

St. Catharine School
Spring Lake, NJ



2021 - 2022
Handbook

*Welcome to
St. Catharine School!*

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



September 2021

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.

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. The Principal has the discretion to take actions other than those specified in this handbook. It is most important that you read these guidelines that will give direction for our journey together this year.

Your family's continued support and dedication to St. Catharine School is vital for a successful school year. Let us pledge to work together in preparing our children to meet the challenges of life.

Yours in faith and education,

Robert J. Dougherty
SCS Principal

In the midst of the current COVID-19 pandemic, please refer to our school's COVID-19 Plans page for ongoing updates regarding school policies and protocols

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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.

All students are expected to follow our school policies, and not work against the school's mission, or its moral and religious standards and ends.

Pope Pius XI describes the purpose of Catholic education as "securing the Supreme Good, that is, God, for the souls of those who are being educated, and the maximum of well-being possible here below for human society." Expanding upon this, the Church's Code of Canon Law #795 sums up the mission of Catholic education this way:

Since true education must strive for complete formation of the human person that looks to his or her final end, as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.

The final end for which St. Catharine School, as a Catholic school prepares our students to union with God through Christ. SCS facilitates students' participation in the common good. Both goals are accomplished by integrally and harmoniously developing the students' minds, spirits, morals, and bodies so that they might use their freedom properly. What is proper or good as a means of attaining our final end of salvation is always understood in terms of Church teaching, based on the person and truth of Jesus Christ.

As a Catholic school, this is what we do. This is who we are. This is what we offer.

Those who do not want to receive what we offer are free to go wherever they want to find what they think they need. We are not required to change our standards to meet the needs of those who reject all or part of our efforts, especially if changing our standards works contrary to our mission. Those students or families who only want to benefit from a part of the mission, such as our intellectual formation, must still participate with goodwill in the full program.

This program includes the formation of the whole human person. We cannot disaggregate our efforts or offer our formation a la carte, because: "In the Catholic school's educational project, there is no separation between time for learning and time for formation, between acquiring notions and growing in wisdom," according to the Vatican Congregation for Catholic Education. The Congregation also emphasizes that everything in a Catholic school is Catholic, and the faith is everywhere:

What makes the Catholic school distinctive is its religious dimension, and that this is to be found in a) the educational climate, b) the personal development of each student, c) the relationship established between culture and the Gospel, d) the illumination of all knowledge with the light of faith.

A student or family may not like every part of the complete educational project, but they should be expected to participate in the complete mission, to the fullest extent possible for their state of life, and never do anything that works against the mission, or protests it.

We will not tolerate hostile and public defiance of Catholic truths or morality which are signs that a student may not be a good fit for a Catholic school's primary evangelical mission and, therefore, may be denied admission or forced to withdraw from enrollment.

All St. Catharine School students must be willing to work within the religious mission of the school, and comport themselves according to the social and moral norms of the distinctive Catholic environment they have freely chosen.

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.

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.

*Any parent/family member that makes any comments that can be viewed/perceived as damaging and/or inappropriate about St. Catharine School or a St. Catharine Staff member(s) within any social media platform will result in the family being removed from school and/or not being granted access to re-register their child.

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 must first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.** Contact information such as e-mail addresses and phone numbers can be found on the School website.

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. 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.

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 may explore the next level of the communication chain .

On Matters Involving Instruction/Curriculum/Grades etc.

1. Classroom Teacher
2. Supervisor of Curriculum and Instruction
3. Principal

On Matters Involving Athletics

1. Coach
2. Athletic Director
3. Principal

On Matters Involving Student Discipline

1. Classroom Teacher
2. Principal

On Matters Involving Transportation

1. Bus Driver
2. Home District Transportation Coordinator
3. Principal

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.

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.

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.

Student Discipline Chart

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

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

Violation	1st Offense	2nd Offense	3rd Offense
Dress Code Infraction	Demerit and written notification sent home to parent from the supervising staff member	Monday after school Detention issued by the teacher and written notification sent home by the teacher	2 Monday After School Detentions and parent notification sent home by the supervising staff member.
Unprepared for class Ex: forgetting to bring in/charge chromebook and/or any school books/materials required for class.	Written Warning notification sent home to parent from the supervising staff member	Demerit and written notification sent home by teacher to parent	Monday After School Detention and parent notification sent home by the supervising staff member
Academic Integrity Violation Including but not limited to: Cheating Plagiarism Copying homework etc.	2 Days Monday After School Detention and parent notification sent home by the supervising staff member	2 Days Out of School Suspension	4 Days Out of School Suspension Conference with the Principal Behavior Contract Agreement signed by both parent and student
Disruptive Behavior/General Misconduct	Demerit and written notification sent home to parent from the supervising staff	Monday After School Detention issued by the teacher and written notification	2 Monday After School Detentions and parent notification sent home by the

Conduct that is written, verbal, or physical that disrupts the learning environment.	member	sent home by the teacher	supervising staff member
Use of Cell Phone in School	Monday After School Detention and parent notification sent home by the supervising staff member	2 Days After School Detention and parent notification sent home by the supervising staff member	3 Days Out of School Suspension Conference with the Principal Behavior Contract Agreement signed by both parent and student
Failure to follow directions, not following teacher's instructions in class Ex: <ul style="list-style-type: none"> ● student off task in class, ● performing an activity not assigned in class ● inappropriate use of chromebook 	Demerit and written notification sent home to parent from the supervising staff member	Monday After School Detention and parent notification sent home by the supervising staff member	2 Days After School Detention and parent notification sent home by the supervising staff member
Improper Language	1 Day Monday After School Detention and parent notification sent home by the supervising staff member	2 Days Monday After School Detention and parent notification sent home by the supervising staff member	3 Days Out of School Suspension Conference with the Principal Behavior Contract Agreement signed by both parent and student

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.**

Bullying/Cyberbullying

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

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

As defined by the law: Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

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

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

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

Additional Discipline Measures

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

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

While suspended, 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.

Offenses that may lead to the expulsion process are:

- Criminal activity

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

The Principal reserves the right to suspend or expel any student 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. The Principal may require that a student and parent sign a behavior contract agreement at any time he deems appropriate.

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. 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.
2. **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.
3. 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.
4. **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.
5. The youngest child in the family is sent home with our white communications 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.

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. *Please refer to continued updates from school health office regarding symptom screening guidelines before sending your child to school.

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 tardy after 8:30 AM prevents a student from participating in any extra curricular activity.

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.

Absences of 20 days or more are considered excessive and could impact on the student's promotion to the next grade level and/or their eligibility status for re-registration. Such situations will be handled on a case-by-case basis, but a conference attended by the principal, nurse, teacher, and parents will be required for any student who reaches 15 absences. An attendance contract will be required to be signed by parent and student once a student reaches 15 absences.

Excessive Tardies:

5 Tardies in a trimester will result in Principal/Student/Parent Conference and signing a Behavior Contract Agreement.

Tardies beyond this point will result in Monday Detentions.

First Bell 8:00 AM: Students should be in class, ready to start their day. Students arriving after 8:00 AM must enter the building through the front door entrance on 2nd Avenue.

Late Bell 8:05 AM All students that arrive after the 8:05 bell are considered tardy.

SCHOOL HOURS

The school's responsibility for supervision of students begins at 7:45 a.m. and ends once your child's grade is dismissed. **SCS is NOT responsible for supervising your children once they are dismissed and they should not be engaging in any inappropriate actions on school grounds. It is the parent's responsibility to supervise, monitor, and manage their child's behavior at dismissal. Children are not to be dropped off before 7:45 a.m., as there is no supervision provided.**

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

SCS Arrival/Dismissal Locations & Schedule

Grade Level/Program	Pre-K 3
Arrival	7:45 AM to 8:00 AM at Carport (Pennsylvania Avenue)
Dismissal	12:00 PM at Carport (Pennsylvania Avenue)

Grade Level/Program	Pre-K 4 Half Day
Arrival	7:45 AM to 8:00 AM at Carport (Pennsylvania Avenue)
Dismissal	Regular Day: 12:00 PM at Carport (Pennsylvania Avenue) ***Pre-K 4 Half Day Students will stay longer on school-wide “Early Dismissal Days” and will dismiss at 12:20 PM at the Carport ***

Grade Level/Program	Pre-K 4 Full Day
Arrival	7:45 AM to 8:00 AM at Carport (Pennsylvania Avenue)
Dismissal	<u>Full Day</u> 2:20 PM at Carport (Pennsylvania Avenue) <u>Early Dismissal Day</u> : 12:20 PM at Carport

Grade Level/Program	Kindergarten
Arrival	7:45 AM to 8:00 AM at Carport (Pennsylvania Avenue)
Dismissal	<u>Full Day</u> 2:25 PM at Carport (Pennsylvania Avenue) <u>Early Dismissal Day</u> : 12:25 PM at Carport

Grade Level/Program	Grade 1 through Grade 4
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Arrival	7:45 AM to 8:00 AM at Carport (Pennsylvania Avenue)
Dismissal	<u>Full Day</u> 2:30 PM at Carport (Pennsylvania Avenue) <u>Early Dismissal Day:</u> 12:30 PM at Carport

Grade Level/Program	Grades 5 & 6
Arrival	7:45 AM to 8:00 AM at Carport (Pennsylvania Avenue)
Dismissal	<u>Full Day</u> 2:25 PM at Front Door (2nd Avenue) <u>Early Dismissal Day:</u> 12:25 PM at Front Door (2nd Avenue)

Grade Level/Program	Grades 7 & 8
Arrival	7:45 AM to 8:00 AM at Carport (Pennsylvania Avenue)
Dismissal	<u>Full Day</u> 2:30 PM at Front Door (2nd Avenue) <u>Early Dismissal Day:</u> 12:30 PM at Front Door (2nd Avenue)

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.**

PARENT'S RIGHT TO REVIEW RECORDS

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

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

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

PARENT-TEACHER CONFERENCES

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

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

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

HOMEWORK

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

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

To facilitate homework completion, the following is suggested:

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

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

VACATIONS

Frequently, requests are made for advanced assignments for vacationing students. It is not the teacher's responsibility to prepare work for a student prior to an absence for vacation. Teachers 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.

TECHNOLOGY ACCEPTABLE USE POLICY FOR THE DIOCESE OF TRENTON ELEMENTARY AND SECONDARY SCHOOLS

“Technology must be at the service of the human person...in conformity with the plan and the will of God” ... “This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all.”
(Catechism of the Catholic Church, #2293, #2294)

We believe that technology including the World Wide Web is a tool that needs to be respected and used for the enrichment of learning. It is important that we understand that schools are founded for faith development and that all tools are used in the education process.

The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy, the individual agrees to appreciate the resource advantage of all technology and not use it in any manner that violates these values and ideals.

Administrators, teachers and students are to follow all directions outlined in Policy 2070.28, Technology/Acceptable Use Policy and Appendix 2070.28, Technology Acceptable Use Agreements.

Definition: In this policy the term technology refers to all electronic devices including but not limited to digital media, software, network systems (between users and internet), electronic communications such as cell phones, texting and e-mail.

Purpose

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school’s philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all

other technology resources 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 administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum. Parent permission is required for posting students' pictures and information on the school website.

Administrator's/Teachers' Technology Responsibility

Administrators, teachers, support personnel and students access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff.

Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

Student Technology Supervision

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

Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly. The privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will 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 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 electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school Internet through the school or personal device they have

brought into school. 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 agreements specified in the contract with the Internet service provider.

Administrators, teachers, support personnel and students will not use any school technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.

Administrators, teachers, support personnel and students will not post any photographs of the students without written permission of the parents. Students' photos that are posted on the internet should not have any identifying information connected to the photos without parent/guardian permission; such as but not limited to name, address, phone number, school, grade, hobbies and e-mail addresses.

Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.

Teachers, support personnel and students will not remove technology hardware or software from the school without permission of the administrator(s).

Administrators, teachers, students and support personnel will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.

Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.

Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.

Students will not use the school technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Teachers, support personnel and students will not subscribe or use fee based on-line services in school without the prior written approval of the school

administrator(s).

Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.

Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his / her parents or guardians.

Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.

Administrators may request that certain Internet sites are blocked or unblocked if they are deemed necessary for educational purposes.

All students will be informed about policy 5050.9, Student Participation on Social Networking Sites.

Staff Responsibility

All school staff members are responsible for supervising students using technology and are obligated to read, understand and adhere to the procedures and 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 matter in accordance with this procedure and the school's disciplinary code.

Participating on Social Networking Sites 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, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

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 and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

Guidelines

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology 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.

All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.

Teachers, support personnel and students will not make unusable or inaccessible any individual's computer data files and/or programs.

Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.

Teachers, support personnel and students will not use or attempt to obtain another user's credentials. Teachers, support personnel and students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.

Teachers, students and support personnel will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.

The administrator/designee reserves the right to review all electronic communications for appropriate content.

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.

If you do not re-register your child prior to the re-registration deadline posted by SCS, you are not guaranteed a place for your child for the upcoming school year. School administration reserves the right to deny re-registration for any family if they feel that it is in the best interest of both St. Catharine School and the family to have their child pursue their education at another school.

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 may be directed to Ms. Sandra Zucco in the school's main office.

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

NEW STUDENT ADMISSION

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

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 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.

New Student Admission: With administrative discretion, a student will be considered for admission on a probationary basis with periodic evaluations. All new students are granted admission with probationary acceptance and may be asked to leave SCS for whatever reason determined by the principal or designee if necessary. There will be no refunds for tuition or registration fees.

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 the 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

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.

8th Grade Graduate Honor Cords

Current Requirements:

Student earns High Honors in 4 out of the last 6 trimesters throughout 7th and 8th grade.
93% or higher in every subject and 3 or above in special areas

OR

Student must earn a cumulative GPA of 97% or better in 5 out of 6 of the last trimesters in 7th and 8th grade

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 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 instances of** detentions or one suspension 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 WOBM**
 - **105.7 Hawk**
 - **WOBM-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.**

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, plain 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 or long sleeve uniform polo shirt
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. **Students are NOT permitted to wear a sweatshirt in place of their school sweater.**

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 or navy slacks
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. **Students are NOT permitted to wear a sweatshirt in place of their school sweater.**

Girl's Uniform Grades 6 - 8

1. Uniform blackwatch & red plaid wrap around kilt (modest length) or navy 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 & 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. **Students are NOT permitted to wear a sweatshirt in place of their school sweater.**

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, black, or navy blue dress shoes in color are required all year. No sneakers, athletic shoes, or any other style is permitted.

Jackets/Outerwear

Parents are asked to send their child to school appropriately dressed for whatever weather conditions are present. **Please note, if your child utilizes a sweatshirt as outerwear, it must be an SCS sweatshirt.** Once settled in their homeroom, your child will be asked to remove their sweatshirt. If your child needs an extra layer of clothing for warmth during the school day, they must wear their SCS approved sweater.

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.

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 3rd grade, 6th 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 school. Student will be assigned a “buddy” to assist throughout the day. After dismissal, the parent must escort the child from school 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 once 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 1st 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 are permitted during the school day.
- The school has an AEDs (Automated External Defibrillator) throughout the building

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 1:30 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 within the car line on Penn. Ave. Cars must stay in line for the duration of the car line. Parents are NOT permitted to get out of their car during this process. Students must exit the vehicle on the passenger side of the car. Parents of younger students that need more assistance getting out of the car are encouraged to park on a side street and walk their child to our Carport entrance.

- **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

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.

Forgotten items: Chromebooks, text books, note books, or any other materials are NOT permitted to be dropped off during the school day.

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 your child.

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.

Birthday Treats and Class Party Guidelines

Please note, if a child wishes to bring in a birthday treat, we ask that it is distributed by a supervising adult wearing gloves and a mask. Birthday treats do not need to be individually pre-packaged.

We have seen creative alternatives, such as mini hand sanitizer, pencils, etc.

****Before eating in the classroom, have your students wash/sanitize their hands.***

In respect to students with allergies, we ask that all birthday treats are store bought with the ingredients labeled on packaging. Many restaurants/bakeries will produce this for you upon request.

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.

SECURITY/EVACUATION DRILLS

Following both New Jersey school laws and Diocesan policy, our school conducts periodic drills to prepare students for an emergency. Students are expected to remain quiet and follow directions. Fire equipment is inspected in accordance with state law requirements.

LOST & FOUND

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.

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.