

Parent/Student Handbook



Academy of St. James of the Marches

400 Totowa Road
Totowa, New Jersey 07512
973-956-8824
WWW.ACADEMYOFSTJAMES.ORG

Final Revision 2019

Mission Statement

The mission of the Academy of St. James of the Marches is to guide our students to grow in their Catholic faith, knowledge, and to be of service to others.

School Hours

Pre-K – Grade 8	8:00 AM – 2:30 PM
Before Care	7:00 AM – 7:45 AM
After Care	2:30 PM – 6:00 PM
Minimum Day Dismissal	12:00 PM
Delayed Opening	10:00 AM
Delayed Opening Before Care	9:00 AM

Contact Info

Telephone Number	973-956-8824
After Care Number	973-956-
Fax Number	973-956-9430
SMART Tuition	1-888-868-8828
Web Site	www.academyofstjames.org

Registration

Admission Prerequisites:

Age Requirements:

Pre-K Three-Year Old Program: 3 by October 31st

Pre-K Four-Year Old Program: 4 by October 31st

Kindergarten: 5 by October 31st

Grade 1: 6 by October 31st

Requirements for Registration:

Baptismal Record

Health Data

Standardized Test Scores

Transfer & Transcript (if child is coming from another school)

Registration Fee (non-refundable)

Report Card

** Testing in some academic areas may be held for new incoming students.

Immunization Requirements:

Pre-K 3 & Pre-K 4

- DTAP – Four (4) doses required
- Oral Polio – Three (3) doses required
- MMR – One (1) dose required
- Haemophilus B – One (1) dose required (12-59 months)
 - Two (2) doses if given earlier
- Varicella – One (1) dose required
- Pneumococcal – Two (2) doses if child attended day care as an infant
 - One (1) dose is child attended day care after the age of one

Kindergarten

All of the above plus:

- MMR
- DTAP
- Polio
- Hepatitis B (2 or 3 doses)

Grade 6 or after child's 11th Birthday

All of the above plus:

DTAP and Meningococcal

General Information

Academic Integrity

The Academy of St James of the Marches values academic honesty and integrity and expect its students to practice that value. All work turned in by the students, including homework, lab work, essays, projects, tests and quizzes must be the individual student's work. Copying homework is not demonstrating integrity and is not permitted.

Teachers will report all suspected cases of cheating, plagiarism or dishonesty to the parents and principal. Students should expect to redo work and receive a zero in any case of dishonesty.

Attendance & Punctuality

Regular attendance and punctuality are important. More than 3 days absence in each quarter, without serious reason, is considered poor attendance. Parents must call between 7:30-8:30 AM if a student is to be absent. *If a student did not attend school on a given day, they may not attend an afterschool or evening activity on the day they were absent.*

An absentee note is required the day a student returns to school. A doctor's note is required for absences lasting longer than 3 days. Students should be fever free for 24 hours before returning to school. Every effort should be made to avoid vacations during the school year. Excessive absence (13) days or the equivalent of 13 days including tardies (*3 days tardy equals one day absent*), can be cause for a student to be retained in the current grade for another year. *An Attendance Committee will review attendance on a monthly basis. Families will be notified in writing when a child (ren) are at risk for attendance issues.*

Arrangements should be made with the teacher for make-up work. The student and parent are responsible for content missed during absences. *All work that is missed while not in school must be made up within 3 days of a student's return. If additional time is required a teacher and Principal should be notified,*

Tardiness creates distractions for the students as well as the classroom teacher. A student is marked late if s/he is not in school by 8:10 AM. A student who is late must obtain a late pass from the office. *Students must be signed into school by an adult after 8:20. You MUST accompany your child into the building if you arrive after 8:20.*

Aftercare & Beforecare

Students will be admitted into the building at 7:00 AM to 7:45 AM for Before Care **through the Totowa Rd. door**. Students arriving at 7:45 must use the door on Killian St. The side door will be locked at all times. *In the event of inclement weather, Before care begins at 9 AM if possible. The availability of Before Care will be included in the snow announcement.* After Care begins immediately after school and ends at 6:00 PM. Punctuality is expected. An additional fee of \$5.00 will appear on the monthly statement for each 15-minute interval after 6:00. A parent or guardian must sign out students. Students are expected to follow all school rules while attending Before/After Care. Students are picked up through the door on Totowa Rd. **Once**

students arrive at aftercare they are not permitted to go upstairs for any reason. Students are responsible for bringing all books and materials with them when they leave their classroom. No exceptions will be made.

We are a licensed Care facility through the State of New Jersey. This requires a number of forms to be completed. You must sign up for before and after care and complete a packet of forms. 4CS is available for families who meet the requirements. You apply at the 4CS office in Paterson to potentially qualify. Information is available in the school office.

Birthday Celebrations

Students in Prek – grade 8 may come to school dressed out of uniform on their birthday. Birthday treats may be brought in for students as long as they follow the Child Nutrition Program guidelines which are posted on our school website. *If you are handing out invitations to a birthday party in school, all students must be included.*

Bullying Policy:

The Diocese of Paterson and the Catholic Schools Office believe that each Catholic school in the Diocese of Paterson must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing a Catholic educational environment that permeates all aspects of its daily life and operations.

Each student should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that we do our best to provide a safe, positive and productive educational environment where each student may be afforded the opportunity to achieve his or her maximum potential, without being subjected to Bullying, CyberBullying or Retaliation. Bullying, Cyber-Bullying, Retaliation and other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Pastors, principals, faculty and other employees are expected to demand that all students treat each other with civility, kindness and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the Bullying Prevention Policy ("Policy") has been duly promulgated by the Roman Catholic Bishop of Paterson ("the Bishop") to apply to all Catholic Schools of the Diocese of Paterson and all Parish Schools located within the Diocese of Paterson, as well as to all other schools to which the Bishop or a

pastor or group of pastors has authority to appoint or approve governing officers or administrators.

Definitions

For the purpose of this Policy, the following definitions shall apply:

Aggressor means a student who engages in Bullying or Retaliation.

Bullying is the repeated use by one or more students of written, oral or electronic expressions, or physical acts or gestures or any combination thereof, with the intent to cause harm through ridicule, harassment, humiliation or intimidation, directed at a Target which a reasonable person should know would have the effect of:

- causing physical or emotional harm to the Target or damage to the Target's property;
- placing the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- causing the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupting the educational process or the orderly operation of a school.

An isolated incident, however egregious, is not Bullying. Numerous acts of misconduct against different students do not constitute Bullying. Such conduct may warrant disciplinary action, but is not Bullying.

Cyber-Bullying means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire;
- Radio;
- Electromagnetics;
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or message, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Retaliation means any form of intimidation, reprisal or harassment directed against a student who reports Bullying or provides information during an investigation of Bullying.

School Grounds means property on which the school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

Staff means all employees of the school or parish and other individuals who receive stipends from the school or parish.

Student Handbook means the student handbook established by the school.

Target means a student against whom Bullying or Retaliation has been perpetrated.

Bullying is prohibited:

on School Grounds; • on property immediately adjacent to School Grounds; • at any school-sponsored or school-related activity, function or program whether on or off School Grounds; • at a school bus stop; • on a school bus or any other vehicle owned, leased or used by the school; or • through the use of technology or an electronic device owned, leased or used by a school.

Bullying by students is also prohibited at other locations and through other means if it:

- causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupts the educational process or the orderly operation of a school.

Nothing contained in this Policy shall require a school to monitor any non-school related activity, function or program.

Care of Books & School Property

Students are responsible for the care of school property. Desks may not be written on; stickers may not be placed on desks, lockers or books. Notebooks may not be stored within a textbook. A fee will be charged for books or property which is lost or damaged.

Cellphones

Cell phones are **not** permitted in the classrooms during the school day, **nor are they permitted in Before/After Care**. A student may bring a cell phone to school to be used after school hours (not on school property). The cell phone must be kept in the off position. Cell phones are collected daily in the classroom. Any cell phones brought to aftercare **MUST** remain in the students' backpack at all times. ***The principal and designee reserve the right to confiscate cell phones to be returned to a parent or guardian. If a student retains a cell phone during school hours and it is confiscated, it will be sent to the Principal and she will return it only to a parent 24 hours later.***

Change of Address

Any change of address or telephone number, as well as changes in employment or emergency contact information **must be promptly reported to the office.**

Cheating and Plagiarism

A child found to be cheating will receive a zero on that assignment and additional discipline will be given depending on the circumstances. Plagiarism is a form of cheating and addressed both here and in the technology section. Plagiarism will also involve academic and disciplinary procedures.

Teachers will report all suspected cases of cheating, plagiarism or dishonesty to the parents and principal. Students should expect to redo work regardless of a lack of a grade.

Child Abuse

In accordance with the Title 9NJ Statutes (NJ9: 6-8.10 and NJS, 9:608.13) the Academy will report any **suspicion** of child abuse or neglect to the proper agency.

Child Nutrition

The Child Nutrition Program offers breakfast, lunch, and snack (for students in AfterCare) which is provided through the state of NJ for all students. *An application for Free or Reduced Meals must be completed within the first three weeks of school or upon school entry. Students who have a TANF or SNAP number do not need to apply. Homeless, Runaway or Migrant students need proof of their status for the application process. The status a student has in the past year remains for the first 30 calendar days or upon reapplication.*

All information on the application forms MUST BE FILLED IN. Incomplete forms will be sent back home to be completed. A letter will be sent to notify families of their child nutrition status. If a family's income changes throughout the course of the year, application can be resubmitted to reflect the change.

All meals must be paid for on a monthly basis. Each family will be sent an accounting of unpaid balances. You are able to prepay your child's food service account. Payment should be paid to the Food Service Director (Marlyn). If payments are not made on a timely basis, children will not be able to select their meal choice. Children will be provided a cheese sandwich until the meal charges are paid. State law (A 1796/S-2000) requires that if a meal is denied due to unpaid meal charges the school will contact the parents/guardians and provide notice that of the debt before discontinuing meals.

All meals are prepared in accordance with State Guidelines. The Food Service is reviewed on a yearly basis.

Church Attendance

We are a Catholic school. Prayer is important and attending Sunday mass is an *obligation*. *Modeling our faith is vital to nurture this growth in our students. **Students are required to attend the Opening of School Mass, the Closing of School Mass and the Catholic Schools Week Mass the last Sunday in January. At these Masses students are to be in uniform and sit with their class. Mass attendance is encouraged on the first and third Sunday of each month. Students sit with their families. Please make every effort to attend these Masses. All Mass times are 10:15 AM.***

Each class will have an assigned Mass during the year to fill the needed responsibilities of Mass (ie: Lectures, Gifts, Greeters etc). Each child will be notified by their Teacher of their classroom dates.

Clubs

Students in Grades 3-8 may join an after school club moderated by the teachers or by interested adults. There is always a need for Altar Servers, Choir and Young Roses. The Salesian Sisters run a number of after school clubs. Information will be sent home regarding these clubs.

Some after school activities may require a nominal fee for supplies along with signed permission slip. Appropriate behavior is expected during Club sessions. Teachers reserve the right to deny a student access to a Club due to poor behavior.

Conferences

Parent student conferences will be conducted in November each year to discuss your child's progress. In Middle School students are expected to also attend the conference. They are usually 10 minutes in length. Information will be provided on the Back to School Night in September.

Communication

It is important that parents and school personnel communicate frequently and effectively. The Academy has several means of keeping parents informed about school programs and policies as well as the progress of the students. The posts and links on our website contain essential information including *Class Pages* where parents can access their students' assignments and class announcements. **The website should be checked often.** Formal conferences are scheduled after the first marking period. Parents should feel free to contact a teacher to make an appointment for a conference as the need arises. Parents may contact a teacher via e-mail. E-mail addresses are posted on our website. Teachers are not available for unscheduled morning conferences. *Communication should always take place on the school approved email addresses. Unless the Principal is notified, teachers and parents should not be texting back and forth.* A weekly folder system is currently in place to ensure the delivery of all school bulletins and flyers, to the home each Tuesday. *The oldest/only child in the school will receive the folder unless a parent requests a different child.*

Return the signed, folder to school the following day with any return correspondence. Parents have an opportunity to see their child(ren)'s work each Tuesday in the Test Folder. Please sign and return the tests AND Test Folder the following day.

Daily Morning Procedures

Students in Grades Pre-K-8 assemble in the auditorium. Two teachers are on duty beginning at 7:45 AM. Students are expected to enter the school in an orderly fashion.

Drop-off Procedure

Parents who wish to "drop and go" may do so on Killian Place beginning at 7:45. Students must exit via the passenger side door onto the sidewalk, and go directly to the door on Killian Place. **This procedure is strictly for express drop-off only; students must be prepared to immediately exit the vehicle upon stopping. *NOPARKING ON KILLIAN PLACE.*** A teacher will be on duty at 7:45. The parking lot is available for parents who wish to park and walk their child to the door. **For the safety of our students, only students are permitted to enter the building in the morning.**

PLEASE FOR THE SAFETY OF ALL, DO NOT DROP YOUR CHILD OFF ACROSS THE STREET FROM THE MAIN DOOR OF THE SCHOOL. AT NO TIME SHOULD A CHILD CROSS THE STREET EITHER IN THE MORNING OR AT DISMISSAL TO WALK TO A WAITING CAR.

Daily Prayer

Prayer is an integral part of our daily procedures. Each day begins and ends with prayer.

Discipline Code

Use common sense and courtesy. Practice the *Golden Rule* at all times: Treat others, as you want to be treated. The purpose of discipline at The Academy of St. James of the Marches School is to encourage self-discipline. The Academy of St. James of the Marches strives to create an environment conducive to learning in which mutual rights and responsibilities of students are recognized and upheld. Rules are based on respect for one another, the safety of every student, and the goal of academic excellence. In order for each student to develop their potential for constructive Christian leadership, they must be assisted in their personal growth in the area of self-discipline. Included in this are organization of tasks, acceptance of individual responsibility and accountability for personal actions. Therefore the students of The Academy of St. James of the Marches will:

- Use appropriate/courteous language: oral, written or gestured
- Respect the belonging and works of others
- Observe classroom rules
- Respect adults and students in school or any related functions
- Dress appropriately, according to Catholic morals
- Respect property

Discipline Policy

Firstly, if bullying is involved please refer to the bullying policy.

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. *All students will be referred to the Principal or Assistant Principal whenever a situation arises regarding inappropriate and unacceptable behavior.*

Weapons or any object used looks like a weapon, even fake weapons, are strictly prohibited. The local police will be notified in any situation regarding a weapon.

Any student who threatens the well being of another person within the school or on the internet will face immediate consequences. If students are aware of any threatening statement(s) or behavior found on any social media, it is their responsibility to notify an adult and the school.

Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: warnings, denial of privileges, detentions, in school or out of school suspensions, or expulsions.

Dismissal Procedures:

On a regular school day, school dismisses at 2: 30 PM. Pre K, K and 1 students who have an older sibling dismiss first out of the door by the Church. Students who take the bus are dismissed next. Children attending Aftercare are dismissed and report immediately to the Auditorium. Then all children are dismissed by class using the Killean Place door. Parents and guardians should not congregate by the dismissal door. Please do NOT park along the sidewalk of the Killean Rd. door as the bus parks here. Parents should park in the parking lot or down the street from the school. PLEASE NO PARKING ACROSS THE STREET FROM THE SCHOOL AT DISMISSAL. IT IS NOT SAFE!

Students who walk home need a permission slip submitted to the office which will remain on file. No one can walk home with permission. Children are only released to individuals listed on the family release form. If a new person is picking up your child, you MUST call the office.

Drugs & Medication

Students may not have in their possession at school or at any school sponsored activity alcoholic beverages and/or illegal substances. The use of drugs or smoking will result in suspension or expulsion by school authorities. **The school reserves the right to search the property of students under reasonable circumstances. Students may not have in their possession medications of any type (even over the counter).** All medications to be taken during school hours must be accompanied by written permission from the doctor. The medication is to be taken in the presence of the school nurse and/or designee and stored in the infirmary.

Educational Council

An Educational Council is being created in the 2019-2020 school year. It is an advisory council which will provide input and suggestions to the overall functioning of the school.

Electronic Equipment & Games

Electronic equipment and/or games are **not** permitted at school at any time, including Before/After Care. The school is not responsible for any lost items.

Emergency & Snow Closing

If there is an early dismissal, school closing, or delayed opening, you will be notified via Instant Alert. **Contact the school immediately with any changes in phone numbers.** In the event of inclement weather Beforecare begins at 9 AM, if possible, and classes begin at 10 AM. With respect to inclement weather it is also possible that Aftercare will be suspended. Parents will be notified.

Field Trips

Field trips of an educational nature are an important part of a good school program. Teachers arrange class trips with approval of the principal. A written permission slip is required for each student to participate in a Field Trip. There may be a cost associated with some field trips. *Any adult participating in a field trip is required to have Protection Gods Children and be registered on Virtus. There are NO exceptions to this requirement.*

Fire, Evacuation, Lockdown Drills

Fire, evacuation and lockdown drills are conducted monthly throughout the year per state regulation. An Emergency Plan has been created in collaboration with local law enforcement. Proper conduct, ways of exit and other regulation involved in safety are taught to students. Students are expected to take the drills seriously and conduct themselves in an appropriate manner. In the event of an emergency all families will follow the directions of law enforcement.

Fundraising

Fundraising is a vital, necessary part of the parent commitment to our school. Each family is required to sign a Fundraising-Activity Contract and to fulfill their contractual obligation each year. *In the event a family does not complete this contract, they will be billed for the outstanding fundraising in the beginning of May.*

Grading System

The Academy uses the software program, *Rediker*, for recording grades. *It is also the data collection site used by the Diocese to send out information so all families should be sure the office is aware of any changes to their family information: ie: email addresses, phone #'s, emergency contact information.*

Report Cards are sent home 4 times a year in grades 2 -8. Grade 1 and K sent home a Report Card 3 times a year. Pre K sends a report home twice a year. Parents are notified when these reports are sent home. If a family has not satisfied all their financial obligations, the report card will be held in the office until payments are completed. Also, teachers will not be permitted to update the parent on their child's report card.

Academic Reports: Pre-K through 3rd Grade use a standards based reporting system based on the numbers 1-4. Teachers explain the system at Back to School Night.

Academic Reports for Grades 4-8

A+ 100-97

A 96-93

B+ 92-89

B 88-85

C+ 84-80

C 79-75

D 74-70

F 69 and below

The Grading system for "Specials": Use a VG – U reporting system

VG: Very Good

G: Good

S: Satisfactory

I: Improvement Needed

U: Unsatisfactory behavior or attitude

Homework

Homework supplements and reinforces class work. Homework is to be done neatly and completely and should follow the guidelines of the specific teacher. In the upper grades blue or black pen should be used, except in math. Most homework is posted on the teacher site located on the school website.

Should a student be absent, arrangements should be made for homework assignments to be picked up by another student, sibling or by a parent or guardian at the end of the day. Requests for homework must be made by 9:00 AM. Students are expected to make up work missed due to an absence within 3 days of returning to school. In grades 4 – 8 it is the student's responsibility to find out what was missed during his/her absence.

Assignments will not be given to students who will be absent due to a vacation prior to their departure. However, all work should be made up upon their return within a reasonable time frame determined by the teacher.

Home and School Association

The Home and School Association is an integral part of the school community. The HSA is being reintroduced in the 2019-2020 school year. All families are encouraged to participate in the Home School Association. Research shows that parental involvement is vital to a child's success in school. Parents are expected to attend the two HSA meetings, one in September, one in January at the end of the school year.

Honors

Students in Grades 4-8 may earn academic awards.

- Medal of Excellence: an A+ in each major subject
- Principal's Honors: an A in each major subject
- High Honors: an A average in all subjects
- Honors: a 90 average in all subjects

A student will not be considered for honors if an S (Satisfactory) or an I (Improvement Needed) is registered in any area, including special subjects. **Students who are late three times or more during a marking period will not be eligible for honors recognition. Students who have had disciplinary issues, either in the classroom as determined by the teacher or being involved with the Principal in a disciplinary situation in a marking period, will also be excluded from receiving honors.**

- ***Outstanding Effort Award***

An Outstanding Effort Award will be presented to students who demonstrate exceptional effort in their schoolwork. The criteria for this award include active class participation, completed homework assignments and good classroom behavior.

- ***National Junior Honor Society***

Membership to the National Junior Honor Society is open to students in Grades 6 through 8 who meet the required standards in four areas of evaluation: Scholarship, Leadership, Service, and Character. *Application is made in the beginning of the 2nd marking period. Standards of selection are established by the NJHS. A panel of teachers will serve as the selection committee*

and will oversee academic progress of its members. Students in the NJHS must maintain a 90 academic average each marking period or be subject to probation. Two marking periods of probation will result in removal from the NJHS. Cheating of any kind will result in immediate removal from NJHS.

Hygiene

Personal hygiene and good grooming is an important part of a child's physical and social development. Parents should monitor frequent bathing, clean hair and nail care, use of deodorant, and good oral hygiene. In addition, the school uniform should be neat and clean and properly fitted. Please refer to the uniform section of the handbook.

The school nurse or Principal will address all hygiene issues in individual cases

Leaving School Property

Students are not permitted to leave school property from the time he/she arrives in the morning until the appointed departure time in the afternoon without a written request by a parent or guardian and explicit permission from the principal or the principal's designee. A parent/guardian must go to the office to sign the student out of the building.

Off-School Conduct

The administration reserves the right to discipline its students for off-school behavior that comes into school and is not in line with behavior expectations of its students. *However, student posting and interaction on social media that involves students at ASJM is subject to discipline by the school administration. Cyber-bullying falls under this category. ASJM students are strongly encouraged to report cyber bullying that occurs involving our students. "If you see something say something!"*

Physical Education

All grades participate in the Physical Education Program. If a student is unable to participate in the program, a note written by the parent/guardian or doctor is required. Students must be prepared for Gym. School Gym uniforms are worn on Gym day.

Gym Uniforms: school gym shorts, white socks, white sneakers, T-Shirt with School Logo, sneakers and school sweat suit. Uniforms must be neat and complete.

Protecting God's Children

By Diocesan regulation, all adults who interact with children are to be registered on Virtus, attend a Protecting God's Children program and have a criminal background check. This is all completed by utilizing the Virtus system. Classes are given at ASJM usually in the Fall. The PGC representative is Mrs. Linda Martino.

Retention

No student will be promoted to the next grade with three or more failures for the year on his/her report card. Parents will be notified by the end of the middle of the third marking

period if their child is in jeopardy of retention. However, there will be regular communication between parents and school if a child is struggling academically.

Sacramental Program

The sacramental life of the children is an important component of our religion program. Preparation for Reconciliation and First Holy Communion form the core of instruction in grade 2. Parents are required to be active partners in the preparation in these sacraments. The sacraments of Reconciliation and First Holy Communion are only conferred to students baptized in the Roman Catholic tradition. *The Sacrament of Confirmation is now being conferred in 8th grade. It is a two-year program of instruction. Weekly Mass is mandatory for all students receiving a Sacrament.*

Safety

The safety and protection of the student is of paramount importance. Toward this end, the following rules must be adhered to:

- Children will not be released to other family members without written parent permission.
- Emergency forms are required for each student with updated contact phone numbers.
- All traffic and parking rules must be followed.
- Please refer to the drop off and dismissal portions of the handbook for further details.

LOCKDOWNS: By state regulation, there is a monthly lockdown practice to insure the children are aware of the safety, procedures and protocol in the case of a threat. Any person on the school campus can call a lockdown if they perceive a danger or threat. In a lockdown all students follow the directions of the staff. Personnel find a secure place to hide or limit the exposure to the threat. Every effort is made to keep the school locked during the school day. No person is permitted in the building, even in the morning, without signing in at the office. No student is to open a door to another person. The office will regulate the door at all times to insure the proper procedures are followed.

School Nurse

A school nurse is provided on a part-time basis. No student is to carry medication of any nature on his/her person to school at anytime. If the child is in need of medication during school hours, it must be sent to the school nurse or principal in the original pharmacy labeled container with the properly signed paperwork completed by the doctor and signed by the parent. If a child is determined to be running a fever, throwing up or ill, the parent will be notified and they must pick up their child as soon as possible. Please do NOT send children to school who are running a fever. The office or school nurse will notify parents if a situation arises whereby they are needed to attend to their child for a health reason.

School Visitation

Parents and visitors are required to ring the bell for entry to the school. For the safety of our student, **all** visitors are required to check in with the office upon entry. Visitors are not permitted to go to the classrooms or the upper floor without a visitor's pass and an escort

from the office. If you would like to visit the school at any time, please feel free to contact the office. You are always welcome. Open Houses are conducted during Catholic Schools Week which is the last week of January. A tour can be scheduled at any time once the office is contacted.

State and Federal Services

The State of New Jersey provides funding aid for textbooks, nursing services, and transportation, which helps to defray costs.

- *Textbooks Chapter 79*

Parents are required to sign a textbook form each year.

- *Special Services:* The State of New Jersey and the Federal Government provide funding for the following services:

- *Corrective Speech:* Students with articulation difficulties are eligible for corrective speech services. Testing for these services is done through Essex Regional Educational Services Commission. Referrals may be made after discussion with the classroom teacher and the principal.

- *Chapter 192 Compensatory Education:* Compensatory Education is a remedial program in reading and computation skills. Students, who do not exceed a minimum level of proficiency, as per state guidelines, are eligible.

- *Chapter 193: examination and classification of students:* Additional help is available for students who are evaluated by a Child Study Team, comprised of a psychologist, social worker, and Learning Disabilities Teaching Consultant (LDTC). Students are evaluated in the following areas:

- *Academic* - the student seems to have persistent learning difficulties that interfere with acquisition of skills and knowledge necessary for academic progress

- *Behavior* - the student seems to have persistent social and/or emotional difficulties that interfere with his/her ability to relate satisfactorily with peers and/or adults.

- *Physical* - the student seems to have a persistent physical disability.

- *Communication* - the student whose language is severely impaired to the extent that it seriously interferes with his/her ability to use oral language to communicate.

- *Compensatory Education and Supplementary Instruction* is provided by certified teachers through the Essex Regional Educational Services Commission.

- *Supplementary Instruction:* Instruction is provided for a student classified by the Child Study Team. It is given in addition to the regular instructional program.

- *Supportive Services for Acquiring Communication Proficiency in the English Language:* These services offer students programs in English as a second language (ESL).

We have two vendors who service the Academy's special services: Catapult Learning for Title I monies and Northern Regional Educational Services for all other services including nursing.

Student Council

Grades 4-8 elect officers and class representatives to Student Council. They are students that represent the student body, conduct assemblies, and are responsible for other activities planned in their meetings with their moderator and approved by the principal. The Student

Council does not establish or enforce school policy. The officers elected are: President, from grade 8, Treasurer, Grade 7, Vice President, Grade 7, and Secretary, Grade 8. Two representatives are elected in each class, Grades 4 through 8. These students serve as role models for other students. They are expected to display exemplary behavior and maintain a strong academic average. Any incidences of cheating or improper behavior will result in dismissal from Student Council. Mrs. Kristine Shire is the Moderator for the Student Council.

Technology

INTERNET AND TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY

Each year both student and parent sign the *Internet and Technology Resources Acceptable Use Policy* document. This policy applies to all school owned and personal computers and other technological resources (audiovisual equipment, telecommunication devices, etc.) located on school grounds. This policy applies to all electronic databases, information and software as well as to physical equipment. The Internet system is established for a limited educational purpose: it has not been established as a public forum. The Academy of St. James of the Marches School has the right to regulate material accessed. The system may not be used for commercial purposes to offer, provide or purchase products or services. Access to the Internet is available through the school with permission of the principal or his/her designee and parents indicated by the signing of the *Internet Use Agreement*.

The Academy of St. James of the Marches Acceptable Use Policy

The Academy of St. James of the Marches School offers Internet access for student use. This document is the Acceptable Use Policy for use of the computers and other technology resources of the school. While the generic term "computer" and "computer system" are used in this policy, this policy shall apply to all school owned and personal computers and other technological resources (audiovisual equipment, etc.) located on school grounds. This policy shall apply to all electronic databases and software as well as to physical equipment. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality activities. It has not been established as a public access or public forum and The Academy of St. James of the Marches has the right to regulate the material you access or post, to insure that all use of the system is in accord with the Christian philosophy of the school, and enforce all rules set forth in the school's disciplinary code, diocesan policy, and the laws of the United States and the state of New Jersey. Further, you may not use this system for commercial purposes to offer, provide or purchase products or services through the system. Access to the Internet is available through this school only with permission of the principal or her designee and parents indicated by the signing of an Internet Use Agreement.

The following uses of this system are unacceptable:

1. Personal Safety

- You will not post contact information (e.g., address, phone number) about yourself or

any other person.

- You will not agree to meet with someone you have met online. Any contact of this nature or the receipt of any message should be reported to school authorities immediately.

2. Illegal Activities

- You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's password or account number, or by accessing another person's files.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- You will not attempt to modify any of the school's computers or computer systems by changing system, hardware, or software configurations.
- You will not use the system to engage in any other illegal activity.

3. System security

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- You will immediately notify a teacher or the system administrator of any system problems.
- You are not to download material of any kind from any other computer system or the Internet without the express permission of your teacher or the system administrator. You are not to load or install any program files or software onto the school's workstations or system.

4. Inappropriate Language

- On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will use language consistent with our Catholic Christian philosophy and values. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

5. Respect for Privacy

- You will respect the privacy of others by not reposting a message that was sent to you privately without permission of the person who sent you the message. You will not post private information about yourself or another person.

6. Respecting Resource Limits

- You will use the system only for educational and career development activities.
- You will respect the rights of others to use the system by not using the system for longer than the time prescribed by your teacher or system administrator.
- You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
- You will use the e-mail capabilities of the system only with the express permission of

your teacher or the system administrator. You may not establish a private e-mail account to use on the school's system, nor will you access your personal e-mail account from the school's system.

- You may access internet newsgroups, discussion groups, chat rooms, instant messaging services and bulletin boards only with the express permission of your teacher or the system administrator. Such requests will only be granted if the access or material being sought is directly relevant to your education or career development.

7. Plagiarism and Copyright Infringement

- You will not plagiarize words or ideas that you find on the Internet.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any questions regarding copyright law to a teacher.

8. Inappropriate Access to Material

- You will not use the school's computers to access material that is profane or obscene or that advocates illegal acts or violence or discrimination toward other people.
- Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.

9. Your Rights

- The Internet is considered a limited forum, similar to the school newspaper, and therefore the school can restrict your right to free speech. Any exercise of free speech using the school's computers must be in keeping with Catholic Christian values as expressed in the school's philosophy.
- You should expect no privacy or permanency of the contents of your personal files on the school's computer system. Routine maintenance and monitoring of the system will occur, and may result in the viewing and/or removal of your files. An individual search will be conducted if there is reasonable suspicion that you have violated any of the terms of this policy, the school disciplinary code, or the law. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may, at any time, place restrictions on your use of the school's computer system. The school makes no guarantee that the functions or the services provided by or through the school's system will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations you may incur while using the system. The school fully expects that you will follow the directions of your teachers and other school authorities in all matters regarding access to information using the school's computer system. All uses of the system must show a respect for the rights of others and the dignity of the human person. All behaviors will reflect

this policy. **Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, seriously or in jest or online, face detention, suspension, and/or expulsion.**

Testing

Standardized Testing:

- Per diocesan policy, the **IOWA** is given to students in Grades 1-8 in the spring.
- Grade 8 students also take the High School Placement Test (HSPT). Given in early November, it is a mandatory test with a fee to be paid prior to testing.
- *ACRE: Students in Grades 5 & 8 are given a religion assessment through the National Catholic Education Association.*

Telephone Use

Students may use the office phone with permission - only in cases of emergency. Calling for forgotten items or homework is not permitted.

Tuition

A regular income is necessary for the school to meet operational costs. Parents have an obligation to make accurate, timely tuition payments. We are ever sensitive to the needs of families and therefore offer options for tuition payments. Families may choose a single payment plan due on or before July 30th prior to the beginning of the school year. A 3% discount is offered to families choosing this option.

SMART Tuition Management Company is the Diocesan tuition collection company. **All** families not opting for the single payment must use SMART. Tuition is due to SMART Tuition Company as per the signed SMART Contract. Families registering late will divide payments for the remaining months left on the contract. Parents are responsible for keeping up with their payments. There is a \$65.00 late fee will be charged by SMART and \$30 for failed payments. Additional payment may also be assessed by the Academy for lack of payments to SMART **TUITION. All tuition will be paid directly to SMART.** SMART accepts credit/debit card payments by mail, telephone and online in addition to money order or check payments by mail. All delinquent tuition payment will be paid to SMART, not the school. If tuition is delinquent, report cards may be held at the school. Arrangements may be made for payment. *If there is an outstanding reason that a tuition payment cannot be met, please call the office. It is important a family communicates a situation and does not let tuition payments lapse.*

The Academy of St. James reserves the right to discontinue educational services for nonpayment of tuition. Arrangements may be made up until the date of discontinuation of services.

If there are circumstances that have caused a delinquent tuition payment, please make an appointment with the Principal to discuss payment arrangements. Please do not wait until the discontinuation of services letter to contact the school. **Students will not be accepted for the next year until all prior year financial obligations are met.** If your account has been sent to collection due to nonpayment of tuition, school fees or fundraising, a collection fee will be added to the balance owed.

If all financial obligations are not current, report cards will be held until they are met.

Uniform & Dress Code

The uniform is a symbol of respect and dedication to the Academy of St. James. When students are in uniform they clearly reflect the mission and vision of the school. Therefore, it is important that the uniform be neat and clean at all times. Uniforms may be purchased at Flynn & O Hara, the store at 130 Baldwin Rd, Parsippany, NJ 973-882-0833 or on the web at www.flynnohara.com. Students must be in complete school uniforms each day.

BOYS

Burgundy knit shirt with school logo
Khaki pants or shorts
Brown/blackrubber soled shoes
Boys' pants should not be worn below the waistline

GIRLS

Burgundy shirtwith school logo
Khaki skort, skirt, shorts or pants
Brown/blackrubber soled shoes

SHOES for all students

Work boots, slippers (Ugg or the like), sneakers, canvas shoes are not permitted.

Ballet shoes are not acceptable for the girls.

All pants should be loose fitting

- Only uniform sweaters are allowed.
- Students may alternate warm and cold weather uniforms depending on the weather
- Stretch pants, leggings or tight pants are not acceptable
- Girls are permitted **one** small post in each ear.
- Boys are not permitted to wear earrings.
- Unless approved by the Administration, nail polish and/or artificial nails are not permitted
- No makeup is to be worn by any student.
- Hair: boys' and girls' hair should be neatly groomed.
- Boys' hair should be conservatively cut at all times.
- Students may not have etching designs, mohawk cuts or dreadlocks.
- No bandanas
- Natural hair color may not be altered in any way for either boys or girls.
- **WHITE SNEAKERS MAY BE WORN ONLY WITH THE GYM UNIFORM**

Casual Dress Days: Students may not wear jeans that are filled with holes, torn or shredded. Students are not permitted to wear flip flops, open backed shoes, t-shirts with inappropriate writing, spaghetti strap tops, or tight fitting clothing. They may wear sneakers and appropriate attire.

Good rule: If you think you shouldn't wear it, you shouldn't.

However, parents will be contacted if the student dress is not appropriate or distracting to the teacher or Administration. Alternate clothing must be sent to school for the child to return to the classroom.

The administration is the final recourse and reserves the right to amend this Handbook when it is deemed appropriate and necessary.

Revised 2019

WE HAVE READ AND REVIEWED THE CONTENTS OF THIS HANDBOOK WITH OUR STUDENTS. We support the philosophies and beliefs stated herein.

FAMILY NAME _____

Please list children and grades with signature:

Parent Signatures and date

Please return to the school with your oldest child by September 20, 2019.

Thank you