



**Believe, Care, Excel**

# **STUDENT/PARENT HANDBOOK 2022-2023**

## **SAINTS PHILIP AND JAMES SCHOOL**

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### **Saints Philip and James Mission Statement**

Saints Philip and James School helps students believe in God and themselves, to care about their neighbor and their world, and to excel as students and citizens of this world and His Kingdom.

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## **Introduction**

This handbook exists to foster the efficient operation of Saints Philip and James School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Pastor and Principal have 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 parent/guardians.

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly via email.

This handbook is intended to acquaint students and parents with the philosophy, policies, programs and regulations of Saints Philip and James School. Enrollment in the student body of Saints Philip and James indicates the acceptance of these policies and regulations by the students and their parents. All are expected to be familiar with the contents of this guidebook and abide by the rules set forth.

Observance of the regulations outlined will create a more efficient and pleasant school environment that will be beneficial to all in the Saints Philip and James community.

## **General Information**

Saints Philip and James is a co-educational Catholic parish school serving the youth of Warren County, and portions of Pennsylvania, staffed by parish priests, religious, and lay teachers.

Saints Philip and James School is situated on twenty-one acres in Phillipsburg, New Jersey. Our facility consists of twenty-four classrooms, our Chapel, The Holy Family Library, auditorium/gymnasium, cafeteria, computer lab, nursing facilities, and science lab.

Our students are drawn from St. Philip and St. James of Phillipsburg; St. Patrick of Belvidere; St. Mary of Alpha; Church of the Annunciation of Bloomsbury; St. Ann of Hampton; St. Edward the Confessor of Milford; St. Rose of Lima of Oxford; St. Catherine of Siena in Pittstown; St. Joseph of Washington, and St. Mary of Hackettstown; as well as areas of Pennsylvania.

While not fully handicapped accessible, the school makes reasonable accommodations to assist physically challenged students.

Saints Philip and James School is a smoke-free facility.

## **Mission, Philosophy, and Objectives**

The mission of Saints Philip and James School helps students believe in God and themselves, to care about their neighbor and their world, and to excel as students and citizens of this world and His Kingdom.

Saints Philip and James School is committed to the classical Catholic concept of education, whereby a child is taught to know, love, and serve God in this life with a view to sharing Eternal Life with God in Heaven. To this end, we endeavor to do more than simply prepare students for high school, college, and career. Rather, we aim to help our students live their life in relationship to God and neighbor, according to the teachings of Jesus and His Church.

We strive to help each student reach their full academic potential. But we believe that there is much more to education than academics. Teaching children to use the gifts God gave them in whatever vocation He gives them, be it in the priesthood, or religious life, as married persons and parents, or as single Christians who live their Faith in the midst of the world, is our primary concern.

Our school is centered on the Eucharist, and maintains a filial love for the Blessed Mother. By sharing the Bread of Life and honoring Mary as our diocesan patroness, we contribute to the deepening of God's love within our school and in the world.

In striving to develop a community characterized by intellectual and moral responsibility, the faculty, staff and students who labor and learn within Saints Philip and James School combine their individual talents, personalities, experiences and heritages.

The school endeavors to cooperate with parents and the community in developing young persons who not only possess the knowledge and skills needed for competence within our society, but who also live according to the values and convictions of the Catholic Church.

The administration, faculty and staff members must be persons willing to create an environment, through principle and example, wherein personal growth will flourish and actions will be guided by virtue. They must be persons totally committed to the pursuit of professional excellence and sensitive to the varied needs of the individual student.

We believe that the individual student has the right to be challenged through a structured, value-oriented education in preparation for life in an ever-changing society.

### **Accreditation**

Saints Philip and James School is fully accredited by Cognia.

### **MANAGEMENT PLANS**

#### **Asbestos Management Plan**

Annual Re-Notification required by AHERA

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Federal Regulation 40 DFR Part 763, we are required to notify you that an Asbestos Management Plan (AMP) is currently in place. The AMP file contains all necessary documents insuring compliance, covering activities such as, periodic surveillance and 3 year re-inspections. The AMP file is available for your review at any time. It is located in the Main Office. The designated person for all asbestos related issues for Saints Philip and James School is Mr. Michael Clark.

### **Integrated Pest Management (IPM)**

Annual notice of our IPM plan is hard-copied to our parents during the school year. The complete plan is on file in our Main Office, with Mr. Michael Clark, serving as the plan's coordinator.

### **Use of School Logo**

The design of the school logo must remain intact. No alterations, additions or deletions to any part of the logo are permitted. Any individual, organization or company wishing to use the logo for any purpose must obtain permission to do so from the principal and pastor.

## I. GENERAL SCHOOL/CLASSROOM POLICIES

### Office Procedures

The school office is open from 7:30 AM to 3:30 PM. Contacting students during the school day is generally not permitted, but may be warranted in an emergency. Please call the Main Office in such a case. **PLEASE NOTE:** If you need an early dismissal for your child, please do so **before 2 PM**. (Afternoon dismissal is quite busy and we need to focus on the safe departure of all our students.)

Messages for teachers may be left in the Main Office. Faculty members will return your call during their preparation time or after school. Our policy is that teachers will return calls within 48 hours. (Excluding weekends). Our faculty members have school e-mails: [lastname.firstname@spsj.org](mailto:lastname.firstname@spsj.org). (i.e. [kucinski.donna@spsj.org](mailto:kucinski.donna@spsj.org)). Administrators may be contacted directly by email or by school phone, and are available for conference by appointment. Please always feel free to contact administrators with your concerns, questions, or suggestions.

### Parent Support

The education of our students is a partnership between parents and school. Saints Philip and James aims to assist parents in this privilege and responsibility of leading young people to develop their own personalities and potentials in order to be prepared as responsible members in today's society.

Parents' attitude toward the school and teachers is most important, as it will be reflected in the attitude of the child. Parents are asked to maintain a united authority between themselves and the school. Children should view the classroom teacher as an extension of parental authority.

Parents are reminded that criticism, complaints, and gossip are absorbed by the child and become part of his/her education. Obedience cannot be taught in school if it has not been taught at home.

If in the opinion of the administration, this partnership is irretrievably broken, this school reserves the right to require parents to withdraw the child/ren.

In addition to paying tuition, every parent is required to perform 25 hours of service to the school per school year. These 25 hours are in addition to two major fundraiser events (ie. carnival/festival shifts). Numerous volunteer opportunities are available for all families. All volunteers that participate in events that involve children are required to complete the volunteer application, be fingerprinted, read and sign the Diocese of Metuchen Code of Pastoral Conduct, and participate in the *Protecting God's Children* Seminar. Specific information on these requirements are available in the school office and on the website.

### School Problems

It is important that there be a consistency of authority between parent and teacher. It is good policy to withhold judgment on what appears to be a grievance until all the facts are gathered. The following guidelines are offered as useful tools in solving difficulties of this nature:

- a. Contact the proper person(s) as soon as possible.
- b. Classroom teachers appreciate FIRST calls.
- c. Contact the administrators if unsatisfied.

In most cases, problems can be resolved with little difficulty. Problems discussed with neighbors and friends are often exaggerated and cause greater misunderstanding than the situation warrants.

### Non-Discrimination Policy

Saints Philip and James 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. Saints Philip and James School does not discriminate on the basis of race, color, national and ethnic origin in administration,

in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Admission**

While philosophy of education is based upon Catholic principles and values, Saints Philip and James welcomes students with other religious backgrounds. It is normal practice to interview potential families/students, ensuring that all necessary services may be provided, before students are enrolled into the school.

Whenever available spaces are limited in any given grade level, preference will be given to:

- a. Registered parishioners of the supporting parishes who currently have siblings in the school.
- b. Catholic students registered in parishes other than those supporting the school who currently have siblings in the school.
- c. Registered parishioners of the supporting parishes who currently have no siblings in the school.
- d. Catholic students registered in parishes other than those supporting the school who currently have no siblings in the school.
- e. Un-registered, or non-Catholic students.

Waiting lists for grade levels are maintained for one academic year only. Re-registration is required for the succeeding academic year.

- A child, who is 3 years of age on or before October 31, and able to use the bathroom facilities unassisted, may be admitted to the **Pre-Kindergarten 3 year old program**.
- A child, who is 4 years of age on or before October 31, and able to use the bathroom facilities unassisted, may be admitted to the **Pre-Kindergarten 4 year old program**.
- A child who is 5 years of age on or before October 31 may be admitted to the **Kindergarten** program.
- A child who is 6 years of age on or before October 31 may be admitted to **First Grade**.
- Ages must be verified by a birth certificate and immunizations must be complete. A Baptismal Certificate and verification of reception of any additional sacraments are required of Catholic applicants.
- After meeting age requirements, students entering by transfer from another school are admitted upon application and proof of satisfactory completion of work at the previous grade level.
- All admissions are subject to a 60 day probationary period.

**AN APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL PAPER WORK HAS BEEN SUBMITTED, INCLUDING IMMUNIZATION RECORDS.**

### **Immunization Requirements**

Please check with your pediatrician or Warren County Health Department if you have concerns about the recommended vaccinations. We must comply with and enforce Chapter 14 of the *New Jersey Sanitary Code, Immunization of Pupils in Schools*. These guidelines are summarized here. Our students must abide by any updates or adjustments to these requirements by the State of NJ.

## Minimal Immunization Requirements for School Attendance in New Jersey

**DTaP:** (age 1-6 years): 4 doses, with one dose given on or after the 4<sup>th</sup> birthday, OR any 5 doses.

(Age 7-9 years): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.

**Tdap:** (Grade 6, or comparable age level for special education programs): 1 dose.

**Polio:** (Age 1-6 years): 3 doses, with one dose given on or after the 4<sup>th</sup> birthday, OR any 4 doses. (Age 7 or older): any 3 doses.

**Measles:** If born before 1/1/90, 1 dose of a live measles-containing vaccine on or after the first birthday. If born after 1/1/90, 2 doses of a live measles-containing vaccine on or after the first birthday.

**Rubella/Mumps:** 1 dose of live mumps-containing vaccine on or after the first birthday.

1 dose of live rubella-containing vaccine on or after the first birthday.

**Varicella: (2 doses)** 1 dose on or after the first birthday and 1 dose before entering Kindergarten

**HiB :** (Age 2-11 mon): 2 doses

(Age 12-59 mon): 1 dose

**Hepatitis B:** (K–Gr. 12): 3 doses, or (age 11-15 years): 2 doses

**Pneumococcal:** (Age 2-11 months): 2 doses

(Age 12-59 months): 1 dose

**Meningococcal:** Entering Grade 6 (or comparable age level for special education programs): 1 dose.

**Influenza:** (Ages 6-59 months): 1 dose annually between September 1 and December 31.

### **Attendance**

We believe regular attendance and participation in classes, along with interaction between student and teacher, as well as interaction among students in class, is a vital and an integral part of the learning process. Attendance is viewed as a prerequisite to achieving educational ends.

It is requested that absences be verified with a call to the School Office (908.859.1244) by the parent or guardian by 8:30 AM the morning of the absence.

- Following the day of absence, a student should bring a note from parent/guardian to the homeroom teacher, stating the reason for the absence and listing the dates the child was absent.
- A student who is absent three (3) consecutive days must bring a doctor's verification of illness to the Main Office.
- A student that has more than 18 absences, or excessive late arrive to school may result in the student being retained. In addition, this excessive absence to school may warrant notification to Division of Child Protection and Peraanency.
- Any student absent from class is required to make up all work missed. Although it is impossible to make up much of what occurs in the structured classroom setting, it is the responsibility of the student to obtain the work.
- Vacations during the school year are strongly discouraged. Make up work and tests must be completed within one week of the student's return. The faculty and administration will make every effort to assist the student with incomplete work, due to the absence. However, it is the responsibility of the student to make up all missed assignments and test within the time allotted. If the required class work is not made up in the time allotted, the student will receive a failing grade for the missing work.

If a student is absent from school due to illness or a disciplinary action, he/she will not be permitted to take part in extracurricular activities that afternoon or evening, unless a reprieve is granted by the administration. If the absence is due to another reason, the school reserves the right to make an individual judgment regarding same-day extracurricular participation.



All students are required to attend, and participate in, all classes and activities sponsored by the school during the academic day.

### **Arrival and Departure**

The school's responsibility for supervision of students begins at 7:30 AM and ends at dismissal (12:15 PM on early dismissal days; 2:35 PM on regular dismissal days).

Students arriving at school are to enter the cafeteria via the lower level front entrance, and will proceed to their classroom for their homeroom period and to begin the school day.

Under NO CIRCUMSTANCES shall students be in the building or on the grounds (including the PLAYGROUND AREA) in an unsupervised capacity.

Students are not permitted to leave the school grounds unauthorized at any time once they have arrived for the day. A parent or guardian must come to the Main Office to sign students out if they must leave before dismissal time. If child returns to school after an appointment, parent/guardian should sign child in at the Main Office and provide a physician's or dentist's note. In every instance of leaving school early, students are responsible for completing the missed required work.

At afternoon dismissal time, bus riding students gather in the foyer and are escorted to the proper bus, while walkers/car riders are escorted to the cafeteria by homeroom teachers. Students may not leave the cafeteria until parents are visible on our plaza. Pets are not permitted out of cars in the parking lot or plaza.

If you choose to have your child walk home or to another location after school, written permission is required and should be sent to the school office. If the method of dismissal changes at any time, the homeroom teacher or the school office should be notified.

At dismissal, children will be supervised in the cafeteria until 2:45 p.m. (12:30 p.m. on early dismissal days) at which time they will be escorted to the After School Care Program, until a ride is available.

### **Lateness/Tardiness**

Promptness is an essential requirement in our daily lives and should be developed during the school years.

- If a student arrives to school:
  - after 8:00 A.M. he/she, is considered tardy.
  - late, he student must be accompanied to the office by a **parent/guardian**. Once signed in to school by a parent/guardian, the student will be given permission to report to class.

### **Homeroom**

Morning prayers, the Pledge of Allegiance, and announcements will be conducted in the homeroom at 8:00 AM. First period classes begin at approximately 8:15 A.M. A student arriving after 8:00 A.M. is considered tardy.

### **Custodial and Non-Custodial Parents**

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order that outlines the non-custodial parents' rights of access to the child, restraining orders, etc. The custodial parent

must provide an updated court order at the beginning of each school year. The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

### **Hall Regulations**

During the passing of classes, students are to keep to the right of the corridors and proceed in a prompt and orderly manner, continuing appropriate behavior. Students will not linger in the halls or congregate at the lockers.

Students are never to assume permission to leave class or to leave the school grounds.

### **Lockers**

Student lockers remain the property of the school and are on loan to students.

- Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations.
- On presentation of the proper warrant, lockers are subject to search by law enforcement officials.
- Lockers are to be kept clean at all times. Periodic clean out of lockers will be held during the school year. Food is not to be left in the student's locker overnight. Students are responsible for the care of their locker.
- Any damage by the user directly or through neglect will be the financial responsibility of the student and/or parents.
- The school is not responsible for lost or damaged articles, and strongly discourages leaving valuables inside lockers.
- Students are permitted at lockers only during teacher specified times.

### **Care of School Property**

The school building and grounds are maintained for the use, not abuse, of students. Keep school property as clean as possible so that we can all be proud of the appearance of our campus. Appropriate fines, charges and disciplinary action will be assessed in cases of damages, vandalism, or graffiti.

### **Cafeteria Policies**

Standard lunch purchased in our school cafeteria includes entrée, vegetable/fruit and milk. The cost for students in grades Pre-K through grade 4 is \$3.75. The cost of lunch for grades 5-8 is \$4.00. Additional food and snacks will be charged accordingly. The Lunch Authorization Form must be completed before a student may purchase lunch using their Pre-Paid Lunch Account.

Students may purchase meals with cash, but it is strongly encouraged for parents to use the pre-pay account for lunch through the PowerLunch Program. Students may purchase milk, water, and other food items ala carte. Pre-K through 2<sup>nd</sup> Grade students may purchase a drink or snack time through the cafeteria. Snack order forms are available on the school website.

A parent must give permission for students to have their lunch, drinks, and snacks deducted from the online lunch account balance (by completing the appropriate form). It is the parents' responsibility to check balances

to ensure that an unsettled balance does not accrue on the paid lunch account. Parents may utilize the capabilities of PowerSchool to check the account balance.

The student dining room facilities are provided for lunches and special occasions. Students using these facilities are expected to maintain a clean, orderly atmosphere. Food and beverages (with the exception of water) are not to be taken out of the student dining room. All refuse must be deposited in receptacles provided. Students or volunteers are not permitted in the kitchen area of the cafeteria.

Lunchroom tables are to be left clean by the students using them. Failure to do so will be reported by the proctors, and repeated offenses will result in disciplinary action and the restriction of a student (or students) to an assigned table. All cafeteria tables will be cleaned and sanitized after each use by the custodial staff.

Proctors both in the cafeteria and outside of it are the school authorities in charge of supervision. Their directives to students should be obeyed. Students are to use the lavatory off the cafeteria area. If a student has a lunch time appointment with the administration or a specific teacher, a pass should be presented to the lunchroom teacher/monitor. If an emergency necessitates a visit to the nurse's office, the lunchroom monitor should be notified so that assistance may be arranged.

### **Recess**

Good sportsmanship is to be exhibited at all times. Tackling, fighting, keep away, running (unless running is incorporated in an organized, outside game) or any form of rough play is not allowed at recess. Designated use only, of playground apparatus, is strictly enforced. If an emergency necessitates a visit to the nurse's office during recess, the lunchroom monitor will arrange assistance.

If a student that was outdoors for recess needs to use the rest room or visit the nurse's office, the recess monitor needs to be notified, and will make the necessary arrangements. If a student that was outdoors for recess needs to come into the school building, that student will remain in the building until recess is over, so that he or she may be supervised at all times.

A student with a written medical excuse advising no participation in gym or recess, the student will remain in a safe location either in the gym, playground or office under adult supervision.

### **Library**

Our Holy Family Library facilities are available to all students of Saints Philip and James. Every child in the school is provided with the opportunity to visit the library regularly. Any lost or damaged books may result in a fine or replacement charge.

### **Emergency Plans**

Saints Philip and James School has emergency lockdown, evacuation, fire drills, and 'sheltering in' procedures in place, studied and practiced by our faculty and staff members. If the need arises, our students may be evacuated to an appropriate facility. The regular evacuation site for Saints Philip and James School is St. Lukes's Warren Hospital. Parents will be notified via our School Notification System as to their child/ren's location.

In the event of a need to exceed our regular emergency lock-in and evacuation plans, SSPJ has made provisions for 'sheltering in'. On the basement level of our school, there is a facility without exterior windows, (Room B-1). Specific information has been forwarded to our Catholic Schools Office, the local Police, Fire and EMS Departments.

For evacuation purposes, exit directions for each room in the building are posted. These directions specify the route to be taken for a fire drill, evacuation to the above mentioned locations, and alternate routes.

General procedures for evacuating the building are:

- Students are to follow designated exit instructions. Students in corridors, stairwells, or other areas having no posted directions are to proceed to the nearest exit.
- Students are to walk rapidly, quietly, and in good order to the assigned exit.
- Students will remain in their class group and assemble 100 feet beyond the building with their teacher. Students not in class during the drill will report to the nearest faculty or staff member.
- All fire lane areas(front of school) are to be cleared for emergency vehicles.
- All students, faculty, staff, and visitors are required to leave the building during a fire drill or evacuation.
- Students, faculty, staff, and visitors are not to re-enter the building until the “all clear” is given by the administration.

### **Field Trips**

Participation in field trips is a privilege. The Principal shall determine if a student may not participate in a field trip. Students will be representing themselves, their families, their school and their community while on school trips. Full cooperation and excellent behavior is required. Such trips are made only with the permission of the parent or guardian.

When such trips are being planned, the Diocese of Metuchen Permission Form will be sent home to be signed by the parent or guardian, **notarized**, and returned to the teacher.

- Only the standard Diocesan permission forms can be accepted.
- A non-notarized permission form may be accepted for walking trips and for trips within close proximity to the school.
- All permission forms should be notarized unless otherwise specified.

Students are expected to wear clothing approved by the Principal and trip moderator for special school activities and class trips. In all cases, clothing must be modest and in good taste and should reflect the values taught in a Catholic school. Students dressed inappropriately will not be permitted to participate in the activity or field trip.

The classroom/substitute teacher and other adults will supervise all field trips.

Medications will not be administered by teachers or chaperones on field trips. If a child requires medication/special medical attention during a field trip, please discuss this with the principal and the school nurse **prior** to the trip so that arrangements can be made. Our school nurse does not accompany children on class trips. The school reserves the right to require the parent to attend the trip.

The following policies have been adopted by the Diocese of Metuchen concerning field trips. They cover all activities that take place outside of the normal school facilities:

- All field trips must be educational in nature
- A signed Diocese of Metuchen Permission Form must be obtained from the trip moderator, signed, notarized, and returned prior to the activity.
- The supervising teacher should be in possession of these forms throughout the activity. A copy of these forms will be kept at the school during the duration of the activity.

- Permission forms are necessary to inform parents/guardians of the nature of specific events that occur outside of school facilities and to expedite emergency medical treatment when necessary. Permission forms do not alleviate the responsibility of the supervising adults to exercise reasonable care and responsible supervision.
- In the event of an emergency, reasonable effort must be made to contact a parent or guardian prior to seeking appropriate medical attention. Since there is a possibility that local hospitals may not treat a non-life threatening injury unless the supervisor has a notarized form of “Permission to Treat”, or, the parent is physically present; it will be necessary to have parents not only sign a “Permission to Treat” form, but to have the form notarized.
- Approved buses must be used for transportation for all field trips. On long journeys such as out-of-state travel, the students must be transported in approved coaches rather than standard school buses for the safety and comfort of all those involved with the trip.

### **Assemblies**

Assemblies of educational value and entertainment are offered. Students are to report to such assemblies as directed and in an orderly and prompt manner. Students are to sit in the assigned area under the direction and supervision of their teachers.

The individuals involved in presenting the assembly are deserving of your attention and respect, as are your fellow classmates. Distracting, disturbing or discourteous acts will not be tolerated. Students demonstrating the inability or unwillingness to exercise proper conduct may be restricted from future assemblies.

### **Dances and Activities Nights**

The administration specifies the rules, including dress code regulations, for each dance and activity night. The Administration has the right to restrict students from school dances and other school social events. Students under suspension or absent from school on the day of the event, may not attend the event. Only students of Saints Philip and James School may attend the after school activities, unless specifically noted.

### **Liturgies**

The integration of the Catholic faith and values is brought about in the Catholic school. The Religion curriculum and liturgies are appropriately planned for the children. All members of the student body attend and participate in both regardless of religious affiliation. Students should wear their dress uniform for all liturgies, unless noted by the administration. Students, teachers, and staff will follow the guidelines of the Diocese of Metuchen, Warren County Health Department, and the CDC for Holy Mass at school.

### **Tuition/Financial and Volunteer Responsibilities**

**Tuition and Fees:** Tuition and fees as outlined on our enrollment contract, may be paid in ten (10) monthly payments starting in August through the school’s authorized collection agency (FACTS). An annual FACTS enrollment fee of \$45.00 (or current FACTS enrollment fee) will be deducted from the responsible party’s account within 14 days of enrollment in the plan.

The payments include tuition and additional fees, which may be paid in these ten (10) monthly payments. A 3% discount is offered on the “tuition only” portion of the yearly tuition cost if paid in full prior to July 31st. The first tuition payment must be made in order for your child/ren to start school, as well as any outstanding financial obligations from the prior term .

The tuition contract with FACTS requires the full payment of tuition under all circumstances. Withdrawal, suspension, or expulsion does not terminate a parent/guardian's responsibility to pay the full tuition. The school has the right to deny privileges such as field trips and extra-curricular activities, and/or suspend service to a student for non-payment of tuition and/or fees.

**Volunteering** : In order to meet the costs of educating your child(ren) with an outstanding Catholic education, it is required that each Saints Philip and James School family will volunteer 18 hours and purchase RaiseRight gift cards. Volunteers must successfully complete the required clearances before volunteering for any activity or event that involves children. A Volunteer Buyout option is available by a specified date.

**Earning Funds Back**: Throughout the school year, various fundraisers are offered that may be credited to the Earning Funds Back Account. Families may choose to participate in these fundraisers and have the opportunity to earn a portion of each sale to their Earning Funds Back account. Families will receive a check at the end of the school year for the amount earned for participating in the fundraisers. Please note that the Earning Funds Back refund will only be submitted to the school family if payments for all school accounts (tuition, after school care, lunch account, summer care) are up to date.

**RaiseRight/Gift Cards**: Gift Cards are available for purchase online, or may be ordered through the school office. Each family is required to purchase \$2,500.00 in Gift Cards during the school year. Please note that 50% of the RaiseRight profit will be applied to the family's Earning Funds Back account and 50% of the RaiseRight profit will be donated to Saints Philip and James School.

**After School Care Program:**

- Our program operates from the first full day of school until the last day of school in June. Hours are from dismissal until 5:30 p.m., with the exception of some days, i.e. before a holiday.
- A \$40 registration fee per year will be assessed after 5 days in the After Care Program, for each child enrolled in After Care.
- The After School Care Registration Form must be submitted. The fee for students in grades K-8, is \$8.00 per hour, and for Pre-K \$9.50 per hour, beginning at 2:45 p.m. with a sibling discount of 10%.
- If your child remains in aftercare beyond 5:30 pm you will be charged \$11.00 per half hour.
- Families will be billed on a weekly basis through the FACTS system with payment due in 10 days following invoice date.
- Saints Philip and James reserves the right to restrict the aftercare program use, should your account become delinquent.

**Summer Care**: In the event that a Summer Care Program is available, billing for this program will be done on a weekly basis. Invoices should be paid within 5 days of invoice.

**Before School Care**: Before Care is available each school day beginning at 7:00 a.m.. The cost for Before School Care is \$10.00 per day. For families with more than 1 child, the cost will be \$15.00 per day. Families will be invoiced through the school's bookkeeping office. The Before Care Registration Form must be submitted.

**Lunch Accounts**: Students have the opportunity to purchase lunch through our Pre-Paid PowerSchool Lunch Program. Through this program, students have the option of purchasing lunch without bringing cash to school.

- Families may add money to their child's lunch account online, or send a check to school. The link to the online account may be found on our website.

- Families may designate the amount you wish to add to each child's account. Please note that funds need to be added to the account before the child purchases lunch. Or, if you wish, children may still purchase lunch by bringing cash to school.
- A minimum of \$20.00 should be added to the lunch account before the student may purchase lunch using the prepaid lunch account. The account should always remain at minimum balance of \$20.00.
- If an account becomes delinquent by \$20.00, the child may not be able to purchase lunch or snack using the account, until the account is made current.
- The Prerpaid Lunch Authoirization Form must be completed and submitted for each individual student, before the student may use this account. This form allows the family to authorize sspcific purchaasses for the student.

**Credit Cards:** Please note that credit cards are acceptable for school payments, with credit card processing fee. The credit card MUST be in the name of the person presenting it. Identification may be required. This can be used for tuition, lunch accounts, After School Care, Before School Care, fundraisers, and RaiseRight gift card purchases, and other school charges.

### **Visitors**

Visitors are welcome to Saints Philip and James School and must come directly to the school office. Visitors are only permitted to have contact with students, (ie. Lunch duty, classroom activites and events) with the appropriate clearances. The administration reserves the right to limit visitors to the building.

### **Personal Property**

All articles of clothing or personal items subject to loss should be clearly and permanently labeled. Saints Philip and James assumes no liability for personal belongings brought to school and lost or damaged.

Money sent to school for a specific event or purpose, should be placed in a sealed envelope and identified with the child's name and homeroom, and its purpose.

### **Dangerous Items**

Under no circumstances are students to possess dangerous items at any time during the school day. These are items of potential hazard to others or to property. Such items will be confiscated, parents contacted, and appropriate action taken. The Principal and the Pastor have signed a Diocesan approved Memorandum of Agreement with NJ law enforcement agencies to report serious offenses and crimes if they should take place at Saints Philip and James School.

### **Lost and Found**

Lost articles found in or on school property, must be returned to the school office. Such articles may be claimed after satisfactory identification. Articles not claimed within a reasonable amount of time will be discarded. Students are encouraged to make sure that their names are on all items brought to school (e.g. sweaters, sweatshirts, lunch boxes, hats, gloves).

### **Student Health Services**

Children should not be sent to school if ill before they leave home.

- Children should be fever free, no vomiting or diarrhea for seventy-two (72) hours before returning to school, as well as having and tolerating 2 regular meals.

- All students (and all employees) will be screened and have their temperature taken each day before entering the school building.
- Children diagnosed with a communicable disease, such as strep throat, conjunctivitis, etc., need to have been taking antibiotics for 24 hours before returning to school.
- The school nurse is available for any student who feels ill or is injured during the school day. In the event of an accident, no matter how minor, the student should report that accident to the nurse immediately.
- In the event of serious accidents or illness, emergency care will be given and the parents will be notified. The school is responsible only for immediate first aid. The legal responsibility for medical care rests with the parents.
- Physical examinations by your family doctor are required for all new students, and all students entering 4<sup>th</sup> and 7<sup>th</sup> grades.
- All students are screened annually for height, weight, and blood pressure. Vision and hearing tests are done for PreK, K-3, 5 and 7. Scoliosis screenings are for students over age 10. Any discrepancies are noted, and/or referred for follow-up.

### **Emergency Information Forms**

The Emergency Form must be completed and returned to the office before the first day of school.

- Forms are available via the school website.
- It is imperative that parents are sure the people whose phone numbers are listed on this form will be available, if needed, during the school day.
- It is the responsibility of the parent to notify Saints Philip and James of any updates or changes in the names and numbers on the Emergency Information Form.
- The principal should be made aware of all medical conditions, to be aware of your child's special needs related to his/her diagnosis . Significant information will be shared with the school nurse/teachers.

### **Policy on Administration of Medication**

Saints Philip and James School strongly discourages the administration of either prescription or non-prescription medication in school or on school-sponsored activities. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- A. A parent/guardian should come to the school and personally administer the medication.
- B. If this arrangement is not possible, the school nurse will administer the medication if the following conditions are met:
  - The medication is given to the school nurse by the parent/guardian in the original pharmacy-labeled container.
  - The parent/guardian and the student's physician must complete and sign an "**Authorization to Administer Medication in School**" form. This form is available from the school. This requirement is a NJ state law and includes non-prescription as well as prescription medications.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication.

Students may **not** keep any medication in their possession. All medications must be kept in the health office. This includes over-the-counter medications, such as cough drops.



Lip balm, sunscreen, etc. should be applied at home and left at home. The school nurse has Vaseline for such problems.

### **Food Allergy Policy**

Saints Philip and James School recognizes that life threatening food allergies are a serious condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Saints Philip and James School will maintain a school wide procedure addressing life threatening reactions and maintain an Emergency Action Plan or any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

In order to minimize incidence of life threatening allergic reactions, Saints Philip and James School will provide training and education for all Saints Philip and James School staff. In conjunction with student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees (including office staff, food service staff, etc.)

- A description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging allergies.
- The signs and symptoms of anaphylaxis.
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response – Dial 911.
- Location of emergency Epi Pen.
- Policy and procedure will be reviewed at the beginning of every school year.

### **Students Medically Excused from Physical Education Classes**

Temporary absence from the physical education program requires a written statement from a physician and sent to the school nurse and principal. The information will be passed on to the appropriate teachers. Permission to return to the program must also be in writing from the physician. Students excused on a temporary basis from physical education/recess will remain in the gym with their class or will remain in a safe location under adult supervision.

### **Counseling Services**

Although Saints Philip and James School does not have a regular school counselor, the principal may recommend specialized counseling services through outside agencies to address school and other related issues with students as needed. In addition, the Diocese of Metuchen may also provide counseling services in some situations. Any parent that requests a session for the child with the counselor, should contact the principal to make arrangements.

The counselor, administration, faculty, and staff, will maintain the confidentiality of the student unless it involves health, safety, or sanctity of life.

*New Jersey State law requires any person who has reasonable cause to believe a child may have been subjected to abuse or neglect, must make a report to the New Jersey Children and Family Services*

## Transportation

Students are under the jurisdiction of the school from the time they board the bus until the time they are returned home after dismissal. Any violation of proper bus behavior will be resolved according to school rules and the seriousness of the infraction.

**\* The school may NOT grant permission for a student to ride or exchange buses due to insurance regulations.** The bus driver is the designated authority on all school buses and students will comply with the rules and regulations of the driver in an orderly and respectful manner.

### Student Conduct in Respect to Bus

- Students that ride the bus must adhere to the health and safety guidelines set by the bus company.
- Students must adhere to the bus schedule. Missing the bus is not an acceptable excuse for absence. Students who miss the bus must find other means of transportation that day.
- Students are required to conduct themselves in an orderly, well-behaved fashion.
- Students are not to distract the driver from his/her duties.
- The use of tobacco in the bus is forbidden.
- Possession of matches or lighters on the bus is forbidden.
- Littering the bus or throwing items out bus windows is prohibited.
- Students are to remain seated while on the bus.
- Students are to keep head and hands inside of bus windows.
- Students who deface or damage the bus in any way shall be, along with the parents or guardians, financially responsible for restitution.
- Students may not leave the bus except at the regular stops.
- Courtesy and respect must be shown to fellow passengers, persons along the route, and the bus driver.
- Profanity on the bus will not be permitted.
- Any complaints concerning the bus, its driver, or individuals on the bus are to be reported to the transportation coordinator.
- Students are not permitted to switch bus routes nor can permission to do so be obtained from the school office.
- Only children who are eligible may ride the bus.

If a student misbehaves on the bus, the bus driver will prepare and submit a written bus conduct report.

- A copy of the report will be sent to the Principal and one to the parents.
- If two reports are received, the student may be suspended from the bus.
- If a third report is received, the student may be suspended for an extended period of time. During these suspensions, it will be the responsibility of the parent/guardian to transport the student to and from school.
- Further bus conduct reports may result in permanent suspension from the bus. Please note that New Jersey School Law states: "A pupil may be excluded from the bus for disciplinary reasons by the Principal and his/her parents shall provide transportation to and from school during the period of such exclusion".

Parent complaint protocol is contact with the bus driver, the bus company, then Saints Philip and James. All regulations for buses, where applicable, extend to school buses and vans used for curricular or extracurricular activities.

## **Parent Arranged Transportation**

Saints Philip and James will not participate or be involved in any parent transportation arrangements. (ie: carpooling afterschool or during school events). Any planning of private transportation of students will be directly between each parent.

## **Bus Reimbursement**

According to state law, students attending private schools may be entitled to either bus transportation or a reimbursable fee. If a local district does not bus their public school children, it is not required to bus non-public school children or reimburse their families.

## **Parent Volunteers**

In order to meet the costs of educating your child(ren) with an outstanding Catholic education, it is required that each Saints Philip and James School family will volunteer 18 hours and purchase a minimum of \$2,500 RaiseRight gift cards. A family that chooses any of the Buyout options, must sign and return this form before March 31, 2022.

Families may select the activities and events that interest them, by completing the Parental Volunteer Form.

In following the guidelines of the Diocese of Metuchen and to focus on the safety of our students, all volunteers must complete the Volunteer Application Form and Pastoral Code of Conduct. These forms must be completed and returned to the school office. In addition, all volunteers must be fingerprinted and complete a *Protecting God's Children* Seminar. All information may be obtained from the school website, or through the Diocese of Metuchen website: [www.diometuchen.org](http://www.diometuchen.org).

## **The Home School Association And Officers for the 2022-2023 School Year**

The Home School Associations in the schools of the Diocese of Metuchen have been a tremendous strength and support for the schools. Much of the vitality and many of the accomplishments in our schools can be traced to our parents and teachers who work together with the pastors, principals and priests to bring the Lord's love to our young people. We appreciate the time and work that the Home School Associations gives our school.

President: Bettina Stettner  
Vice President: Susan Good  
Treasurer: Lissette Caligiuri  
Secretary: Helene Nguyen

## **Parent Information**

The school calendar, Student/Parent Handbook, required forms, and other important information may be found on our school website. Although every effort is made to keep the information up to date, please note that information on the website is subject to change. In addition, regular notifications will be sent via email or hard copy, from the school principal.

In addition, other school information, school bulletins and announcements may be sent via email and/or text messages through our instant alert school messaging system.

- It is essential that families keep the school office up-to-date on any changes in your e-mail address and cell phone numbers.

- Accommodations will be made for those families without access to the internet. Those families should notify the school office so that accommodations may be made.

### **School Supplies**

Some school supplies such as tear-out tablets, journals, and assignment pads should be purchased at the school store. Please refer to the supply list for each grade to order items from the school store. Required supplies and pricing can be found on the school's website. Please submit payment in a sealed envelope with child's name, homeroom and order written on the outside. Orders will be filled and delivered to homerooms in a timely manner.

### **Telephone Guidelines**

Children may request that the office staff place necessary phone calls to their homes.

- ❖ Student cell phones are not permitted to be used on school premises.
- ❖ They must be turned off and will be locked in classroom during school hours. SSPJ assumes no liability for the loss or damage to cell phones or to any electronic devices brought to school.
- ❖ Any phone seen or heard, will be confiscated by a teacher and/or administration and held in the principal's office for a parent to re-claim it.

Children should be instructed about any changes in dismissal, before they leave home.

- In cases of emergency or dismissal change, the parent should notify the school office, whereupon the staff will be sure to give the student a message.

### **Student Council**

In the event that the student council will be able to sponsor charitable activities, and provides services to the school, community, and recreational activities for the student body. The 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> grade students elect officers from among the students in their grades. Thus, the students learn how the democratic government works and they become actively involved in their community and government.

Students running for, and holding, Student Council offices must meet all academic and disciplinary eligibility requirements. Any student not fulfilling obligations, responsibilities or upholding the philosophy and mission of Saints Philip and James School will not continue as a member of the Student Council.

### **Yearbooks**

The yearbook moderator is responsible for the design and layout of the yearbook, with approval from the principal and Pastor. Yearbook orders will be sent home to all families. Yearbooks may be purchased by pre-ordering. Students should not write any inappropriate or offensive comments in classmate's yearbooks. The principal has the right to confiscate any yearbook with insensitive comments or drawings.

### **School Instant Notification System**

Saints Philip and James School uses an instant notification system (School Messenger System) that will be used to notify families of an emergency, school closing or any other important information. It is imperative that families provide the school office with current email address and cell phone numbers so that messages may be received.

## **Emergency/Closings Announcements**

In addition to the previously mentioned instant notification system (School Messenger System), school closing/emergency information will be online and carried by the cable television serving the area:

TV: Channel 8 (Service Electric Cable—WFMZ 69)

Internet: [www.wfmz.com](http://www.wfmz.com)

In the event of a school closing, after the start of the school day, children will be supervised by the teacher or a school administrator, until the child is picked up by the parent.

Occasionally, buses will arrive prior to our regular dismissal. It is our policy not to allow a child to depart early without a conversation with the parent on the day in question. Every effort will be made to contact the parent before the bus departs. If we cannot reach the parent, the child will remain in school until an authorized person arrives to transport the student home. If necessary, the child may attend our After School Care Program for that day.

## **II. CURRICULUM AND INSTRUCTION**

### **Curriculum Coordinators**

The 2022-2023 Curriculum Coordinators are:

Father Antony Arockiadoss , Pastor, Religion Coordinator

Mrs. Donna Kucinski, Principal, Overall Curriculum

Mrs. Eileen Dean, Science Coordinator

Dr. Cythia Pope-Faculty Members, Language Arts Curriculum Coordinator

Mr. Michael Smith, Faculty Member, Math Curriculum Coordinator

Mr. Christopher Shick, Faculty Member, Social Studies Curriculum Coordinator

Mrs. Laura Sretenovic, Staff Member, Technology Coordinator

### **Textbooks**

All books, including workbooks, must be cared for and kept neat. If a book is lost or destroyed, the cost of replacement is the responsibility of the student and parent(s). Textbooks are loaned to the student who is responsible for their proper care. All students must have a backpack/book bag, or similar carrier for taking books to and from school. Some textbook publishers offer online textbooks. The website and sign on information will be provided to the students if applicable for their grade and subject.

### **Grading**

Most grades for students in Grades 1 through 8 are recorded numerically by teachers. Semesters and final grades are averaged. Students in grades 6-8 will also be graded on a mid-term exam as well as a final exam for each core subject.

### **PowerSchool**

Saints Philip and James School utilizes the Diocesan web-based record-keeping program, PowerSchool. Parents are reminded to check student progress on PowerSchool regularly. Teachers will input all assignments and grades using PowerSchool. Parents have the capability to access student's progress, assignments, and report cards via this system.

A PowerSchool Disclaimer notice is available via our web site. Once the disclaimer form is received, user names and passwords will be sent to the parent. This disclaimer form needs only to be filled out once.

### **Report Cards**

Report cards are issued to students in Grades 1 through 8 four times per year.

- All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will consult with the principal at least twice a school year, to track progress.
- Kindergarten students will receive report cards three times a school year
- Pre-kindergarten students will receive progress reports throughout the school year.

### **Explanation of Grades**

Report Cards for grades 3-8, subject grades will be indicated numerically as follows:

A+.....100-97	C+.....84-80
A.....96-93	C.....79-75
B+.....92-89	D.....74-70
B.....88-85	F.....69 and below

Report Cards for grades 1 and 2 use the following code for all subject areas:

O – Outstanding	S – Satisfactory
VG – Very Good	N – Needs Improvement
G – Good	U – Unsatisfactory

Report Cards codes for Kindergarten and PreK Progress Reports are:

C – Consistently Observed
S – Sometimes Observed
√ - Practice and Support Needed
N/A – Not assessed during this marking period

### **Virtual Education**

At this time virtual learning is not available at Saints Philip and James. If this becomes warranted, a Remote Learning Plan will be available with specific policies and procedures.

### **Parent Teacher Conferences**

Parent-teacher conferences are scheduled after the first and second marking period. Conferences may be held by telephone, in person, or remotely. Conferences are held to facilitate an exchange of information between parents and teachers about a child to ensure better understanding of the child's needs. The conference is limited to ten minutes, in order to accommodate all families. If additional time is needed, another conference may be scheduled. Parents may request an appointment for a conference by contacting the school office. Students in grades 4-8 should be included in the conference, whenever possible.

Subsequent Parent teacher conferences may be requested by parents or teachers as needs arise. Please phone the school office, or email the teacher directly to request an appointment for a conference whenever you feel the need to do so.

## **Honor Roll Grades 6, 7, and 8**

A student at Saints Philip and James School may achieve one or two Honor Rolls: Pastor's Honor Roll or Principal's Honor Roll. Honor Roll inclusion is determined by each of the four marking periods of the academic year.

Attaining the Pastor's Honor Roll requires all A and/or A+ grades in all subject areas. Attaining Principal's Honor Roll requires all A's and B's

Certificates are presented to the students who achieve either Honor Roll following the distribution of report cards for each marking period. An Honor Roll Breakfast is also offered to recognize those students that earned Honor Roll each marking period.

### **Academic Requirements**

A student is promoted only if he/she has successfully completed the requirements of the grade level. The final decision on promotion or retention rests with the Principal. The principal will work closely with the student and offer suggestions to the family of a plan on how the student may successfully complete the grade level work, in order to be promoted.

- ✓ A student who fails two or more subjects will be considered for retention.
- ✓ In grades 3-8, the records of students who are failing two or more subjects, will be reviewed by the Principal to determine the students' status at Saints Philip and James School.
- ✓ In grades K, 1, and 2, lack of maturity in work habits, in social relationships, in academic skills of reading and math may warrant a child's retention.
- ✓ Possible/probable course failure/retention will be discussed in a meeting with the school principal, teacher, and the parents. Notices may also be mailed after the third quarter report cards.

### **Standardized Testing**

MAP (Measure of Academic Progress grades 1-8) and the ACRE Religion Test (grades 5 and 8) are administered to students. Profile sheets are distributed to parents upon return of the test results. Test results will be entered on each student's permanent record card.

If time allows, students absent from testing will be tested as soon as possible, after their return to school, during the standardized testing week.

### **Access to Student Records**

Parents/Guardians have the right to view their child's academic record, academic standardized test results, health records and emergency information from. These records can be made available upon request.

Records attached to publicly funded services provided through the local Board of Education are the property of the Board. The school is not permitted to distribute this information. A parent wishing to review these records must apply to the Board.

Transcripts of academic and health records may not be given to parents. All requests for transfer must be submitted from the sending school.

## **Student Contact Information Record Changes**

When a student's address or home phone changes, it is extremely important that the new information be reported to the Main office as soon as possible. Changes in parents/guardians' work numbers and emergency numbers need also be reported immediately. It is crucial these items of information are current at all times.

## **Withdrawal from School**

Any student wishing to withdraw from SSPJ must follow this procedure:

1. Obtain a form from our Main Office and indicate the name of the school to which records should be sent. The form will be signed by our Principal.
2. Pay all outstanding debts.
3. Return all school properties, textbooks, library books, etc. When all routine matters are satisfactorily cleared, the student's records will be forwarded to the next school. There is no refund on fees paid to Saints Philip and James School.

## **Homework Policy**

Homework extends learning experience beyond the classroom and reinforces learning by giving the student a chance to practice without the pressure of time.

- Teachers are expected to assign meaningful and relevant homework. While the type and length of assignments will vary among departments and teachers, the important structure of homework must be maintained. The quantity of homework will be grade appropriate.
- Although homework is posted on PowerSchool, each student should have an assignment pad as the main source of homework information. Students are not permitted to return to the classroom after dismissal to retrieve forgotten books or materials unless they and a supervising parent have checked into the office for permission.
- Parents should provide an adequate study area, and plan a specific time to do homework. Parental supervision of homework is a crucial component in a student's academic success. Parents need to assist and encourage, but not do the homework for students.
- Parents should watch for signs that the student is not involved in homework activities. If any problem with homework or classwork is indicated, parents should not hesitate to initiate contact with the teacher.
- Homework is assigned to ensure that the student has mastered the subject matter. Homework will be corrected and discussed, but will not be graded. Specific homework procedures are explained in individual classrooms and will be discussed with parents and guardians at Back-To-School Night by the teacher.

## **Home Instruction**

If a student is to be absent from school for medical reasons and is confined to his/her home or a hospital for a period of two or more weeks, the parent or guardian should contact the principal for information about the possibility of home instruction. Home instruction is not the responsibility of the school in the event of an illness or injury.



## **DIOCESE OF METUCHEN ETHICAL USE OF TECHNOLOGY POLICY**

### **Preamble:**

The purpose of school-provided technology is to facilitate legitimate school endeavors, which are educational and administrative in nature. The use of technology must always be in conformity with the law and the religious mission of the Diocese of Metuchen. Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of the user's privileges. The administration has the right to monitor all communication on the network.

### **Equipment:**

The use will recognize the value of the hardware, software, and all computer-related materials and will not misuse or abuse any of these items. CD ROMS or flash drives cannot be used on school equipment or may not be taken home for use on home equipment. No user will alter, install, modify, damage, upgrade, repair or remove any school hardware, including but not limited to computers, chromebooks, iPads, interface cards, monitors, printers, scanners, modems, wiring or cabling, mouse or other accessories. Users who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.

### **Software:**

Commercial software is copyrighted and each user must abide by the licensing agreement published with the software. The user will not violate any copyright laws regarding print, electronic or visual information. The user will not read, change, create, delete, copy, or modify any parts of the resident software or the operating system.

### **Internet access:**

The user may utilize the network resources for educational or administrative purposes only. Commercial uses are strictly prohibited. The user will not upload, download, or bring into the school, material deemed inappropriate. This would include, but not be limited to, any material that contains profanity, vulgarity, and/or obscene or violent content. Materials that are racist, abusive, degrading, and demonic or promote intolerance, prejudice, harassment, or insult any individual, ethnic, or religious group are unacceptable. Transmission of material, information or software in violation of any church, school, local, state or federal law is prohibited. The user will not meet in person any individual whom s/he made contact with through the school technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval and supervision of the school administration.

### **E-mail:**

E-mail is intended for educational use. The user will not reveal addresses, phone numbers, photographs, or other personal information of him/herself or others. The user will not access his/her private e-mail accounts through the use of the school network, unless asked to do so for a specific reason. The user will report any message received through technological resources that makes him/her feel nervous or uncomfortable. E-mail may not be used for knowingly transmitting, retrieving, or storing any communications that are discriminatory or harassing; derogatory to any individual or group; obscene; defamatory or threatening; chain letters, illegal or against School/Diocese of Metuchen policy; or contrary to the School/Diocese of Metuchen's interest.

All communication between school/faculty/students will be conducted via the parents' e-mail and the school e-mail.

**Monitoring:**

Electronic information created and/or communicated by a user using the network resources is subject to monitoring by School/Diocese of Metuchen on an “as needed” basis. While we respect our users’ wish to work without such monitoring, the following conditions should be noted:

The School/Diocese of Metuchen reserves the right, in its discretion, to review any user’s electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other School/Diocese of Metuchen policies. The School/Diocese of Metuchen reserves the right to institute random monitoring of electronic systems as part of a program to make sure that such systems are used in conformance with the law and with this and other School/Diocese of Metuchen policies. Users should therefore not assume electronic communications are totally private and confidential and should transmit highly sensitive information in other ways.

**Miscellaneous:**

The user will work in a quiet, respectful manner, not disturbing nor distracting to others. The user will not disclose or attempt to access personal passwords or access codes assigned to him/her or any other user. The user will not attempt to defeat security measures instituted by the school. Unauthorized access to computers after designated hours or from locations other than those approved for specific computer assignments is prohibited. The user will use school technological resources for educational purposes only. The user will not use school technological resources to support candidates for public or elected office.

The user will exercise due diligence and is bound not to disclose or use any confidential or personal information acquired as a result of using the schools’ technological resources. The school makes no warranties of any kind, whether expressed or implied, for the use of this technology. It will not be responsible for any damages suffered, such as loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or the user’s errors or omissions. The school specifically denies any responsibility for the accuracy or quality of information obtained through its technological resources. Any user of our technological resources specifically agrees to abide by this Ethical Use of Technology Policy and in addition agrees to indemnify the School/Diocese of Metuchen for any losses, costs or damages, including attorneys’ fees, incurred relating to or arising out of any breach of this document. Use of the technological resources will be permitted upon reading, signing and returning the Ethical use of Technology Policy Agreement included in this handbook.

**No one may use the school name or logo on personal web sites, Facebook, Twitter or other social networking site that may become available to their use. Any information published that may be detrimental to the reputation to the school and/or students or employees will result in disciplinary action.**

**SAINTS PHILIP & JAMES SCHOOL PERSONALLY OWNED COMPUTING/NETWORK DEVICE  
ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT**

Saints Philip & James school strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. By utilizing a filtering system, Saints Philip & James will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places Saints Philip & James school in compliance with CIPA (Children’s Internet Protection Act). You and your child’s signatures will indicate acknowledgment and understanding of the following standards. These standards have been cross referenced with other sections of the Saints Philip & James Student

*Code of Conduct* for additional information for violating these standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette.

### **1. Personal Safety**

- a. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
- b. I will not agree to meet with someone I have met online without my parents' approval.
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

### **2. Illegal Activities**

- a. I will not attempt to gain unauthorized access to Saints Philip & James school network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. I will not use Saints Philip & James school network to engage in any other illegal act, such as arranging for the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
- d. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.
- e. I will not install software on any Saints Philip & James computers or on the Saints Philip & James network without direct supervision of Saints Philip & James staff.
- f. I will not alter hardware or software setups on any Saints Philip & James school computer resources.

### **3. Security**

- a. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
- b. I will immediately notify a teacher or the system administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
- c. I will take all precautions to avoid the spread of computer viruses.
- d. I will not attach Non-Saints Philip & James computer equipment or peripherals to the Saints Philip & James network or its infrastructure. This is to include data storage devices such as USB drives, flash drives, or CD's.

### **4. Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- e. I will not knowingly or recklessly post false or defamatory information about a person or organization.

### **5. Respect for Privacy**

- a. I will not repost a message that was sent to me privately without permission of the person who sent me the message.
- b. I will not post private information about another person.

## **6. Respecting Resource Limits**

- a. I will use the technology at my school only for educational and career development activities.
- b. I will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- c. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher stating it is legal for me to have the files, and it is in support of a classroom assignment.
- d. I understand that Saints Philip & James school personnel may monitor and access any equipment connected to Saints Philip & James network resources and my computer activity. Saints Philip & James personnel may delete any files that are not for a classroom assignment.

## **7. Plagiarism and Copyright Infringement**

- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

## **8. Inappropriate Access to Material**

- a. I will not use district network resources to access or store material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
- b. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
- c. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. Saints Philip & James school fully expects that I will follow my parents’ instructions in this matter.
- d. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

## **9. Personal equipment**

- a. I will be fully responsible, at all times, for the personally owned device brought to school.
- b. Saints Philip & James is not liable for any loss/damage/theft of a personally owned device.
- c. I will be responsible for the condition of the device brought to school, including updates, antivirus software, configuration, and any other applicable normal maintenance.
- d. My authorized personal devices should be charged and recharged outside of school, unless specific permission is granted.
- e. Device use is limited exclusively to the classrooms policies of teachers participating in the BYOD Program.

## **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a user’s privileges to use the school’s information technology resources. Further discipline may be imposed in accordance with the Saints Philip & James school Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

## **Supervision and Monitoring**

The use of Saints Philip & James owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The Saints Philip & James school reserves the right to determine which uses constitute acceptable use and to limit access to such uses. Saints Philip & James also reserves the right to limit the time of access and use.

### **III. DISCIPLINE**

#### **General Discipline Policy**

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

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

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

#### **School Rules**

Students at SSPJ are expected to follow behavioral rules that reflect values and virtues consistent with good conduct and respect. These include:

- Expression of respect toward themselves and all others within the school community
- Neatness in appearance and in proper school uniform
- An attitude of respect toward personal, classmate, and school property
- Behavior that reflects responsibility and does not harm or endanger the health or safety of others
- Self-control and appropriate behavior in all areas of the school building, campus, and on field trips
- Truthfulness in communication and interaction with all school adults and fellow classmates

#### **Search and Seizure Policy**

In order to protect the safety, health, property, values, and welfare of the members of the school community, the school reserves the right to call for a search of the student's locker, book bag, desk, automobile, any other object on the school property or the person. Such searches will be with reasonable cause, in the sole opinion of

the school administrator, that contraband, illegal substances, or inappropriate objects are concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and student to whom the desk or locker is assigned, may be searched by school administrators at any time, for any reason or for no reason at all.

### **No Intimidation Policy**

Each and every student has the right to a safe school environment and the expectation that he/she has equal rights and responsibilities among students on the Saints Philip and James campus. Harm or perceived harm, even when it is threatened, whether on campus or off campus, directly or indirectly, by another SSPJ students, will not be tolerated. As in all things, SSPJ is making every good faith effort to comply with the spirit of N.J. law even though it does not apply to Catholic Schools.

### **Bullying and Harassment**

New Jersey anti-bullying laws and regulations include the following definitions of harassment, intimidation and bullying:

“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, 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. N.J. Stat. § 18A:37-14 (2011)

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

**An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

**Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

### **Types of Bullying**

There are three types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments

- Taunting
- Threatening to cause harm
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

*(stopbullying.gov)*

### **Procedure for Bullying and Harassment**

1. Students will meet with the Principal and teacher to discuss the behavior.
2. Parents of students involved will be contacted.
3. If it is determined to be a case of bullying, the student (bully) will be required to make amends for her/his actions and accept appropriate consequences based on the discretion of the principal.
4. Formal written documentation will be kept on file in the Principal's office.

### **Conflict vs Bullying**

Conflict is different than bullying. Not all disagreements and fights are bullying. Conflict is a normal part of human interaction and arises frequently in our day to day lives. Part of learning to be independent and grown up is learning how to deal with and respond appropriately to conflict at home, at school, and in your community. Recognizing the difference between conflict and bullying will help students, parents and teachers know how to respond.

#### Conflict is:

- A disagreement
- All parties have equal power to solve the problem
- All parties have an equal interest in the outcome
- All parties are of relatively equal size, age or status
- A conflict can be resolved by talking or working things out together or with help from an adult.

#### Bullying is:

- A repeated form of mistreatment where the victim cannot defend him/herself
- An imbalance of power – usually one person is either bigger or older than the other or has a higher social standing (is more popular) and uses this against the other person
- Usually involves repeated acts of harassment, harm or humiliation

### **Differences in Addressing Conflict and Bullying**

Conflict is an important part of growing up but bullying is not. Conflict teaches kids how to give and take, how to come to an agreement and how to solve problems. When it comes to conflict, it's good for kids to learn conflict resolution and resiliency skills. These skills promote listening and working together to come to an agreement or plan to move forward. Conflict resolution works based on the assumption that both people are in part responsible for the current problem and need to work it out. In this situation, both kids make compromises and the conflict is resolved.

When bullying occurs, the bully is fully responsible for the situation. And the bully bears all the responsibility for change. For instance, bullies need to be told that their behavior is unacceptable and will not be tolerated. They also need to experience consequences for their behavior. Likewise, targets of bullying need to be reassured that they didn't cause the bullying, they did the right thing by reporting and that they are not to blame. They also should receive interventions that will help them overcome the negative impact of bullying so they can build self-confidence and resiliency (*crsd.org*)

### **Sexting Policy**

The mission of all Catholic schools is to bring students closer to Jesus Christ by teaching and living the gospel message in an environment where the unique value of each person is recognized, protected and respected. Certainly, issues of morality demand a strong partnership between the school and the family to protect students from dangers they do not foresee. The Catholic Church believes and teaches that human bodies are gifts from God and temples of the Holy Spirit. The Church defines chastity as “the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.” (CCC2337)

The Diocese of Metuchen prohibits acts of harassment, intimidation or exploitation of all students. Each school must insure a safe environment that reflects the gospel and is conducive to student learning. With more students having access to phones and social media accounts, it is becoming easier for them to send and receive explicit messages and images. **All students are expected to refrain from any and all conduct involving sexting. They are to respect the dignity of others and of themselves at all times. Sexting shall not be tolerated on school property, on the school bus, at any school sponsored function or off school grounds.**

In complying with this Policy, the following must be considered:

- Sexting is the production, possession or dissemination of sexual materials, including sexually suggestive text messages, nude/semi-nude photographs, or videos of themselves or others via cellular telephone or the internet by students on school property or at any school sponsored function. Sexting does not fuel committed, eternal love as God desires for us. It stands in opposition to God's plan for us, and for that reason it is wrong.
- Pornography consists in removing real or simulated sexual acts from the intimacy of the partners, in order to display them deliberately to third parties.
- Creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law when they take an explicit photo or video of themselves or a friend; share an explicit image or video of a child, even if it is shared between children of the same age; or, possess, download or store an explicit image or video of a child, even if the child gave his/her permission for it to be created.

Detailed definitions of the above policy is available in the Principal's office.

### **Cyber Bullying**

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about



someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. (*stopbullying.gov*)

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Twitter
- SMS (Short Message Service) also known as Text Message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

**In complying with the above Policies, the following procedures may include:**

- All reported incidents of sexting/cyber bullying shall be dealt with immediately.
- The school will take immediate measures to protect the victim and others involved in the incident.
- Report immediately to the Office of Schools, either the Superintendent or Assistant Superintendent
- Report immediately to the local Police Department.
- Secure all cell phones, computers or other electronic devices that may contain or have disseminated sexual materials.
- Secure all potential witnesses.
- Contact the parents of all students involved in the reported incident.
- Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may face some or all of the listed consequences:
  1. Temporary removal from the classroom
  2. Parent conference
  3. Deprivation of privileges
  4. Suspension from extra-curricular activities/after-school programs
  5. Counseling (in school or private)
  6. In-school, out-of-school suspension or expulsion

### **Student Reporting System**

The Diocese of Metuchen has required a system for students to use in the schools that will enable them to anonymously report to the administration incidents of: bullying, harassment, cyberbullying, violence, threats, weapons possession, alcohol or drug related issues, hazing, discrimination, ethics violations such as cheating or plagiarism, or other harmful or inappropriate conduct.

**In complying with this Policy, the following Procedures shall be observed:**

- **Stop!t** is the mobile and web reporting tool selected by the Diocese of Metuchen to be implemented in each school.
- Accessing this site:
  1. Students: Site is bookmarked on their school Chromebook
  2. On-line: <https://appweb.stopitsolutions.com/login>
  3. Access Code: LetsGoSPJS
- Principal shall monitor and immediately address any reports received.

### **Memorandum of Agreement**

The Principal and the Pastor have signed a Diocesan approved memorandum of agreement with NJ law enforcement agencies to report serious offenses and crimes if they should take place at SSPJ.

### **School Discipline Policy**

### Grades PK – 3

- Positive Reinforcement is given throughout the school day for appropriate and excellent behavior (i.e. verbal praise, stickers, tickets to win a prize).
- Upon the first infraction, the child is given a warning (individual visual cue, i.e. colored card).
- Upon the second infraction, a consequence will be given (lose a few minutes of recess/playtime). (Depending upon the incident, the parent may also be contacted.)
- Upon the third infraction, the teacher will contact the parent(s).
- These infractions accumulate within one school day. Each new school day gives the child the opportunity to begin anew.
- A student always has the opportunity to earn back the privilege

### Grades 4-8

A disciplinary report (DR) will be issued to a student whose behavior is inconsistent with school rules. This report must be signed by a parent/guardian and returned the following school day to the issuing teacher. Failure to return the disciplinary report signed the next day may warrant a telephone call to the parent.

Disciplinary reports may be issued for all on campus infractions before, during and after school hours, including evening activities, and for all off-campus activities sponsored or authorized by the school.

When a student receives three disciplinary reports, he/she will be scheduled for a detention. Other reasons for detention could include, but are not limited to serious behavioral infraction of the school's discipline code.

**Grades 4-8:** Teacher supervised detentions will be held after school from 2:45 PM – 4:00 PM. In most cases, at least two days' notice will be given to parents.

Teachers have the authority to detain a student who disregards class and/or school regulations. A detention notice is sent home and the parents are asked to sign the notice and return it to school the next day. Parents are responsible for their child's transportation home after detention. If, due to unusual circumstances, there is an exception to the procedure stated, parents will be notified by telephone. We realize this procedure can be inconvenient for you and for us. However, no student will be excused from serving if he/she has been given a detention notice.

### Suspension/Probation/Expulsion

Students are suspended from school and placed on probation when behavior warrants such action, in the judgment of the Administration.

**In-School Suspension** is issued for serious infractions, such as .....(*plagerisim, cheating, technology misuse, student interaction*), including misbehavior during detention and detentions in excess of three. In-school suspension removes the student from the classroom environment and places him/her under the supervision of a faculty/staff member. At the discretion of the Administration, the student may return to the regular classroom to demonstrate improved behavior or attitude. In-school suspension may last for a portion of the day, the whole school day, or longer. On occasion, for the student's safety, the administration may request a parent have the child assessed by a mental health expert before returning to school following a suspension. Parents will be notified of an in-school suspension by a telephone call from the Administration.

**Out-Of-School Suspension** would be issued to students who continue to behave in ways inconsistent with school disciplinary policy. Out-of-school suspension generally occurs after a student has served an in-school suspension; however, the administration reserves the right to issue an immediate out-of-school suspension when warranted. Out-of-school suspensions for a student may last from one to ten days. Parents will be notified of

an out-of-school suspension by a telephone call from the Administration at which time a conference will be arranged between parents and Administration.

**Expulsion** is an extreme response by the school, reserved for individual behaviors that are serious threats to the school community. Expulsion is also warranted when repeated attempts to reform student behavior have failed. In all cases involving a possible expulsion from school, the parents of the student will be notified as soon as possible. An appointment shall be mutually arranged for the school administrator(s), parents and student to confer. Situations that may merit expulsion include, but are not limited to possession of a weapon or look-alike, continued and willful defiance of authority, continued and willful disobedience, physical assault, arson, grave defacing or destruction of school property or possession of alcohol and other drugs.

### **Transfer on Grounds of Parental Behavior**

Normally a child is not deprived of a Catholic education or otherwise penalized for actions of parents, however, the Principal may recommend the transfer of a student when parents have been persistently and overtly uncooperative regarding school policies, regulations or programs. A transfer may also be recommended when parents have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

### **Substance Abuse**

The school is guided by the Memorandum of Agreement and the New Jersey Comprehensive Drug reform Act in its policy addressing substance abuse. The possession and/or use of controlled substances by students in school, or on the bus, or at school related activities and events is strictly prohibited. Trafficking in such substances will cause the school to contact the police, as required by law. The Administration, in cooperation with the Nurse, reserves the right to conduct searches of a student's clothing, possessions, and person when reasonable suspicion justifies such action. All such substances will be confiscated by the Administration. A meeting with the parents will be conducted to determine the future status of the student. Suspension, probation, counseling, a medical assessment for dependency, and expulsion are consequences the school will consider in appropriate circumstances.

### **Addressing Disputes With the School**

The School and parents should strive to communicate with one another in an open and collaborative manner. It is the goal of the School to address parent concerns regarding their child's experience in the school. In turn, there may be times the School must raise issues pertaining to a student that are related to disciplinary, educational or social issues.

Recognizing that students are best served when families and the School can find mutually agreeable solutions to resolve differences or problems, it may sometimes not be possible to find a solution or compromise to accommodate the needs of the School and the student or their family. It is agreed by the School and the family that it is not an effective manner of communication to bring third parties into the conversation as it impedes collaboration and creates an adversarial relationship.

It is the policy of the School and the Diocese of Metuchen that in the event a family engages an attorney, the student cannot remain in the School as it represents a complete and irrevocable breakdown of the relationship between the School, the student and the family. Accordingly, the student must immediately withdraw from the School. The student is not eligible to be re enrolled at a later time.

## IV. UNIFORMS

Saints Philip and James School uniforms are purchased through Flynn and O'Hara Co. Please visit their store at 1876 Catasauqua Rd, Allentown, PA 18109 (610) 231-3788 or visit their web site: [www.flynnohara.com](http://www.flynnohara.com). Please note, all pants (boys' and girls') must be purchased from Flynn and O'Hara and must have the Flynn and O'Hara tag on the back.

- **Spring/Summer Uniforms** may be worn from the first day of school until October 11 and from April 6<sup>th</sup> until the last day of the school year. Any differentiation from these dates will be communicated to the parents via e-mail and/or our in alert system. Parents are asked to adhere to our decisions regarding appropriate uniform of the day for the students. If there is a situation at home that interferes with the proper uniform of the day, please send a note to the Main Office.
- **All students should take pride in their appearance and dress properly for school, school trips, and activities.**
  - Dress uniform is required for all school liturgies, unless noted by the principal. The school is the student's place of business and as such the administration has an educational responsibility to enforce the dress code regulations.
  - Students are expected to be neat, clean, and well-groomed. Immoderate styles of grooming will be determined by the administration.
  - Except for those days on which the school has given permission for other attire, each student is required to wear a complete clean uniform.
  - Personal hygiene should be a cooperative effort between child and parent that results in cleanliness of body and apparel.
- **Fourth grade girls and boys have the option of wearing uniforms described for all grade levels.**
- **Shoes** with Dress Uniform
  - black or brown in color; must be suitable for school
  - low heel shoes are acceptable.
  - Unacceptable footwear include: jellies, backless, toeless, high heels and boots
- **Sneakers** with Gym Uniform
  - white or black sneakers with white or black laces are required for gym days.
  - Unacceptable sneakers: High top sneakers
- **Shirts** must be tucked in at all times so that the waistband of pants or skirts is visible.
- **Girls' skirts** are to be knee length.
- **Pants, shorts, and skirts** must all be worn at the natural waist.
- Only **school sweaters** may be worn with the dress uniforms, and **school sweatshirts** with the gym uniforms. Polo shirts and sweaters without the school emblem are not permitted.

### Girls

- may wear a maximum of two pair of post earrings (in their ear lobe only). Any other body piercings are not permitted and may not be displayed
- only light/minimum amount of make-up and light pink/or clear nail polish are permitted for girls. The administration reserves the right to determine if make-up and nail polish is acceptable. Administration also reserves the right to ask a students to remove nail poish.

### Boys

- May not wear earrings or display any other body piercing
- Hair length must not extend beyond the top of the shirt collar; or below the ear. Hair must be trimmed around the face.

### Girls and Boys

- “Fad” or atypical haircuts and unnatural hair coloring are not permitted. The administration will determine the appropriateness of the style or color of the students’ hair. Students may be suspended until the style and/or color are rectified
- Only religious necklaces and bracelets may be worn. The administration reserves the right to determine if jewelry is appropriate.
- Watches may be worn, but all noise (such as alarms) devices must be turned off.
- Smart watches may not be used to tell time. Watches should not be used for other purposes, i.e. calculators, text messaging, phone calls, etc.

Additional attire to the school uniform may be confiscated and held in the Principal’s Office. When appropriate, parents will be called to bring proper uniform into school for a student, or to retrieve inappropriate articles held in the Principal’s Office. Please note, the Administration assumes no responsibility for these items, and will not replace, nor compensate for any lost articles.

The administration, faculty, and staff are aware any dress code cannot cover all situations. The administration reserves the right to decide, in all circumstances, if the student’s dress is appropriate or unacceptable. If a student comes to school improperly attired, the parent/guardian will be required to bring the proper clothes to school if the child is to attend classes.

On occasion, students may be permitted an out-of-uniform/ “Dress Down Day”.

- We expect the attire to be appropriate, modest, well-fitting and clean.
- No article should be excessively worn or soiled. Indecent or inappropriate writing or pictures is prohibited.
- Clothing must cover the body appropriately. For example, halter tops, transparent or mesh tops, bare midriff or shoulders, tank tops, shorts cut too short, etc. are not permitted.
- Avoid excessively tight fitting clothes. Avoid flip flop shoes, boots, hats, caps, headgear, barefeet, or footwear without stockings or socks. *Corduroy, jeans, slacks with rivets, or pants with cargo type pockets are not permitted.*
- Shoe laces must be tied at all times.

**The Administration reserves the right to make the final decisions regarding the appropriateness of student dress.**

### **Uniforms for Pre-K**

Pre-K children are encouraged (not required) to wear the school uniform. Pre-K children may also wear clean play clothes to school. All shoes should have rubber soles, closed toes, and no heels.

### **Gym Uniforms for Grades K-8**

**Spring/Summer** – SSPJ shorts (appropriate length and worn at natural waist); SSPJ T-Shirt; white, or black socks; white or black sneakers (no high tops), with same colored shoe laces.

**Fall/Winter** – SSPJ sweat pants (worn at natural waist), SSPJ T-shirt and sweatshirt; white or black socks; white or black solid colored sneakers (no high tops), with same colored shoe laces.

Zip hoodies is part of the gym uniform and may only be worn with the dresss uniform on especially cold days.

**Grades K-4 (Grade 4 girls have the option to wear the of jumper or kilt.)**

**Girls' Uniform** – Plaid jumper or Flynn and O'Hara tagged, khaki slacks with belt, white, short or long-sleeved polo shirt, optional SSPJ cardigan sweater, white, black, or green knee socks or solid colored black, green, or white tights, black dress shoes (with rubber soles).

**Girls' (Optional) Spring/Summer Uniform** – Flynn and O'Hara khaki dress shorts with belt, white short or long-sleeved polo shirt, white or green knee socks, black dress shoes, or solid white or black sneakers with same colored shoe laces. Of course, the usual dress uniform may be worn in place of the shorts.

**Boys' Uniform** – Khaki uniform pants (Flynn and O'Hara tagged) with belt. SSPJ short or long-sleeved polo shirt, optional SSPJ V-neck sweater. White or black crew length socks, black dress shoes with rubber soles.

**Boys' (Optional) Spring/Summer Uniform** – Flynn and O'Hara tagged khaki dress shorts with belt, white, short or long-sleeved polo shirt, white or black crew length socks, black dress shoes with rubber soles, or solid colored white or black sneakers with same colored shoe laces (no high tops). Of course, the usual dress uniform may be worn in place of the shorts.

**Girls' Uniform** – Plaid skirt of Flynn and O'Hara tagged khaki slacks with belt; white short or long-sleeved Oxford shirt with green sweater vest.

### **Grades 5-8**

**Girls' Uniform** – Plaid skirt of Flynn and O'Hara with white short or long-sleeved Oxford shirt and green sweater vest. Optional girls tagged slacks with belt. Green or white knee socks, or solid green or white tights, and black or brown dress shoes with rubber soles.

**Girls' (Optional) Spring/Summer Uniform** – Flynn and O'Hara plaid skirt with Flynn and O'Hara green short-sleeved polo shirt. Green, white knee socks and black or brown dress shoes with rubber soles.

**Boys' Uniform** – Khaki uniform (Flynn and O'Hara) tagged pants with belt. White, short or long-sleeved Oxford shirt with SSPJ school tie. White or black crew length socks. Black or brown dress shoes with rubber soles.

**Boys' (Optional) spring/summer uniform** – Flynn and O'Hara tagged khaki dress shorts with belt with Flynn and O'Hara green short-sleeved polo shirt. Black or brown dress shoes with rubber soles. Of course, the usual dress uniform may be worn in place of the shorts.

## **V. ACKNOWLEDGEMENT FORMS**

The Saints Philip and James Student/Parent Handbook should be read by all parents/students (Pre-K- Grade 8). The following agreements should be signed by all parents and students (Pre-K -Grades 8):

- Technology Code of Conduct Diocesan Ethical Use of Technology Policy.
- Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form
- Photo Consent
- Tuition Policy
- Student/Parent Handbook Acknowledgement
- Pest Management Policy

These forms may be found at the end of this handbook. Please note that if signature pages are not returned to the school office by the end of the first week of school, it will be assumed that the parent/guardian and student has read and understands all material.

In addition, if Photo Consent form is not returned by the end of the first week of school, it will be assumed that the parent/guardian gives permission for photos and videos to be taken and published for appropriate school matters.

## TECHNOLOGY CODE OF CONDUCT

1. The student will only be on the program or website instructed by my teacher.
2. The student will not open additional windows without permission.
3. The student will not download or access inappropriate material.
4. The student will not post threats of intimidation or bodily harm.
5. The student will not attempt to access any user name or password but my own.
6. The student will use one of the avatars created in the school computer class for my profile picture.
7. The student will use posts to discuss school-related content only.
8. The student will use respectful language or voice when posting online. All school rules and consequences related to harassment apply.
9. The student will use appropriate grammar instead of texting language.
10. The student will not use my posts to promote personal websites or chat rooms.
11. The student will avoid the use of sarcasm to prevent misinterpretations.
12. The student will not reveal any personal information. This includes phone numbers, addresses, emails, etc.
13. The student will not post photos or videos showing myself or classmates without teacher permission.
14. The student will not manipulate the school's device to change formatting or setting of the device.
15. In the event that a personal device needs to be brought to school, it will be under the direction of the administrator, and or teacher and will be subject to all school rules and guidelines.
16. The students will take good care of the technology equipment assigned to them. The student should immediately report damages to technology equipment to the principal. The student/family may be responsible for damages to this equipment.

### DISCIPLINE

**1<sup>ST</sup> Offense** – Verbal reminder or discipline report and/or loss of computer privileges and/or device. Amount of time and consequence determined depending on the severity of the offense. Personal device must be claimed from the principal.

**2<sup>nd</sup> Offense** – In School Suspension and loss of computer privileges and/or device for an extended period of time. Personal device must be claimed from the principal by a parent.

**3<sup>rd</sup> Offense** – In School Suspension or Out of School Suspension and parent conference requested. Personal devices may not be permitted in school.

\*\* In severe offenses, legal action or prosecution by authorities may occur as well as the student's expulsion from school.

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**Please sign and return the Diocesan Ethical Use of Technology Policy.**

We have reviewed, read, understand and will abide by the provisions of Diocesan Ethical Use of Technology Policy. I further acknowledge and accept responsibility for any violation of this policy made by my/our child/children. Any violation of this policy will result in suspension of internet/technology privileges and will incur disciplinary action.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** Some school programs require an active email address for your child to use. Your child may occasionally need access to this during school hours. Please list the approved email address, specifically for your child, below:

**Email address for student access:** \_\_\_\_\_



**PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY  
AND DEVICE USE AGREEMENT PERMISSION FORM**

I, \_\_\_\_\_ (Name of parent or guardian)

agree to let \_\_\_\_\_ (Name of Student) bring their personally owned computing device for instructional use in Saints Philip & James school. I understand that the student named above will be permitted to use their personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my student to use their own device that Saints Philip & James school is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that Saints Philip & James staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

Saints Philip & James uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the Saints Philip & James network, but only when this equipment is used in school on the Saints Philip & James network. Access through cellular networks does not provide the same measures of filtering. Students should only use the Saints Philip & James network (not private cellular service) for internet access while on Saints Philip & James property.

I have read and concur with the Internet Acceptable Use Policy. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the Saints Philip & James curriculum. Uses of these devices for unrelated activities beyond or outside the Saints Philip & James educational program are prohibited.

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PHOTO CONSENT

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Check “No” to deny permission to the following for the use of your child’s photograph.

Please fill out one form per student.

Please note that if a form is not completed and returned for a student, it will be assumed that the parent has given permission for the child to be photographed and have pictures submitted in all areas listed below.

Thank you!

**NO**

Photo in yearbook	_____
Photo in School Newsletter	_____
Photo & Name in Newspaper	_____
Photo in Promotional Literature	_____
Photo/Video on School Website	_____
Photo/Video for “in school” purposes (Foyer monitor, class projects, etc.)	_____

Parent Name: \_\_\_\_\_  
(Please print)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

**We have reviewed the Student/Parent Handbook** containing the policies, rules and regulations for Saints Philip and James School. I have read the handbook. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the school will have the authority set forth in the handbook.

I understand the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I accept my responsibility to support the school in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the handbook. **I acknowledge receipt of the handbook.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PEST MANAGEMENT POLICY

**I have reviewed the school’s Integrated Pest Management Policy.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REFERENCE SECTION

### Administration

Fr. Antony Arockiadoss	Pastor
Mrs. Donna Kucinski	Principal
Mrs. Sara Siano	Vice Principal

### Faculty

Pre-Kindergarten	Mrs. Mary Bargowski and Mrs. Melody Talpas
Kindergarten	Miss Shannon Lynch
Grade 1	Mrs. Amy Carrig
Grade 2	Mrs. Lissette Caligiuri
Grade 3	Ms. Shawne O'Connell
Grade 4	Mrs. Arrianna Scarponi
Grade 5	Mrs. Christine Laquintano
Grades 6-8 Language Arts and Grade 6-7 Religion	Mr. Brenden Wildes
Grades 6-8 Math	Mr. Mike Smith
Grades 6-7 Math	Mrs. Audrey Nelson
Grade 8 Math	Mrs. Arrianna Scarponi
Grades 6-8 Science and Grades 5&8 Religion	Mrs. Eileen Dean
Grades 6-8 Social Studies	Mr. Christopher Shick
Physical Education and Health	Mr. Dan Paszkowski
Music	Mr. John Keglovits
Art	Mrs. Cynthia Wassmuth
Special Education Services	Mrs. Audrey Nelson

### Support Staff

Classroom Support	Mrs. Amy Szczepanski
School Nurse	Ms. Elizabeth Beaugard
School Day Custodian	Mr. Justin Bachman
Cafeteria Manager and Evening Custodian	Mrs. Rossana Caprio
Evening Custodian	Mrs. Miriam Essquivel
Maintenance	Mr. Michael Clark
Advancement Director	Ms. Sierra Fenton
Cafeteria Associate	Mrs. JoAnn Dahan
Secretary	Mrs. Tina Socci
Technologist	Mrs. Laura Sretenovic
School Bookkeeper	Ms. Jackie Sobroza
Parish Business Administrator	Mr. Bill Casey

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