖ Rash of unknown origin unless with a doctor's note indicating it is not contagious
- ❖ Bad pain from earache, headache, or sore throat (with or without fever)
- ❖ Redness and/or discolored drainage from the eye(s) until seen by a physician

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. The note must *clearly identify* the diagnosis, device, and any limitations placed on the student's activities including the use of 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. Students 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.

### ***Physicals and Screenings***

All new students entering or transferring into St. Catharine School must submit a current physical examination form to the nurse by August 1st. All student athletes are required to have a current physical examination dated within 365 days prior to the first practice for a seasonal sport. The New Jersey Pre-Participation Physical Form must be filled out by both a parent and physician. The health office must have received the student's medical eligibility clearance before a student can participate in a sport. Please submit all original paperwork to the nurses and make a copy for your own records. Forms are available in the health office and on our website.

If a student does not submit a completed physical form each school year, the nurse will perform health screenings in accordance with state requirements unless a parent/guardian indicates in writing that they wish to decline these services. The screenings include height, weight, hearing, blood pressure, vision, and beginning at age 10, scoliosis. Any abnormal result from the screenings will be reported to the parent/guardian. These services do not take the place of annual sports physicals or mandatory enrollment/transfer physicals done by your licensed medical doctor, doctor of osteopathy, or licensed nurse practitioner.

### ***Immunizations***

All students in all grades must be in compliance with the State of New Jersey Immunization Regulations mandated for a particular age or grade level to attend school (unless you have submitted a physician-signed medical exemption or parent-signed religious exemption). The immunization requirements chart can be found on the state website [www.nj.gov/health/cd/imm\\_requirements](http://www.nj.gov/health/cd/imm_requirements) or can be requested from the school nurse. At a minimum, children must have received at least 1 dose of each required vaccine and be in the process of receiving the additional required doses before the student may enter school provisionally. Children under age 5 must also receive an *annual* dose of the influenza vaccine given by December 31st in order to remain in school. Children age 11 must receive the meningitis and Tdap vaccines before entry into 6th grade. If they are turning 11 during their 6th grade year,

they must receive these immunizations within 2 weeks of their birthday. All immunization records must be up to date and submitted to the health office in order for the student to remain in school.

### ***Medication***

All medication should be administered in the home. If this is not possible and your child *must* take medication during school hours, the following 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. For each medication, you must submit a **Medication Authorization Form** (available in the health office or by email request to nurse@stcatharineschool.net) filled out by both the parent and the physician *each school year*. The physician will indicate the diagnosis, name of medication, dosage, mode, frequency, duration, and possible side effects.
- ❖ Students may **ONLY** take medication administered by the school nurse or directly by their parent/guardian. Teachers may not dispense medication to any student. Students may not self-carry or self-administer their own medication. This includes but is not limited to all prescriptions, over the counter medications such as tylenol or motrin, eye drops, ointments, etc. All medication must be in its original, properly identified container and submitted to the school nurse to be kept in a secured location in the health office.
- ❖ The **ONLY** exception is for students with a potentially life-threatening condition. A student may self-carry or self-administer an emergency medication (epi-pen or inhaler) only with an action plan signed by both the physician and parent indicating that the student has been trained and is capable of administration. The student must report to the school nurse afterwards for assessment.
- ❖ If your child has a potentially life-threatening condition requiring emergency rescue medication (asthma, allergies, seizures, diabetes, etc.) please inform the nurse and submit the completed action plan *along with* any necessary prescribed medications in the original, labeled container as soon as possible.
- ❖ If it is not possible for the school nurse to administer medication at the required time, the parent/guardian may need to come to school to administer the medication personally (during after-school programs, on class trips, or when a nurse is unavailable). On school

sponsored trips, only a licensed nurse or the student's parent/guardian may administer medication. State law also allows for a school staff member who has been designated and trained to administer an epi-pen in an emergency, however they cannot legally administer benadryl, an inhaler, or any other medication to a student.

- ❖ Medication no longer required must be promptly removed by the parent/guardian. The nurses will check expiration dates upon receipt but parents are ultimately responsible for expired medications and replacements.

A parent/guardian or a designated representative with written permission on file in the school health office for the current school year is asked to accompany any child in need of medications/treatments during class trips, field days, etc. No teacher or other parent on class outing is legally able to dispense any medications.

Parents are asked to be prompt in updating changing information regarding telephone numbers for contacts, and updated health information.

Parents are also asked to have an ill child picked up from the Health Office as soon as possible but no later than within one hour of notification.

In addition, the Diocese of Trenton has a secondary insurance policy for students who sustain an injury during school hours/school sponsored activity. All claims are to be submitted to the parent's primary insurance company first. The secondary insurance form may be obtained from the school health office. All rights are reserved regarding any claim of injury.

### **HOMEWORK**

Homework is an integral part of the education program. This is a matter of discipline. PLEASE see that your child has a quiet place in which to study – well removed from the television. In the lower grades parents may assist the child.

Homework is a necessity. It may take the following forms:

1. Written assignments
2. Work not completed in class.

3. Reading assignments
4. Study and review assignments.
5. Long-term reports or projects.

In ALL grades parents should check this work for completeness and neatness. Answers should be corrected and spelling checked carefully. A child will always have study or review work for reinforcement.

Each student is to copy the assignments for the day in an assignment pad. It is his/her RESPONSIBILITY and part of his/her training in becoming a dependable adult.

It is the parent's responsibility to see that the child comes to school prepared to do his/her work; rested, in good health, having eaten a good breakfast, with at least 3 sharpened pencils, pen, stationery, and chromebooks charged.

Students are responsible for studying for a minimum average of

- ❖ Grade 3: 20 minutes
- ❖ Grade 4: 30 minutes
- ❖ Grades 5 & 6: 45 minutes
- ❖ Grades 7 & 8: 60 minutes

### ***Homework Make-Up Policy***

Homework assignments missed due to an illness are the student's responsibility. A student will have as many days as he/she was absent to complete the work. It is the responsibility of the student to check with his/her teacher to determine when a missed test may be taken.

Any child who has a one-day absence which coincides with the day of a test must be prepared to makeup that test on the day he/she returns to class. All make-up work must contain two dates: 1) Date of Absence; 2) Date submitted

All work must be complete and neatly done before the teacher will accept it.

The administration discourages the taking of vacations during school time. Teachers are not required to furnish assignments in advance. The same make-up procedures will be followed as stated above under make-up homework policy.

### **HONOR ROLL (Grades 6, 7 & 8)**

#### ***High Honors Grade 6, 7 & 8***

Students must have 92 or above in all subjects. A student must have a “M” or above in special areas with no “N” or “U” in Conduct.

#### ***Honors Grade 6, 7 & 8***

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

#### ***Honor Cords***

In order to receive this recognition a student must maintain a 92 or higher grade point average in all academic areas and a grade of E or M in their special area classes for 4 out of their final 6 trimesters at St. Catharine School.

### **PARENT REQUESTS-HOMEROOM**

All parents are asked not to call or write and request a particular teacher or classroom that they want for their child. It is also against school policy to suggest being placed with friends. Assigning children to teachers or classrooms is the responsibility of the school. Many factors go into making the assignment of children and a process for doing so is followed by the teachers and school administration. A parent's preference is not one of the factors. Parents are asked to respect school policy and not call, write or request a meeting to ask for a particular teacher, classroom, or friends for their child. The school's determination regarding assignment is final and binding.

### **PARENTAL CUSTODY**

In situations of separation or divorce, the school office must be informed of custodial arrangements through presentation of a court order or an agreement signed by both parents at the beginning of the school year when information data is gathered. If the court extends or limits the rights of either parent, there should be a valid court order of entry specifying these extensions or limitations. A parent (custodial or non-custodial) should produce a valid certified copy of such an order to the principal if the parent is seeking a right outside the usual rights. It is the parent's duty to inform the school of a separation or any applicable court order.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), non-custodial parents have the same rights of access to student records as custodial parents, unless there is a court order

to the contrary. Non-custodial parents may keep abreast of school programs and receive copies of their children's grades by requesting in writing that progress information be sent to them. The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

### **PERSONAL ITEMS**

Please see that your child's belongings (coats, jackets, boots, lunch boxes, paper lunch bags, and all school books are labeled with his/her name. This can easily be done with a ballpoint pen or permanent magic markers.

### **PLAYGROUND/RECESS FIELD**

The playground is a place for students to socialize and release energy in a safe manner. Playground monitors supervise playground activities. Students are required to be respectful and follow playground rules and the Student Code of Conduct. Tackling, fighting, any form of rough play, and any behavior that violates the Student Code of Conduct or this Handbook is not allowed on the playground. Using improper or obscene language, gestures, etc. are considered unacceptable behavior. Please see Playground rules found in the Student Code of Conduct.

### **PTA**

St. Catharine's PTA is a vibrant organization that fosters a mutual understanding of and appreciation for the ideals of Catholic education. The PTA is involved in a wide spectrum of activities ranging from fundraising events to sponsoring children's programs. Family participation is encouraged with many of the activities. Please support our SCS PTA events and fundraisers.

### **RIGHT OF PRINCIPAL**

The principal maintains the right to determine the seriousness of policy infractions and rule violations. The Principal decides if certain cases of misconduct require stronger consequences as listed in this document.

St. Catharine School or the Principal retains the right to amend this handbook for just cause and parents/guardians will be given prompt notification of changes.

### **SAFETY**

Crossing guards and SLPD officers are stationed at the main intersections close to St. Catharine School for the protection of your child before school and at dismissal time.

Your child should be instructed to go directly home from school immediately upon dismissal, to cross ONLY at intersections so protected, and to refuse to approach or enter the car of anyone he/she does not know. Children are NOT to leave the school grounds during school hours without permission from school authorities.

### **SHADOW DAYS**

8th Grade Students are permitted to have shadow days (a day to visit a prospective high school) anytime throughout the year. The shadow day must be taken prior to the high school's application deadline date and approval for the shadow day must be requested by the parent in writing two weeks prior to the shadow day.

### **VISITORS, INCLUDING PARENTS, TO THE SCHOOL**

For the safety of the children and to avoid class interruptions, all visitors, including parents, must report to the security desk and obtain a badge prior to visiting other parts of the building, except at times of public function.

If it is necessary to bring articles of clothing, lunches, etc. to school during the day, they should be brought directly to the security desk.

Our security desk may ask for identification prior to allowing anyone into the building.



## **ST. CATHARINE SCHOOL**

### **Student Code of Conduct**

The St. Catharine School Student Code of Conduct is an integral part of our teaching/learning process. It is a constructive process to guide and develop the attitudes of our students so that they may achieve the highest possible standards of Christian behavior and cooperation.

We desire that our students understand the need for discipline and acquire responsibility and maturity through self-discipline. The proper attitude toward discipline on the part of parents and students is essential in order that our students may grow spiritually, mentally and emotionally and to prevent frustration, resentment or rebellion on the part of an individual student or groups of students.

As students progress from grade to grade, their behaviors should improve because they have learned to control their tendencies, emotions, thoughts, words and actions. The rights of individuals must always be balanced with the acceptance of responsibilities toward the entire school community. It is the role of St. Catharine School to help students accept responsibility for their actions and to understand the consequences.

In keeping with the mission of the school our Student Code of Conduct will be implemented in a positive manner being primarily diagnostic and remedial in purpose rather than punitive in intent. The decisions made by St. Catharine School in implementing the Student Code of Conduct, including without limit the imposition of consequences for violations, are final and binding.

### **THREATS OF VIOLENCE**

#### ***Threats of Harming Others***

St. Catharine School is committed to promoting healthy relationships and a safe learning environment for all. Therefore, it shall not tolerate student threats of harm to self or others or other threatening behaviors, such as gun motions, verbal threats of killing, including threats to damage school property.

Threatening behaviors shall not be tolerated on school property or activities under the jurisdiction of St. Catharine School. Students shall inform a teacher, counselor or principal when he/she is in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the appropriate law enforcement agency. Pupils who perpetrate threatening behaviors shall be disciplined in accordance with a mental health clearance. The policy and regulations on suspension and expulsion and conduct/discipline will follow in addition if needed.

### ***Threats of Harming Self***

Parents will be contacted and informed of the situation. Parents will be asked to come to the school as soon as possible to receive basic self-injury information and to sign a document stating that they have been informed that their student is in danger of self-injury and should receive care within 24 hours. Follow-up care with the school counselor or outside therapist will be needed as well. Students under this care will be permitted to return to school with clearance from a mental health professional.

## **EXPECTATIONS**

### ***Procedures for Safety***

- ❖ Students are to walk on the right side when traveling throughout the school building and when using stairs.
- ❖ During a fire drill, students are to exit and re-enter the building in silence.
- ❖ Students are to enter the school building before school or re-enter after leaving only with permission of a member of the faculty.
- ❖ Students are to go directly home when dismissed. The school has no responsibility for student safety after dismissal.
- ❖ Bus students are to remain seated for the entire bus ride. Students will speak quietly, keep all parts of the body away from the windows and adhere to the rules set forth by the bus driver.
- ❖ Students are to remain on the premises at all times during the school day unless permission has been given by the Principal to leave.

- ❖ Students are to refrain from being truant.
- ❖ Students are to refrain from using, selling, or bringing any items that pose danger onto the school premises. These include but are not limited to tobacco, drugs, alcohol, and weapons.
- ❖ Students should refrain from any potentially dangerous activities on the school premises.

### ***Procedures for Maintaining a Learning Atmosphere***

- ❖ Students are to keep silent at the times and places designated throughout the school day.
- ❖ Times of silence include, but are not limited to: masses and prayer services, assemblies.
- ❖ Places of silence include, but are not limited to: corridors during the change of class, the school yard after the whistle.
- ❖ Students are to arrive at school and to class on time.
- ❖ Students are to raise their hand and wait to be acknowledged before speaking in class.
- ❖ Students will wait for the door to be opened before entering a classroom.
- ❖ Students will quietly inform teachers of mission and gain permission to speak to individual students or class.

### ***Respect for Others***

- ❖ Students are to uphold the good name, character, and reputation that is part of each member of St. Catharine School.
- ❖ Students are to refrain from speaking, writing, or gesturing obscenities.
- ❖ Students are to settle conflicts using non-violent- means rather than physical force.
- ❖ Students are to avoid behaviors that exclude other students in any way during the school day.
- ❖ Students are to seek permission to use or handle the possessions of any member of St. Catharine School.
- ❖ Students are to refrain from acts of bullying, harassment, and/or intimidation; i.e., using words or actions that demean another or abuse the dignity or rights of any member of the school community. These include, but are not limited to: any act of physical, verbal or social/emotional bullying, harassment, and/or intimidation described in the school policy.
- ❖ Students are to answer all persons (teachers, parent volunteers, students) in a tone of voice and choice of words that is appropriate.

### ***Academic Responsibilities***

- ❖ Students are responsible for completing all written class work and homework neatly and carefully.
- ❖ Students are responsible for studying for a minimum of twenty minutes per night – Grade 3; thirty minutes – Grade 4; forty-five minutes – Grades 5 & 6; sixty minutes – Grades 7 & 8.
- ❖ Students are responsible for bringing to class all supplies that are needed to do the day's work (pencil, paper, books, projects, PE clothes, lunch, etc.)
- ❖ Students are responsible for asking for and completing all work that was missed during an absence from school or from class.
- ❖ Students are responsible for participating in class by contributing to discussions, asking questions, and listening to the teacher.
- ❖ Students are responsible for keeping a homework pad in which all assignments are copied.
- ❖ Students are responsible for delivering any necessary school communications to parents and returning communications on time.
- ❖ Students are responsible for keeping workbooks neat and up to date.
- ❖ Students are responsible for participating in our masses and prayer services by singing, praying, and showing a reverent attitude.
- ❖ Students are responsible for keeping the building and grounds clean and in good order.

### ***Spirit of Cooperation***

Students are to recognize that all teachers, substitutes, bus drivers, and volunteers have the authority to correct them if behavior needs correction. Students are expected to show respect even in the face of correction.

Students are to do what they are told without complaining. If a student feels that a request or correction is unreasonable, they may follow the appeals process.

Students are to do all they know is right so that learning and teaching can take place and so that a pleasant atmosphere is present.

### ***for Property***

- ❖ Students are to refrain from writing on or damaging school property. This property includes, but is not limited to: books, furniture, walls, equipment, and supplies.
- ❖ Students are to use the trash cans to dispose of trash and garbage.
- ❖ Students are to refrain from taking or using property that does not belong to them.
- ❖ Students will use a school bag to carry books.
- ❖ Students are to handle and use all school property carefully.
- ❖ Students are to refrain from copying the academic work of other students.
- ❖ Students are to refrain from taking or using the property of other members of St. Catharine School without asking permission.

### ***Respect for Rules***

- ❖ Students are to eat only at the times (lunch and recess) and places (classroom, lunchroom) stated for the purpose.
- ❖ Chewing gum is not permitted at any time during the school day on the school premises.
- ❖ Students are to adhere to the dress code and uniform policies as stated in the school handbook.
- ❖ Students are expected to maintain a reverential attitude during church services.
- ❖ Students are to maintain an attitude of respect for adults in the recess yard and during indoor recess periods.

### ***Cafeteria Rules***

- ❖ Be respectful, courteous and polite at all times.
- ❖ Listen to and obey the cafeteria monitor at all times.
- ❖ Walk at all times and do not cut into lines.
- ❖ Remain seated and talk in quiet tones.

### ***Cafeteria Procedures***

- ❖ Refrain from throwing food or trash. Place all trash in receptacles and return all trays
- ❖ Keep your hands to yourself.
- ❖ Leave tables and floor area clean and push in chairs before prayers and dismissal.

- ❖ Do not take food out of the cafeteria and ask permission before leaving the cafeteria.

### ***Playground / Recess Field Rules***

- ❖ Be respectful, courteous and polite to others and obey the adults at all times.
- ❖ No bullying, harassing, intimidating, teasing, name calling, ridiculing or laughing at another, etc. No physical or verbal fighting, play fighting, obscene language or excluding others from playing

### ***Playground / Recess Field Procedures***

- ❖ Remain in the area assigned to each grade.
- ❖ Play fairly and show good sportsmanship and do not interfere with the play of others.
- ❖ No reckless running, rough, aggressive or physical contact play.
- ❖ Refrain from doing anything that is potentially dangerous, hurtful or destructive.
- ❖ Line up in silence immediately when the whistle sounds.

### ***Bus Regulations***

- ❖ Students may not ride any bus except the one to which they are assigned.
- ❖ Students must remain in their assigned seat with seat belt on at all times.
- ❖ Keep head and hands inside the bus at all times.
- ❖ Loud talking, use of profanity or any disorderly conduct is forbidden.
- ❖ Eating, drinking, changing out of uniform or throwing anything in the bus or out the windows is not permitted
- ❖ Damaging or vandalizing the bus in any way is forbidden.
- ❖ Acts of bullying, harassment, intimidation, or any other disrespectful behavior, as described in the St. Catharine School Handbook, will be subject to disciplinary action.
- ❖ The bus driver may issue a Bus Conduct Report to the principal for students who do not follow the rules set forth by the bus driver which may result in school detention(s) or suspension from riding the bus.

### ***Unacceptable Conduct***

Because a St. Catharine School student is expected to be respectful, responsible, honest and kind at all times in all circumstances, any actions that either deter Christian development, demonstrate socially or morally undesirable behavior or do not meet the stated expectations of the school will be considered unacceptable. The following conduct, by way of example, is unacceptable and may be subject to the imposition of discipline or other remedial action by the school. All decisions by the school in addressing unacceptable conduct, including, without limit, the imposition of discipline or other remedial action, are final and binding.

#### 1. Disrespect for any member of the school community.

- Any act of physical, verbal or social/emotional bullying, harassment, and/or intimidating behavior.
- Settling conflicts using threats or physical force rather than non-violent means.
- Excluding other students in any way during the school day.
- Displaying anger, hatred, emotional outbursts, and tantrums.
- Disobeying or defying authority, insubordination or lack of cooperation.
- Using improper, obscene or threatening language, gestures, pictures, etc.
- Defacing, damaging or destroying property of others or the school.

#### 2. Disregard for the school rules or rules of safety.

- Running in the building.
- Using video games, audio devices, and wearable devices, trading cards, etc. at school.
- Violating attendance rules: excessive absences or tardies, truancy
- Disregarding the dress code.
- Chewing gum; or eating anywhere other than in the cafeteria.
- Using, possessing or selling tobacco, alcohol or illegal drugs.
- Inappropriate use of technology (e.g. Internet, e-mail, cyberbullying, etc.)
- Using, threatening to use and/or possessing dangerous objects of any kind or the perception of such during any school-related activity, (weapon-like objects, guns, knives, scissors, pens, etc.).

- Inappropriate use of any materials that can be used as a projectile (e.g. rubber bands, paper clips, balls, etc.)
- Harming the good name, character or reputation of the school.
- Misbehavior of any kind in school, on school grounds, on the bus, or at school-related functions.

3. Disregard for general classroom rules.

- Dishonesty: stealing, lying, cheating/copying, forging, etc.
- Incomplete homework, class work, make-up work, etc.
- Inadequate class preparation or participation.
- Failure to report to detention.

4. Any other questionable behavior which is not easily defined in the Code of Conduct but may be deemed unacceptable by the school.

***Consequences of Unacceptable Conduct***

St. Catharine School maintains full authority and accepts the charge to exercise good judgment, in keeping with Christian standards, when dealing with the consequences of any violation of the Student Code of Conduct or any other term of this Handbook. Since a St. Catharine student is expected to be respectful, responsible, honest and kind at all times, unacceptable conduct may be subject to one or more of the following remedial actions or any other appropriate consequence, not necessarily in this order, which determination is final and binding:

- Warning
- Demerit
- Parent Phone Call
- Parent Meeting
- Lunch and/or recess detention
- After school detention
- School Conduct Mark of N or U
- Behavior Contract
- Suspension
- Expulsion



***Appeal Process***

If a student feels he/she has been unjustly accused of wrongdoing, the student may follow the process stated below:

1. The student should accept the correction at the time it is given, but speak to the faculty member who gave the correction privately on the same day to arrange a time to discuss the incident.
2. The student should state the facts of the incident. The faculty member will state the facts as he or she knows them.
3. Through a respectful discussion of the facts, both the student and the faculty member will have an opportunity to state their sides of the story to bring about an understanding of what occurred. The school's decision at the conclusion of this process shall be final and binding.

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**ST. CATHARINE SCHOOL**  
**Technology Acceptable Use Policy**

***Purpose***

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. To remain eligible users, students must restrict their activities to those which are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege, which entails responsibility on the part of the user. The school retains the right to restrict or terminate use of school-provided technology, at any time, for any reason.

A global and diverse electronic communications network, the Internet provides world-wide access to computers containing information resources which may not be considered of educational value in the context of the school setting or of a suitable nature for school-age students. The school considers the information gathered from the Internet and obtained from all other software in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all

inappropriate information is limited when students are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Student access to, and use of, the Internet as well as all other computer-related technology, shall be at all times under the direct supervision of the professional educational staff. Consequently, whenever possible, links to Internet sites shall be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user shall be provided with guidelines and/or references geared to the particular learning objectives.

### ***Student Supervision***

In order for a student to gain access to school-provided technology, including the Internet and electronic mail, he/she must obtain the written permission of the parent/guardian, who shall have the option of denying their son/daughter Internet access by requesting an alternate assignment. All students must sign the Technology Acceptable Use Policy. Students utilizing Internet access are responsible for their behavior on-line in accordance with the school's disciplinary policy. Users shall not be permitted to use any technology while access privileges are suspended or revoked.

Social Media: Student safety is our top priority. Students are strongly discouraged from engaging in Social Media at school or at home. Parents who grant permission for their children to use Social Media are expressly requested to monitor their use carefully.

Insofar as school administrators and faculty may review files and monitor all student computers, local area network, and Internet activity to maintain system integrity and ensure that users are acting responsibly, at any time, the students have no expectation of privacy of files and electronic mail in the school setting. Students violating the policies governing standards of conduct or the use of technology, including the Internet and electronic mail, shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user,

including, but not limited to, loss of data resulting from delays or interruptions in the Internet or in-school network services and/or hardware failure. The school will not be responsible for the accuracy, nature, or quality of information stored on any fixed or removable electronic media, whether on workstations, stand-alone computers, or servers nor for the same obtained from school-provided Internet access. Further, the school shall not be responsible for personal property used to access stand-alone or networked computers nor for unauthorized financial obligations resulting from the access to the Internet. These guidelines and all its provisions are subordinate to local, state, and federal statutes. All users of the school's Internet access must also comply with the Internet Service Provider. Any violation of this policy may result in disciplinary action.

- ❖ Students shall not deliberately use school computers, networks, electronic mail, or access to the Internet in any way which could be considered as damaging another's reputation, abusive, obscene, sexually oriented, offensive, threatening, inflammatory, discriminatory, bullying, harassing, intimidating, or otherwise illegal or contrary to school policy.
- ❖ Students shall not intentionally damage, misuse, or tamper with any hardware or software, network system, or information belonging to others, or allow others to do the same. Users shall not deliberately interfere with the ability of other persons to send/receive electronic mail.
- ❖ Students shall not remove technology hardware or software from the school without permission of the teacher or administrator(s).
- ❖ Students shall not gain unauthorized access to resources or entities (such as restricted IRC chat areas) or invade the privacy of others, except as otherwise provided in this policy.
- ❖ Students shall not post anonymous messages or any material authorized or created by another person without his/her consent.
- ❖ Students shall not use a school network for commercial or private advertising.

- ❖ Students shall not use the school network or electronic mail in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette, or in any manner that does not advance the educational and instructional objectives of a teacher or other school staff.
- ❖ Students may not use electronic mail for any improper or illegal activity, including but not limited to violation of copyright laws. Students shall not forge electronic mail messages or web pages.
- ❖ Students shall not transmit personal information about other students including, but not limited to, student names, addresses, and phone numbers without the written permission from the student or his/her parents/guardians.
- ❖ Students shall not respond to unsolicited electronic mail messages from any source, which consists of obscene, suggestive, illegal, offensive, pornographic, or objectionable content..

### ***Staff Responsibility***

All school staff members whose duties include supervising students or staff using school computers, networks, Internet access, or electronic mail are obligated to read, understand and adhere to those procedures and should enforce the rules concerning acceptable use of school technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the school's disciplinary code.

### ***Parental Responsibility***

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students. As such, the school cannot assure parents that students will be denied access to every and all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals, and educational mission. Students and their parent(s) or legal guardian(s) specifically agree to indemnify the school and school personnel

for any losses, costs, or damages, including reasonable attorneys' fees incurred by the school relating to, or arising out of any breach or violation of this section by the student.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods via the Internet which could result in unwanted financial obligations for which a student's parents or guardians would be held responsible.

**\*\*No individual may create any separate class or school social media pages except as authorized by the Pastor or Principal.**

**\*\*No individual may use the St. Catharine School name, and any other forms, to any medias without pastor/principal written permission.**

### ***Guidelines***

The educational value of the school's use of technology, including student access to the Internet and electronic mail, is the responsibility of the teachers as well as the students and their parents/guardians. Given the school's limited availability of technology, students are expected to use these resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.