

St. Catharine School  
Spring Lake, NJ



2019 - 2020  
Handbook

*Welcome to  
St. Catharine School!*

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**Fr. Damian McElroy , Pastor  
Mr. Robert Dougherty, Principal**



September 2019

Dear Parents,

This handbook was prepared to acquaint all parents and students of SCS with the policies and procedures of our school. I ask that you read it thoroughly and keep it handy as a reference.

The Principal has the discretion to take actions other than those specified in this handbook. If changes are made to this handbook, parents will be notified promptly. It is most important that you read these guidelines that will give direction for our journey together this year.

We all want the best for our children, but that is not enough. Your words of encouragement, your interest in your child's efforts, your support, and involvement are all vital for a successful school year.

Let us pledge to work together in preparing our children to meet the challenges of life.

Thank you and God Bless You,

Robert Dougherty  
Principal

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This Handbook exists to foster the efficient operation of St. Catharine School. In order to meet this objective, the school administrators are given the flexibility and the authority to exercise discretion.

In appropriate circumstances, the Administration has the discretion to take actions other than those specified in the Handbook.



St. Catharine School is accredited by the

## Advanced Ed Accreditation Commission

### PURPOSE AND USE OF HANDBOOK

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.

### MISSION STATEMENT

The mission of St. Catharine School is to foster the spiritual, moral, intellectual, social, creative, and physical strengths of its students. The administration, faculty, and staff model Christian behavior to foster spiritual growth, striving to transmit the truth that Religion is not just a subject, but rather a way of life.

In partnership with parents, the mission of St. Catharine School is to foster the spiritual, moral, intellectual, social, creative, and physical strengths of its 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.

The St. Catharine School motto, Faith•Knowledge•Service, guides all facets of the school in its mission to ensure that every child receives a quality education imbued with Christian values. Beliefs introduced in the home are further developed in all areas of the curriculum at SCS, and are affirmed through ongoing acts of community service.

At St. Catharine School, teachers continue and enrich the religious formation begun by the parents. The administration, faculty, and staff model Christian behavior to foster spiritual growth, striving to transmit the truth that Religion is not just a subject, rather a way of life. The children learn to recognize the presence of Christ in themselves and others. Through daily prayer, meaningful liturgies, and inspirational services throughout the year, the students learn to live out the Gospel message.

#### RELIGIOUS EXPERIENCE

The development of each child's faith life 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.

#### 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 basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic, and other school-administered programs.

#### BELIEF STATEMENT

##### **We believe:**

- ❖ Students must be provided with the spiritual and academic foundation so that they will become creative and ethical problem solvers who will make a positive contribution to our Church and to our world.
- ❖ Students achieve academic excellence, critical thinking skills, and problem solving skills when actively engaged in meaningful and challenging work, integrating technology where appropriate.

- ❖ Students develop a true self-esteem when guided in nurturing, respectful and tolerant environment in which the students can actualize their own personal goals.
- ❖ Teachers, in partnership with parents, guide students to become life-long learners with active and creative minds who will be able to contribute meaningfully on a local, national and global level.
- ❖ Parent participation enhances high expectations, motivation, achievement and ethical virtues in the school community.
- ❖ Respect, open communication and cooperation are necessary among students, parents, staff members and the community to create a positive learning environment.

### ROLE OF THE STUDENT

As students, you attend school so that you develop your individual capabilities to their full potential. To accomplish this, each pupil at SCS should:

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

### Student Code of Conduct

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



**These basic components are based on:**

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

**All students will:**

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

the Catholic values and principles, and the high standards and traditions of St. Catharine School

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

#### ROLE OF THE PARENT

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

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

#### APPOINTMENTS & COMMUNICATION

Mutual understanding between home and school plays an important role in the development of your children. We suggest the following points that will, if followed, produce a harmonious parent-teacher relationship and a level of understanding that is essential:

1. After reading the handbook, yet still in doubt regarding policy, please contact the school office to clarify your question.
2. Any faculty member will be very happy to make arrangements for a conference with parents at a time that is mutually convenient for both parties. Arrangements may be made by leaving a message on the teacher's voice mail OR by sending a note to the

teacher. In the interest of personal privacy for our teachers, we request that you arrange appointments with them following school procedures. ***Please do not call their homes.***

3. **Parents are not permitted to disturb a member of the teaching staff or the students during the day, unless an emergency arises and office permission is obtained.** Teaching hours are too precious to be interrupted for the delivering of forgotten objects.
4. The rule on “Appointments with Teachers” as cited above continues to apply after school hours since the value of a teacher’s time must be respected ~ in addition to the normal courtesy expected.
5. The **teacher is the first contact in the communication process**. Therefore, if a question or concern arises the parent must make an appointment with the teacher. After this initial meeting, if the concern is NOT resolved, the parents should make an appointment with administration.
6. An appointment with the Administration can be arranged by writing a note or leaving a message through voicemail.
7. Our avenue of communication is our school website, <http://stcatharineschool.org>. Every Wednesday we post the communiqué, reminders, sports information, monthly calendars, etc. The youngest child in the family is sent home with the white envelope, your responsibility is to sign and return the envelope to school the next day, this lets us know that you have read the communiqué.

#### **Chain Of Communication**

Many parent and community 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 with appeals moving on to the next level on the chain of command. The easiest way to communicate is via e-mail, 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 Teacher
- b. Vice Principal
- c. Principal
- d. Special Services – Monmouth Ocean Educational Services Commission / Case Manager

#### 2. On Matters Involving Athletics

- a. Coach
- b. Athletic Coordinator
- c. Vice Principal
- d. Principal

#### 3. On Matters Involving Student Discipline

- a. Classroom Teacher
  - b. Vice Principal
  - c. Principal
- 4. On Matters Involving Facilities/Grounds/Buildings
  - a. Principal
  - b. Supervisor of Facilities
- 5. On Matters Involving Transportation
  - a. Bus Driver
  - b. Transportation Director (Home School)
  - c. Vice Principal
  - d. Principal

#### CHANGE OF ADDRESS AND PHONE NUMBER

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

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

#### ABSENCE FROM SCHOOL

Absence is the non-attendance of a pupil at any class on those days when school is in session. Regular attendance directly affects academic progress. An accumulation or pattern of absences and/or tardiness will necessitate a parent conference with Administration. It is expected that parents plan all vacations to coincide with the school holidays listed on the school calendar in order that your child's academic progress is not impeded.

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

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

For the protection and welfare of all children, parents are requested to keep children at home if they show any of the following symptoms: chills, coughing, ear ache,

enlarged glands, fever, headache, pain, nausea, skin eruptions, sore throat, etc. If your child contracts a communicable disease, do not permit him/her to return to school until your physician gives you permission to do so. State law requires a doctor's certificate if a contagious disease is the cause of absence.

Oversleeping is not an excuse for absence because it is, unquestionably, better to be late than absent. **When a child returns to school after an absence, the specific reason for this absence must be explained in writing by a parent and given to the classroom teacher even though a phone call has been made to the nurse.** A child should not be permitted to return to school unless he/she is well enough to participate in school activities, including recess at lunchtime due to lack of alternative options.

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

**A student must be present for a full day of school to participate in any extra curricular activities.**

A student who has been absent is responsible to personally check with the teacher or teachers involved to determine the work that has been missed during the absence and the possibility of make-up work where the teacher feels it is necessary. Check the teacher website or call a classmate to get missed work. **If an extended absence due to illness (more than 2 days) is necessary, please contact the teacher through his/her voicemail to arrange for required class work assignments.** This procedure provides a necessary 24-hour time frame for the teacher to gather the necessary information for completing assignments. These assignments may be picked-up after 2:00 p.m. in the school office.

#### 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 7:50 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 7:50 a.m., as there is no supervision provided.**

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

#### AFTER CARE PROGRAM

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

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

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

#### EARLY DISMISSAL

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

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

- **A WRITTEN REQUEST from the parent or guardian stating the reason must be submitted to the Principal.** When requesting an early dismissal **for more than one child** in the family, only **one** note is necessary identifying **all** names & grades of children involved.
- The request *must* be sent to the school with as much advance notice as possible and, **at the very least, the day before the requested date.**
- All such requests are signed by the Principal and then an Early Dismissal Slip is forwarded to the homeroom teacher(s) involved.
- When a parent "picks-up" a child, he/she must report to the school office not directly to the child's classroom.
- The "**Early Dismissal Book**" must be signed by the parent/guardian whenever a student is released from school prior to the regular dismissal time.
- **Only in extreme emergencies will telephone calls be honored regarding requests for early dismissals, as this is a safety concern.**

#### STUDENTS LEAVING GROUNDS

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

#### LUNCH

A school lunch program is provided for students with orders placed on a monthly basis. All lunch orders must be made online. Please view our school website for more information.

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

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

#### FOUR-HOUR SCHEDULE

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

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

#### TARDINESS

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

STUDENTS MUST BE ON THEIR CLASS LINE WHEN THE **FIRST** BELL RINGS OR THEY ARE CONSIDERED TARDY. THE TARDY STUDENT MUST THEN REPORT TO THE SCHOOL OFFICE TO OBTAIN AN ADMITTANCE SLIP TO

CLASS. **If a student receives three (3) tardy slips in a marking period, he/she will then get a detention.** A pattern of repeated tardiness will necessitate a meeting with the parent & administration. Tardiness due to the late arrival of a school bus is the only tardiness that will be deemed excused.

#### PARENT'S RIGHT TO REVIEW RECORDS

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

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

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

#### PARENT-TEACHER CONFERENCES

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

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

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

#### DIOCESAN TESTING PROGRAM

**IOWA** Tests are administered annually for students in grades 2-7. This standardized testing is designed to follow a student's academic growth from year to year.

This testing is valuable because the scoring is scaled to provide useful information for the teachers in evaluating and continuing the improvement of a child's educational progress. Students in Grades 4 & 7 are also administered a Cognitive Skills test. Parents are given a copy of their child's test results.



## HOMEWORK

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

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

To facilitate homework completion, the following is suggested:

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

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

## VACATIONS

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

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

## FIELD TRIPS

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

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

#### CARE OF SCHOOL PROPERTY

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

Covers are required for all books and this includes workbooks. Chromebooks are required to be kept in their cases at all times. In addition, students are required to use school bags in order that books are protected in route to and from school. Parents are responsible for replacing any property of St. Catharine School destroyed or defaced by a student. If a book, Chromebook, i-pad or any other property of St. Catharine School is lost, damaged or destroyed, so that no other student might use it, the parents will be charged the current replacement cost.

Practical applied citizenship training is a part of our educational program for all students and reasonable care of school buildings, furnishings, books, and instructional materials are emphasized. Parents are requested to render active support to this program. In this manner, operational and maintenance expenses can be held to a minimum. Marking or in any way destroying school property is inexcusable and subject to disciplinary action.

Lockers will be assigned to all students in the upper grades. Locker assignment is a privilege and each student assumes the responsibility for proper care and cleanliness of the locker. Any student who abuses this privilege or causes damage to the locker or locker area, will have privileges revoke. Locks and lockers are the property of SCS.

Lockers will be inspected at intervals during the school year. Locker assignments are not to be switched by students.

#### RE-REGISTRATION

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

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

#### TUITION

The current tuition rates & fees are posted on the school website. Information on tuition payment plans and options may be obtained from the rectory office. All tuition transactions and inquiries are conducted in the rectory office through **Mrs. Susan Keating ~ 732-449-5765 ext. 107.**

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

#### NEW STUDENT ADMISSION

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

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

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

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

- Certificate of Baptism

- Certificate of Birth
- Certificate of Immunization

You will also receive the tuition package regarding tuition options and payment, a non-refundable registration fee of \$100.00 per child is also required.

**Age requirements:**

PreK – 3 students must be **three** years old by October 31.

PreK - 4 students must be **four** years old by October 31.

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

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

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

**Enrollment Policy:**

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

TRANSFERS

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

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

REPORT CARDS

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

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

Multiple detentions are reflected on the report card and progress reports with a conduct grade (pre K through Grade 4) of “N” or “U” however; it is the teacher’s prerogative to give a conduct grade of “N”, regardless of detentions, based on a student’s daily behavior.

## **HONOR ROLL: GRADE 7 & 8**

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### **FIRST HONORS GRADE 7 & 8**

Student must have 95 or above in all subjects. A student cannot have a 1 or 2 in Art, Music, PE, Technology or an “N” or “U” in Conduct.

### **SECOND HONORS GRADE 7 & 8**

Student must have 91 or above in all subjects. A student cannot have a 1 or 2 in Art, Music, PE, Technology or an “N” or “U” in Conduct.

## **STUDENT CODE OF CONDUCT**

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

These basic components are based on:

Teachers have a right to teach. No student will stop the teacher from teaching.

Students have a right to learn. No student will stop another student from learning.

All students will:

- be honest and committed to integrity
- be respectful and courteous toward all teachers and adults
- use appropriate language
- speak respectfully to and about others (whether face to face, in writing, or on-line)
- complete all assignments and participate fully in class
- follow all teacher’s instruction, including how and when to use technology in class
- respect all school and personal property

- refrain from any deliberate disruption in the school, in class, at recess, at lunch, or on school buses
- demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
- be present for all required activities unless officially excused by the administration
- adhere to the dress code.
- maintain academic integrity
- maintain, support, and promote a safe and drug-free environment at or near school and at all school sponsored functions/activities.
- at all times (whether at school, in the community, or on-line) conduct themselves in a manner which reflects the Catholic values and principles, and the high standards and traditions of St. Catharine School

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

#### DISCIPLINE

It is the responsibility of the school to help each child develop self-control, just as it is the school's responsibility to help the child develop the ability to read. A sound policy of correction must be based on a clear understanding of motivation as well as a clear understanding of the nature of the child.

Order is essential to the effective management of any school. It is maintained not only by a good teaching staff, efficient administration and good educational programs but, also, by the development of rational self-control in the child.

All students are expected to behave courteously at all times. Respect and obedience must be shown to all faculty members, adults, and other students. Each student must assume responsibility for his/her decisions and actions. This is the essence of maturity.

**Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn.**

Student breaches of school rules are generally handled on the spot by the teacher present. Should the problem persist, the administration will ask the parents of the student to come to school to discuss the matter. In all matters of discipline, the school feels it should respond positively and understandingly, yet firmly.

When any misbehavior occurs and a parent does not understand the consequences given to the child, the parent should contact the teacher, as this is the first and most important line of communication.

School offenses, whether they occur at school or during school-sponsored activities, will be handled in accordance with the severity of the act. Delayed disciplinary measures do not prove effective. Any teacher may give demerits/detentions to any child who violates rules.

### **St. Catharine School DISCIPLINE Policy 2019-2020**

It is the responsibility of the school to help each child develop self control, just as it is the school's responsibility to help the child develop academically. Order is essential to the effective management of any school. It is maintained not only by a good teaching staff, efficient administration and strong educational programs but also by establishing the development of rational self-control within each child. Behavioral expectations are introduced, maintained and enforced at age appropriate levels to secure a positive learning environment for all students and staff. Consequences and accountability of self are essential when developing the whole child.

**Behavior Expectations All Students** are expected to behave courteously at all times. Respect shall be demonstrated at all times between students and student to staff interactions.

- Inappropriate use of language ex., name calling or profanity will not be tolerated.
- Inappropriate use of touching , pushing or rough housing are forbidden on school grounds.
- Will walk in quiet single file lines in the hallways when navigating the building.Changing classes and traveling to the cafeteria , recess , mass and assemblies all require quiet while maneuvering the building.
- Will demonstrate a respectful use of all classroom supplies to insure the safety and well being for all students and staff.
- Will demonstrate respect for all classroom rules as specified in each class that they attend.
- Will use technology as instructed for academic purposes. Game playing is prohibited except educational games allowed by the classroom teacher. Violation of this rule will result in immediate detention. Repeat offenses to this rule may result in the student losing school laptop privileges.
- Will demonstrate respect for the school building. Damage caused by a student to school property will lead directly to a detention.
- Will demonstrate an understanding of honesty at all times. Homework, tests and verbal interactions will always be completed with honesty and integrity.
- Will abstain from all forms of bullying. Verbal and physical behaviors that result in harm or embarrassment of another student will have serious consequences that will be addressed by our Principal, Mr. Dougherty.
- Will maintain appropriate bus conduct becoming of a St. Catharine School student. Reported bus incidents will also be handled by Mr. Dougherty.

- Will follow orderly, self controlled behavior in the cafeteria under a faculty members guidance. Students will maintain their assigned seats and talk using an inside voice. Shouting, throwing of any items, failure to leave their meal area clean , are all violations of cafeteria behavior. Lining up of classes will be quick, orderly and quiet.
- Will follow playground rules during recess under the direction of one or more faculty members supervision. Rules of sportsmanship will be followed as well as inclusion of all students into play scenarios. Lining up of classes will be quick, orderly and quiet.
- Will refrain from cell phone use of any kind without specific approval by a teacher or administrator.

The teacher present at the time of any violation will record and report the infraction to the student's homeroom teacher. All teachers will have in their possession, a binder notebook in which violations will be recorded by date, place and offense as well as the reporting staff member. A class roster will manage the recording of any such conduct violations that occur at any place on school grounds. Three recorded violations will result in a Monday afternoon detention and will be supervised by two faculty members. A phone call will be made to the parent or guardian of the student informing them of their child's behavior violations. These are cumulative throughout the year. There will be two different levels of offenses; one for K-4 students and one for students in grades 5-8.

Two detentions issued in a Marking Period will result in :

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

Three detentions issued in a Marking Period will result in:

- Conference with parent, teacher, student and administration.
- Report card/ progress report will reflect a conduct grade of "U".
- Ineligible for Honor Roll.

ALL DETENTIONS WILL BE SERVED FOR ONE HOUR AFTER SCHOOL ON MONDAY FROM 2:30-3:30 PM. Central Detention will be held in the Media Center . We realize that scheduling a detention will inevitably cause some difficulties with respect to transportation home. Perhaps concern over such difficulties will serve as a deterrent. ALL DETENTIONS MUST BE SERVED WITHIN TWO WEEKS OF THE WRITTEN NOTIFICATION OR THE STUDENTS WILL BECOME INELIGIBLE TO PARTICIPATE IN OTHER SCHOOL ACTIVITIES SUCH AS SPORTS.

In addition, In-School or At-Home Suspensions will be given at the discretion of the Principal for:

- Truancy
- Smoking on school property
- Leaving school grounds without authorization



- Stealing
- Vandalism
- Defiance of authority in action or language
- Continuous and willful disobedience
- Inappropriate physical contact
- Any form of threat and/or violence

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

In all cases involving possible expulsion from school, the parents of the student will be notified as soon as possible.

Offenses that may lead to the expulsion process are:

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

**The Principal reserves the right to suspend or expel any student who's conduct and/ or influence is considered detrimental to the best interests of the school or injurious to the welfare of the student body. The Principal may waive any disciplinary rule for just cause at his discretion.**

#### EXTRA CURRICULAR ACTIVITIES

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

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

Progress Reports:

- When Progress Reports are issued, a student whose **academic work** is unsatisfactory in **one** subject will be placed on probation.

Probation means a student **may participate** in the sport/activity. However, continued participation depends on marked improvement by the student.

- If progress is unsatisfactory in **more than one** subject, the student will be **ineligible to participate** in any sport/activity **until Report Cards are issued**. Parents will receive written notification to this effect from Administration.

#### Report Cards:

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

#### Detentions:

- Any student athlete who receives **two** detentions in a marking period, will be immediately suspended from the team for the **next 5 games**. This includes any practices and meetings during this period of suspension.
- All students, regardless of their involvement, who receive **two** detentions in a marking period, will be immediately ineligible to participate in any SCS extra curricular club or activity for **four weeks**.

### EMERGENCY MORNING SCHOOL CLOSING & DELAYED OPENING

#### **Emergency School Closing - Full Day:**

It may be necessary to close school because of inclement weather **before** the school day begins. **The Instant Alert System activate throughout the day**. In addition your school closing information is available to do one of the following, please do not call the convent, rectory, or radio stations:

A. *Listen* for the announcement on one of these radio stations:

- **94.3 FM The Point**
- **92.7 WOBN**
- **105.7 Hawk**
- **WOBN-AM 1160**
- **Rockin' Country Thunder 106.3 or 106.5**
- **The Breeze 107.1 or 99.7**
- **B 98.5 Jersey Shore's #1 Hit Music Station**
- **Great Gold 1410 AM Radio WHTG**

B. *Watch* **Cablevision News 12 New Jersey OR Verizon FiOS on Channel 1**

C. *Log- into* the Weather Closings website: <http://weatherclosings.com>

D. *Call* the **SCS Information Line @ 732 449-4424 ext. 411**. This is the only school extension that will provide school emergency information.

If SCS is in session, but conditions in your individual area are questionable, you as parents must use your own judgment not to jeopardize the safety of the children.

### **Morning Delayed School Opening:**

In an attempt to avoid closing school for the entire school day due to inclement weather we utilize the *Delayed School Opening*. When this decision is made, again it is your responsibility to do the following:

- Listen for the radio/television announcements, check the weather closing website, or call the SCS Information Line.
- Stay tuned using above means of communication when a *Delayed School Opening* is announced. Remember, at times a *delayed opening* is changed to a *school closing*.

**The success of this plan requires that you follow the procedures listed above.**

Depending on the announcement, classes would begin exactly one, two or three hours later than 8:00 a.m. *Example:* A two-hour delayed opening means the late bell rings at 10:00 a.m.

**If a delayed opening is announced on a day scheduled as a four-hour day, the school day will be extended to the regular dismissal time of 2:30 p.m.**

### **Non-Weather Emergency Situations:**

In the event we should we have a morning NON-WEATHER emergency closing for the entire school day **OR** we need to have morning NON-WEATHER emergency delayed opening, we will then activate the *Honeywell Instant Alert System* to begin a telephone relay for the youngest child in every family

### EMERGENCY SCHOOL-WIDE DISMISSAL

In the event weather becomes inclement **or** there is a school-wide emergency closing **during** the school day and an emergency dismissal is in order, SCS procedures are:

- Administrators & staff will notify the bus companies, radio & TV stations, etc.
- Our *Honeywell Instant Alert System* will then begin a telephone relay for the youngest child in every family.
- Every child will then be dismissed according to the instructions you have provided the school with on the "School-Wide Emergency Dismissal" form.

**NO CHILD WILL BE RELEASED FROM SCHOOL UNLESS CONTACT IS MADE WITH SOMEONE! Tape machines do not count.**

To avoid utter chaos in the classroom and ensure a safe and orderly dismissal, **NO STUDENT WILL BE ABLE TO LEAVE SCHOOL BEFORE THE ANNOUNCED DISMISSAL TIME.**

**PARENTS ARE ASKED NOT TO CALL THE SCHOOL OFFICE FOR INFORMATION REGARDING SCHOOL CLOSINGS. TELEPHONE LINES MUST BE KEPT CLEAR.**

Parents may confirm emergency dismissal information by:

- Listening to the **radio stations** previously listed.
- Watch the **television stations** listed above.
- Log into the above referenced weather closing website.
- The **SCS Information Line** 732-449-4424 ext. 411.

### **Parental Obligation:**

The first day of school you receive a "**School-Wide Emergency Dismissal**" form. You are responsible to complete and return the form to school.

You should **have one plan in place** and make sure every child in the family is fully knowledgeable of that plan, **every student will be dismissed per the information you provide on the "School-Wide Emergency Dismissal" form, it is impossible in a school our size to accept phone calls from parents/guardian wanting to change and/or relay messages to children during a emergency dismissal.** Should there be a change to the original plan, this change must be submitted in writing to your child's teacher.

If the weather looks intimidating in the morning, **it is up to you to review with your child(ren) the established emergency procedure before they get to school. The school will enforce the plan you have written for your child(ren).**

### FAMILY EMERGENCY INFORMATION

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

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

1. Contact the parent at home *or* at work, if we can not make contact with a parent:
2. Contact the designated people you have identified on our **Family Emergency Information** (it is most important to have a local contact.):
3. If need be, contact the designated physician and police emergency personnel.

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

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

### DRESS CODE

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

- Uniforms should be neat and clean at all times with the family name in each item of clothing.
- Hair should be kept neat, clean, and appropriately cut. Boy's hair length may not exceed the back of the hairline below the collar of shirt or hanging above collar, eyebrows, and ears. Girl's hair must be kept off the face at all times. Boy's & girl's hair should never be in the eyes.
- Fad haircuts, colored nail polish, acrylic nails or tips, tattoos, and make-up are not permitted. Students are encouraged to wear a religious medal and chain. That is the only jewelry that is acceptable along with an appropriate ring.
- Boys may not wear earrings. Girls may wear **ONE** pair of small post earrings.
- All socks are to be visible above the ankle regardless of the current shoe style.
- If a tee shirt is worn under any shirt, it must be **plain white**.

**Every student is required to wear the complete approved school uniform unless special permission has been given by the Principal to omit it.** Trying to be fair and consistent is very difficult and it takes parental support and cooperation. This parental support for known rules/policies encourages a child to cooperate. There can be no exceptions. If your child is not in complete school uniform, he/she will be advised by any teacher who will issue a demerit. Administration reserves the right to make final decisions in this regard. This gentle reminder is for you to act upon **immediately**.

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

#### **Boy's Uniform Grades K - 5**

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

#### **Boy's Uniform Grades 6 - 8**

1. Uniform navy pants worn with a belt
2. Uniform navy & green striped tie
3. White button-down collar shirt (short or long sleeve)

4. White or navy crew socks, visible above the ankle

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

OPTIONAL K - 8: **Warm Weather Uniform** - Uniform white short sleeve polo shirt with logo, uniform navy twill walking shorts worn with a belt and solid white or navy 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".*

#### **Girl's Uniform Grades K-5**

1. Uniform blackwatch & red plaid drop waist jumper
2. Uniform white Bermuda 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 & red plaid scrunchies or headband

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

#### **Girl's Uniform Grades 6 - 8**

1. Uniform blackwatch & red plaid wrap around kilt (modest length)
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 & red plaid scrunchies or headband

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 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 shirts/blouses must remain tucked in at all times.*

**\*Dates for changes of uniform types (winter & warm weather) will be announced by the Principal.**

#### **Shoe Policy**

Selected footwear is part of the Saint Catharine's uniform. Leather boat shoes (Topsider), brown or black in color are required all year. No sneakers, athletic shoes, or any other style is permitted.

**Physical Education Uniforms**  
**For Boys & Girls ~ Grades K - 8**

1. Uniform navy micromesh nylon gym shorts with silk screen
2. Uniform light blue gym tee shirt with silk screen
3. Sneakers **and** solid white crew socks
4. Uniform navy Russell athletic heavyweight sweatpants & sweatshirts with silkscreen in the colder months.

**NOTE:** Students wear their gym uniform to school on the days designated for gym class. ***This is to include sweat pants and sweat shirt when winter school uniforms are required.*** Regulation physical education uniforms are to be worn by all students for Physical Education, in order for students to participate in their physical education class. For safety reasons jewelry will be removed during physical education class.

Parents and students are expected to cooperate by complying with ALL dress codes. If a circumstance prevents a child from wearing the uniform on a given day, a note signed by a parent must be presented to the homeroom teacher.

Continued violation of the school dress code will be reflected in a student's grade.

HEALTH SERVICE

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

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

Parents must notify the school immediately when a child suffers a serious injury requiring the use of a splint, cast, crutches, or any orthopedic device. On the first day the student returns to school, a parent must meet with the school nurse before school begins and present a written note from the physician clearly identifying the diagnosis and any limitations placed on the student's activities. Included in this note, must be information

on the ability to use the stairs, participation in physical education, etc. If the above information is not specified in the doctor's note, the details must be supplied in writing by the parent. Upon receipt and evaluation of the stated health information, the nurse will confer with Administration to assess each case individually in order to determine if health and safety requirements are met.

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

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

Non-participation in physical education for more than one class requires a written statement from the child's physician stating the reason, length of excuse, and date class may be resumed submitted to the school nurse for approval. **When excused from Physical Education class, students must then wear the regular school uniform.**

Parents will be notified if a child becomes ill or seriously injured at school. The home telephone number and the name and number of two other people who can be called in case of a parent's absence from home must be on the emergency form in the nurse's office and kept current.

**PHYSICAL EXAMINATIONS ARE REQUIRED FOR:**

1. All new students upon acceptance to school.
2. Annually for **all** students trying out for any sport in the SCS Athletic Program.

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

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

MEDICATION

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



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

#### TRANSPORTATION

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

Only in extreme emergencies and with proper identification of the caller will telephone calls be honored regarding request to change the usual daily dismissal routine, as this is a safety concern.

There can be no assurance that a child will receive any message arriving after 2:00 p.m.

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

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

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

- **WALKING:** In order for any student to walk to and from school, written permission from parents must be submitted to the Principal to be kept on file. Students who walk are dismissed from the ***Pennsylvania Avenue*** exit. Children are definitely encouraged to walk **in groups**.

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

- In order for any student 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 in the rear of the building in the bike racks provided for them. The school assumes no responsibility for these bicycles.
- Bicycles are permitted to carry one rider only, and the child should ride with the traffic -- not against the traffic.
- Bicycles are to be walked on and off school grounds after buses depart.
- ALL students MUST wear a bicycle helmet, as this is a state law.
- Bicycle riders are dismissed from ***Salem Avenue*** after buses depart.

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

- Drivers are expected to show courtesy to other drivers in the school area and to Safety Patrol members on duty. Drivers are also asked not to block driveways, or park in the area where buses will be approaching or leaving the grounds. *Only buses are permitted to enter **Salem Avenue** at arrival and dismissal.*
- We would appreciate compliance with these procedures in order to establish safety measures for all concerned.

- **ARRIVAL:** Students being transported by car are to be discharged at one stop -- other family members are to walk to their designated area. This is to avoid cars pulling in and out during a congested time. In case of inclement weather, students can be discharged either at the Pennsylvania Avenue entrance **or** the main entrance on 2nd Avenue. Students are asked to report directly to the auditorium to be supervised.
- **DISMISSAL:** Students who leave on the CAR LINE are dismissed from the *Carport* on Pennsylvania Avenue. Drivers can not double park and parents are requested to park their cars legally and walk to the *Car Port* to accompany their child/ren especially younger children.

**Note:** Any change to a student's means of transportation must be made in writing and submitted to the Main Office, prior to the change taking effect.

### ASSEMBLIES

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

Monthly calendars will keep parents posted of the school activities. If the time of the activity is printed on the calendar parents may attend; if the time of the activity is NOT printed on the calendar; this activity is for the children only. Parents are invited and encouraged to attend school Masses or functions as listed on the calendar even if their child is not actively participating. Your presence gives support and, at the same time, helps you keep in touch with the school.

### PARENT TEACHER ASSOCIATION

The education of the child involves a cooperative enterprise between home and school. Parents are urged to contribute their suggestions and viewpoints concerning the educational needs of their child. The most efficient means to carry out this privilege is to become a member of the Parent Teacher Association and participate as often as possible.

This association strives to bring teachers and parents into closer contact, encourage the efforts of the teacher, improve the surroundings of the children, and, in general, arouse the interest of the community in the welfare of the school. Therefore, every parent should support this prime organization by becoming an active member with paid membership dues. Annual membership dues are assessed and information will be issued concerning this at the beginning of the school year.

PTA meetings are held several times a year with informative programs presented after the business meeting. All parents are urged to make every effort to attend the PTA meetings and cooperate in aiding the association both in their fund raising programs and social undertakings.

## VISITORS

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

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

**No one is permitted to go to a classroom** without permission from an administrator. When delivering forgotten items one should drop off these items at the school office. Forgotten items delivered to the office will be delivered at the discretion of administration. **All items should be labeled with the child's name and homeroom.** It is understood that periodically lunches are forgotten, not prepared on time, etc. When you deliver the lunch to school, please have the child's name and homeroom clearly marked. We will in turn deliver the lunch to the cafeteria.

## MONEY COLLECTION

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

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

## SCHOOL INSURANCE

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

## EVACUATION DRILLS

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

## LOST & FOUND

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

All items brought to school should display the student's name clearly written in permanent ink. Students should not bring valuable items or excessive amounts of money to school.

#### TELEPHONE USE

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

#### ELECTRONIC COMMUNICATION DEVICES

Students are NOT permitted to use cellular phones on school property without explicit permission from Administration. If there is a need, a phone call can be made from the School Office with permission from Administration.

If students are participating in after school activities arrangements should be made for pick-up the night before the activity; therefore, phone calls should not be necessary.

Communication devices and entertainment devices have limited educational use and using these devices during school hours causes both disruption and unnecessary distractions. This includes on-line entertainment and gaming, digital media players, i-Pads, etc. Administration reserves the right to define the educational value of any new electronic wireless communication device that may become available in the future. If a parent deems it necessary for the child to carry a cell phone to school, it must be turned off and remain in the child's book-bag during the school hours

Violation will result in confiscation of the device and it will be returned only to a parent.

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

### PROPER USE OF THE INTERNET

Every student is to sign a Technology Acceptable Use Policy indicating that he/she will only use the Internet for educational purposes. The student(s) will also agree to abide by the consequences of his/her actions if he/she is found to use the Internet in an inappropriate manner.

### VOICEMAIL SYSTEM & DIRECTORY

The SCS voicemail system provides parents with a 24-hour communication link to the school and is an efficient tool for directing the large volume of calls to the school.

**Teachers may not be disturbed during school hours. Parents are asked to leave a message on the teacher's voicemail and allow 24 hours for a response.**

STUDENTS ALSO MAY NOT BE DISTURBED DURING SCHOOL HOURS -- THUS MESSAGES ARE NOT TAKEN FOR STUDENTS. Emergency messages are given to students only with the Principal's approval.

To operate the system, call the school number **732-449-4424**. As soon as the recording begins, you may enter any extension. For example: you are up at night with your sick child who apparently will not be going to school in the morning . . .

- **Dial 732-449-4424** ... wait for the recording to begin
- **Press extension 311** ... this will transfer you to the voicemail of the school nurse and you may then leave your message.