

Student/Parent Handbook
of
Assumption School
151 First Street
Wood-Ridge, New Jersey 07075
2008-2009

Telephone: (201)933-0239 Fax (201)438-6408
www.assumptionschoolwr.org

Dear Parents and Students,

This handbook is designed to serve as a link between the home and school. It contains the ideals, values, standards, regulations and procedures of Assumption School. The Handbook exists to foster the efficient operation of Assumption School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, therefore, the Principal has the discretion to take action other than those specified in the Handbook.

This Handbook is not intended, and should not be considered, to create any additional rights for students or parents/guardians. It is subject to change at any time when deemed necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

Please read the Handbook carefully and retain it for future use. Please sign and return the attached form to school through your daughter or son. We hope that this Handbook will help the School and Home speak with one voice as we go about the important task of educating our children.

The Administration and Faculty of Assumption School

Non-discrimination Policy

Assumption School admits students of any race, color, national and ethnic origin to all privileges, programs, and activities generally accorded or made available to students at the school. Assumption School does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athlete and other school-administered programs.

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Mission Statement

A community of faith teaching a world of knowledge

Assumption School is a community of students, parents/guardians, administrators, and teachers functioning within the framework of Catholic Christian belief. With the recognition and acceptance of God’s love and teachings, we acknowledge the dignity and worth of each individual.

The administration and faculty of Assumption School work as a cohesive unit to create an educational environment promoting the ideals of support, community, and academic excellence. It is our belief that through varied models of instruction in the areas of academic instruction, human knowledge, and religious values, our students will be guided to live our Christian values and deepen their respect for the democratic society in which we live.

GOALS

We hope to accomplish the above through a program of instruction which will enable our students to achieve the following goals:

- To grow in understanding that each person has a role in the final realization of the Kingdom of God on earth.
- To learn about the message and person of Jesus Christ and the history, doctrine and practices of the Catholic Church.
- To develop moral and spiritual values, ethical standards of conduct and basic integrity.
- To develop a spirit of prayer, worship, and a commitment to service.
- To acquire methods, tools, and techniques, which will make learning a satisfying and life-long experience of discovery and self realization.
- To develop an appreciation of the uniqueness and diversity of human culture.
- To develop a respect for the rights of others as individuals and groups.

- To develop an appreciation for the heritage, responsibilities and privileges of the American society.
- To become aware of their role in shaping the future of all independent nations of the world.

Admissions

Whenever available spaces are limited in any given grade level, preference will be given to active, contributing members of Assumption Parish. Additional students may be placed on a waiting list for that academic year. Registration is required for the succeeding academic year.

Requirements

- A. **Age**- A birth certificate must be submitted as proof of age.
 Pre-K (3) must be 3 years of age on or before October 1st
 Pre-K (4) must be 4 years of age on or before October 1st.
 Kindergarten students must be 5 years of age on or before October 1st.
- B. **Catholic Applicants**—A Baptismal Certificate and proof of the reception of any other sacraments should be submitted at the time of registration unless the student has received these sacraments at Assumption Church.

- C. **Immunizations**—All children entering Assumption School must have a current record of the following immunization:

Pre-kindergarten Immunization requirements

DTP: a minimum of four doses
 OPV: a minimum of three doses
 MMV

Measles vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

Rubella vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

Mumps vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

HIB: the appropriate number of doses of a licensed HIB vaccine including one dose given on or after the first birthday.

HEP: 3 documented doses prior to Kindergarten

Varivax: student born before, on or after 1/1/98 must provide documentation of disease or immunity

Kindergarten through Grade 8 Immunization Requirements

DTP: a minimum of four doses, provided at least one dose is given on or after the fourth birthday.

OPV: a minimum of three doses, provided at least one dose is given on or after the fourth birthday

MMV

Measles vaccine: one dose administered on or after the first birthday. Any child born on or after January 1, 1990 must receive a second dose of measles vaccine before Kindergarten admission.

Rubella vaccine: administered on or after the first birthday. Children who were immunized before the first birthday are to be re-immunized.

Mumps vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

HEP: 3 documented doses of HEP prior to Kindergarten

Varivax: student born on or after 1/1/98 must provide documentation of disease or immunity.

D. Health Requirements All students entering Assumption School are required to have a record of:

- 1.) a recent physical examination from their physician;
- 2.) a recent dental examination;
- 3.) required immunizations;
- 4.) a TB Mantoux test;
- 5.) a Confidential Health History.

The proper forms for these will be provided by the school at the time of registration.

E.) Transfer of Students into Assumption In addition to the above requirements students who are transferring into Assumption from another school must submit:

- 1.) transfer form;
- 2.) most recent report card from previous school;
- 3.) record of standardized test scores.

Except in extraordinary cases as determined by the Administration, students will not be accepted for transfer into the eight grade.

E.) Transfer of Students from Assumption Transfers are granted upon the written request of the parent/guardian of the student. One week's notice is required so the textbooks and library books may be returned and the financial account settled. Upon receipt of "Request For Transfer," the following process is followed:

- 1) the parent/guardian is given a transfer form and the current report card;
- 2) the parent/guardian signs a "Release of Information Form" authorizing the school to release all relevant student records;
- 3) upon receipt of a formal request from the receiving school, student records are forwarded by mail.

Financial Obligations

Financial policies and financial obligations are contained in a separate tuition contract. This contract will be issued to parents/guardians at the time of annual registration.

Attendance

Prompt regular attendance at school is absolutely essential to academic success. Parents/Guardians are expected to foster these good habits in the student, both for the student's current academic achievement and to encourage mature adult behavior in the future.

A. Absence

1) *Ordinary Absence*—a parent/guardian must call the School no later than 8:45 a.m. to report a student's absence. Request for a homework "buddy sheet" may be made at that time. If no call has been received by 8:45 a.m., the School Attendance volunteer will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school s/he must present to the homeroom teacher a written excuse from a parent/guardian stating the student's name together with the dates and reasons for the absence. If the absence is due to illness, the nature of the illness (e.g. strep throat, respiratory infection, chicken pox, etc.) must be stated in the note. An absence of five consecutive days requires a note from the child's physician. Absence notes are required of all children from Pre-K through grade 8.

Returning students should contact teachers for the missed assignments. If the student's responsibility to complete missed assignments and class work and return these to the teacher.

Regular appointments with doctors or dentist should be scheduled after school hours, on Saturdays or school holidays if possible. Please consult the school calendar when making appointments.

2) *Excessive Scattered Absence*—Excessive scattered absence which results in poor academic performance, or is a manifestation of a lack of commitment to the education process, or demonstrates other difficulties may be the basis of decisions regarding promotion, withdrawal, etc.

3) *Absence from School and Participation in School Activities*—If a student is absent from school because of illness or disciplinary action s/he will not be permitted to take part in extracurricular or athletic activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, the school reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

4) *Family Vacation*—Scheduling family trips or vacations during school time is discouraged. Parents/guardian requesting permission to take a child out of school for such trips or vacations should realize that the child will be marked absent during the period s/he is not in school. Teachers do not provide assignments to the child before the trip. It is the responsibility of the parent/guardian and the child to complete all missed classwork and assignments when the child returns to school. No child should be absent during standardized testing weeks. It is absolutely essential that each student be tested during the specified weeks.

5) *Truancy*— A student who deliberately does not come to school, contrary to the wishes of his/her parent/guardian, is considered truant. The student will not be admitted back to school until a conference has taken place between the parent/guardian and the principal. Habitual truancy will be reported to the Attendance Officer of the child's district of residence.

B. Supervision -The School's responsibility for supervision of students begins at 8:00 a.m. and ends at 2:45 p.m. Children who arrive at school before 8:00 a.m. must be enrolled in the morning extended care program. Those who remain after 2:45 must be enrolled in the afternoon extended care program or a tutoring program. For children properly enrolled in the School's extended care program, the school's responsibility for supervision begins at 7:30 a.m. and ends at 6:00 p.m. Children who are left unsupervised on school properly will be escorted to the extended care site and the fee will be added to the financial responsibility of the parent/guardian.

Children who have been dismissed should not re-enter the building except in emergency situations. Children should not return to school for forgotten books or other materials.

Inclement Weather When the weather is inclement the doors will be opened at 7:50 a.m. Students in grades K-8 should enter the building and report to the cafeteria. They should line up with their class and await the arrival of their homeroom teacher. Poor behavior on arrival will result in the exclusion of the student from early entry. In this case parents or guardians must retain supervision of the child until 8:05 a.m.

C. Lateness - The school day begins for children in grades 1 through 8 when the school bell rings at 8:05 a.m. Children will be marked late if they are not in the classroom when the second bell rings at 8:10 a.m. Kindergarten children assemble at their entrance door at 8:10 a.m. Their teacher admits them to the school at 8:15 a.m. On Mondays children in grades 1-8 attend the 8:00 a.m. Mass. Students should report to the cafeteria by 7:50 a.m.

D. Early Dismissal - The school calendar indicates the days on which students will be dismissed at 12:30 p.m. On those days the supervisory responsibility of the school ends at dismissal except for those children who are enrolled in the extended care program.

E. Emergency Closing - In the event of the closing of the school due to inclement weather, public health concerns, maintenance problems, or the like, class mothers will attempt to call each home as soon as official notice is received. Please remember that answering machines and similar services intercept these calls.

Assumption School follows Wood-Ridge Public Schools for inclement weather closings. In addition to the call from the class mothers, parents/guardians can note the following:

- *Wood-Ridge Fire Department whistles will sound at 7:15 and 7:30*
- *Radio announcements will be made on WINS, WNYW, WOR, and WCBS*
- *The message on the school answering machine will indicate school closing and any other pertinent information*

Please do not call the Friary or the Police Department

If the weather becomes problematic during the school day, parents/guardians may use their discretion in picking up their children at any time during the day. Once the school opens, it will remain opened until the last child is picked up.

Home School Communications

A. Appointments with School Personnel - Parents/Guardians who wish to meet with the Principal, a teacher, or any member of the School staff must contact the office or the teacher to arrange a mutually convenient time. For the sake of good order in school, parents/guardians may not approach staff members during the school day without arranging an appointment beforehand.

Staff members who wish to communicate with the parents/guardians of a student may do so by telephone, letter, or at a mutually convenient appointment. Teachers will not schedule appointments at times that could conflict with teaching or supervisor duties.

When appointments are made, both the parents/guardian and the staff member should be made aware of the purpose of the conference so that all concerned may be appropriately prepared.

B. Regular Communication with All Parents - When the need arises, messages will be sent home with the "youngest or only" student in the family. If a parental signature is required on any piece of communication this will be included on the bottom of the letter.

C. Children Bringing Cash to School - Money that is sent to school for any purpose should be placed in a sealed envelope and identified with the child's name and room, the amount enclosed and its purpose. All money should be given to the home-room teacher who will send it to the Office.

D. Parents Guild - All parents/guardians must belong to the Parent's Guild. The President of the Guild will develop a list of requirements for membership and current year activities at the beginning of each academic school year. These requirements will be sent home during the first week of school.

E. Custodial and Non-Custodial Parents

1) *School Records* - Assumption School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student's essential academic records.

2) *Court Orders Affecting Parents* - If there is a court order specifying the rights and responsibilities of the individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which may be useful to the School in fulfilling its obligations.

3.) *Release of Students to Non-Custodial Parents* - The school will permit only the custodial parent, or her/his designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day unless the School has been authorized to do so by the custodial parent or if a court order designates specific days on which the child is to be released to the non-custodial parent. In case of dispute the Wood-Ridge Police Department will be contacted.

ACADEMIC POLICIES

A. Religious Education and Religious Services - The heart of the educational program of Assumption School is the religious education of its children. All students participate in the Religious Education program and the religious services and celebrations that enliven the spiritual life of the school.

Non-Catholics student are welcomed at Assumption. The students and their parents should understand and accept the philosophy and goals of the school. The school respects the backgrounds, beliefs, and freedom of conscience of all members of the school community. Since religions classes, liturgical celebrations and service programs are integral to the life of the school, all students, including non-Catholic students, must participate in them.

B. Curriculum and Course Offerings

In accordance with the guidelines of the Office of the Superintendent of Schools of the Archdiocese of Newark, Assumption School offers the following areas of instructions:

Religious Education	Science
Family Life Education	Social Studies (Constitution gr. 7-8)
Mathematics	Visual and Performing Arts
Language Arts	Computer Education
Reading	Physical Education

Health (included in this program is fire and accident prevention, substance abuse education)

Music instruction offered by Partesi Music or similar extra-curricular programs is not part of the curriculum. Participation in these programs is voluntary and requires the payment of a fee to the manager of the program.

C. Acceptable Use Policy – All parents must sign and return to school the “Acceptable Use Policy for Technology” distributed at the beginning of the school year.

D. Homework Requirements – Homework is an essential aid in reinforcing and evaluating concepts learned during the school day. Long-range assignments help children develop research and discovery skills so needed in contemporary society. Parents/guardians are asked to provide an appropriate place for children to do their homework and to provide supervision for those student who need it. Because of a past request of parents, essential papers which include homework and testing, are sent home for signature every week in grades 4-8. It is the responsibility of the students to bring these papers to the attention of parents/guardians and to have them signed. The parents/guardians of primary grade children should check their folders each night for assignments, papers which need signatures, or communications from the teacher or school. No student will be allowed to re-enter the building after dismissal.

E. Progress Reports, Failure Warnings, Report Cards

1) *Progress Reports* – In addition to informal notes regarding the child’s success or difficulty in a particular area, teachers will send a mid-trimester progress report for any student who is in danger of failing for the trimester. These reports are to be signed by the parent/guardian and returned to the teacher. Parents and/or teachers may request a conference to discuss the student’s progress.

2) *Failure warnings* – If a student is in danger of failing for the year the teacher is to notify the Principal by April 15th of the current academic year. A conference will be scheduled with the parents/guardians and the teacher or teachers to discuss the most appropriate way of addressing the student’s needs.

3) *Report Cards* – Report cards will be distributed after the end of each trimester. Progress reports will be distributed mid-trimester to all students. The parent/guardian should sign the report card envelope and return it to the teacher. The final report card will indicate the grade assignment of the student for the following year. Report cards are distributed directly to each child unless the parents/guardians have unmet financial or other obligations. In that case the parent/guardian must go to the Principal’s Office to receive the report card.

4) *Promotion* – Students will be promoted to the succeeding grade upon successful completion of the course curriculum for the current grade and the recommendation of the teacher.

5) *Graduation* – Students will receive a diploma of graduation from Assumption School on the successful completion of the course curriculum for grade 8 and the recommendation of the teacher.

6) *Conditional promotion* – On the recommendation of the teacher, students who have not achieved at the expected level may be promoted to the succeeding grade on condition that the student participates in an approved summer program.

7) *Retention* – If, despite intervention strategies and conferences with parents/guardians, a student has not mastered the content and skills necessary for promotion to the following grade, that student will be retained.

F. Grading, Honors, and Award Policies

The Archdiocesan grading code for grades 4-8 is as follows:

A+ = 97-100	C+ = 78-82
A = 92-96	C = 73-77
B+ = 88-91	D = 70-72
B = 83-87	U = below 70

Subcategory Code

- + = Strength
- = Satisfactory
- = Weakness

Rubric Code for Written Communication

6 = Very Good	3 = Below Average
5 = Good	2 = Poor
4 = Acceptable	1 = Unsatisfactory

The Archdiocesan grading code for students in grades 1-3 is as follows:

- E = Exceeds (High Understanding)
- S = Secure (Understanding Demonstrated)
- D = Developing (Growth Demonstrated)
- B = Beginning (Beginning Stages)
- N = Not Yet Performing (Assistance Required)

2) *Honors* – A student must meet the following requirements at the end of each marking period in order to make the honor roll.

- High Honors A or above in all academic subjects
- Honors B+ or above in all academic subjects

A student who receives an “I” or a “U” in conduct does not qualify for the honor roll. A student with a modified program who has not completed the regular curriculum is not eligible for Honors.

3) *Graduation Awards* – Awards for graduation are determined by the awards committee. They are based on the requirements of the grantors, the records of the students, and the recommendations of the faculty.

4) *Examinations* – Students who are absent the day an examination is given must make up that examination when they return to school. Examinations will be weighted in the same manner as the teacher weights a major test.

G. Record and transcripts

1) *Viewing Records* – Parents/guardians have the right to view the following records of their child(ren):

- academic record
- academic standardized test results
- health records and emergency sheet

These records will be made available upon request.

Records attached to publicly funded programs provided through the local Board of Education or Bergen County Special Services are the property of the Board or Special Services. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the Board or Special Services. The School is not permitted to distribute this information to anyone, not even a parent/guardian.

2) *Transcript* – Transcripts of academic and health records are sent directly to the receiving school upon receipt of a written request from that school. As has been stated previously, this must be preceded by a written request for transfer from the parent/guardian and the signing of a “release of information” form by the same. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript the receiving school must secure permission from the parent/guardian to request transcripts from the sending school.

Field Trips

On occasion, Assumption School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip without the recommendation of teacher(s). No student may participate in a field trip unless a signed parent/guardian permission slip is submitted to the School. The permission slip form is provided by the school (see copy in Appendix). A telephone call will not be accepted in lieu of the signed request for participation. If no permission slip is provided, the student must remain home and be charged with an absence. Any student requiring special medical attention will need to have a parent accompany him/her on the trip.

Discipline

A. General Discipline Policy – A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at Assumption 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 should 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 must 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, punishment assignments, denial of privileges, detention demerits, in-school suspension, out-of-school suspension, or expulsion.

Actions which 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 on 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/Guardian/Student conference will 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/guardians and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the School.

B. Merit System – In order to guide the children of Assumption School to appropriate behavior based on the values of respect, responsibility, and safety, the School encourages the child through the Merit System. Any child of any grade may be awarded merits by a teacher or staff member for actions which contribute to helping make Assumption a place of care, courtesy, safety, and happiness. When a child has accumulated ten (10) merits the child will receive a “Merit Award.”

C. Demerit System – When children in grades 2-8 violate accepted standards of behavior, teachers will remind them of the seriousness of their actions through the Demerit System. Every effort will be made by the teacher to help the child correct misbehavior before giving a demerit. Notice of a demerit will be sent home to the parent/guardian. This notice should be signed and returned to the teacher.

If a child receives ten (10) demerits, a parent conference will be requested with the teacher. If a child receives fifteen (15) demerits a parent conference with the principal and teacher. If a child receives thirty (30) demerits a parent conference will be requested and the child will be suspended from school. (see Standards of Behavior below). Demerits carry an automatic detention.

D. Detention – Teachers may give detention for infractions of the rules, failure to meet responsibilities and other causes. Detention will be held every Tuesday from 2:45-3:30 p.m. Students who serve five (5) detentions in a trimester will be subject to three (3) demerits. **** Students who receive 3 or more Detentions per marking period will not be eligible for Honor Roll. Students who receive 3 or more Detentions per marking period may not be eligible to participate on class trips or extra curricular activities.**

E. Standards of Behavior – In fostering the values of respect, responsibility, safety, and proper personal appearance, the School expects students to abide by the standards of behavior which promote such values. The following is a list of possible inappropriate behaviors. It is not exhaustive. Appropriate discipline is always within the judgment and discretion of the Principal.

The following and any other behaviors are deemed inappropriate by the Principal. This policy shall apply to student behavior while at school, at co-curricular and extra-curricular programs, on school grounds, during school hours when off school grounds, at school-related functions on or off campus, and in transit to or from school or any school related function. Disruptive behavior shall include, but not be limited to:

- Demerits
- (5) Continued and willful disobedience
 - (5) Open defiance of the authority of any teacher or person in authority
 - (5) Lying, cheating, and plagiarizing
 - (2) Trespassing or unauthorized presence in areas restricted from student use
 - (5) Bullying, fighting or physical assault upon another pupil, teacher or any school employee, or inciting others to engage in such physical assault
 - (5) Hazing or harassment of a student in a sexual, verbal or physical manner
 - (2) Use of profanity, abusive language or threatening and provocative language
 - (suspension) Unsolicited or unwanted touching

- (suspension) Intimate contact
- (at Principal's discretion) Indecent exposure
- (2) Throwing of food, paper, pens or other objects
- (1) Chewing gum on school property
- (3) Taking or attempting to take school or personal property from classrooms, school offices, or any other areas of school facilities and vehicles; or personal property from another student whether by force or fear
- (2/3) Willfully causing, or attempting to cause, substantial damage to school property or endangering another student or school personnel
- (2/3) Tampering with, damaging, defacing or destroying school or personal property
- (suspension) Turning in a false fire alarm or emergency call
- (4) Taking part in any unauthorized occupancy of the school and refusing to leave promptly when directed to do so by a person in authority
- (1 – for every 5) Excessive tardiness
- (at Principal's discretion) Truancy and class cutting; leaving school property without permission
- (suspension) Possession or use of unauthorized electronic devices including I-pods, cell phones, paging devices or computer games
- (suspension) Possession or use of knives, razorblades or any other unsafe or illegal articles
- (suspension) Participating in activities relating to the sale, purchase or distribution of gambling paraphernalia or lottery related materials
- (suspension) Possession, use, sale or distribution of any tobacco product in school building
- (suspension) Possession, use, sale or distribution of a controlled dangerous substance
- (suspension) Possession, use, sale or distribution of alcohol, drugs, or drug paraphernalia
- (suspension) Possession, use, sale or distribution of explosives, firecrackers, smoke bombs or similar materials
- (suspension) Arson or attempted arson
- (3) Forgery of signature and/or tampering with documents of parents, guardians, teachers or other students
- (1) Failure to return papers with required parental signature
- (4) Inappropriate usage of software, hardware or computer networks
- (1) Wearing an incomplete, inappropriate or untidy uniform (Skirts should be at the knee)
- (1) Wearing make-up, such as, but not limited to eye liner, shadow, blush, gloss, nail polish, tips.
- (1) Wearing decorative jewelry (girls may wear a single stud earring in each ear or, if medically necessary, a hoop that hugs each ear)
 - (1) Wearing inappropriate, exotic, shaved or decorative hair styles or styles that violate the school code
 - (1) Having tattoos or body piercing other than pierced ear lobes (girls)

School Code for Hairstyles

Hairstyles must be neat and not appear un-kempt, bushy or disheveled. Boy's hair must not be excessively long and should be cut at least above the collar in back, over the ears on the side, and at least one half inch above the brow in front. Hair must not be slicked back in lieu of a haircut. The color must be natural and remained unchanged for the duration of the school year. (With gratitude to Bergen Catholic)

Altar servers are reminded that they should be properly and respectfully attired for Mass. Proper footwear should be worn according to the direction of the pastor. Girls should not have polished nails.

Health and Safety

All students entering Assumption School, and students entering grades 3 and 6, are required to submit a record of a recent physical examination. New students are also asked to submit proof of required immunizations and a TB Manteux test, as well as a confidential health history. The proper forms will be provided by the school. All health information is kept by the School Nurse. Please notify the School Nurse if the child develops any physical condition which might affect school performance, the administration of first aid, or the response of the School Nurse when the child becomes ill in school. These might include heart disease, diabetes asthma, allergic reaction, etc.

In event of an emergency of a serious nature, illness or otherwise, the parent/guardian will be notified as soon as possible. If the parent/guardian cannot be contacted, the designated emergency contact will be notified. **It is essential that the school have a record of emergency contact numbers for each child. These include the parent's/guardian's daytime number and a designated emergency contact if the parent/guardian cannot be reached.**

If it is necessary to send the child home from school, the parent/guardian or emergency contact person must be available to transport the student from school within a reasonable time.

A student sent home from school due to illness must remain home from school the following day. This policy is in place to safeguard other children from causing infection, to control the spread of disease, and to ensure the well-being of the sick child.

A. Medication

1) Prescription and Non-prescription Medications – Assumption strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under School supervision, the following procedures apply:

- 1.) A parent/guardian should come to the school and personally administer the medication
- 2) If this arrangement is not possible, the School Nurse or the Principal (or her designee) will administer the medication under the following conditions:
 - a. The medication must be given to the School Nurse or Principal by the parent/guardian;
 - b. The medication must be in the original pharmacy labeled container;
 - c. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. The form is available from the School.

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. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration in School" form. This form is available from the School.

2) Epinephrine – As permitted by New Jersey law, the School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

Parents/Guardians Authorization and Agreements regarding Liability

Written authorization for administration of the epi-pen must be received from the parent/guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epi-pen in accordance with procedure below as provided by law, the school employees or agents shall have no liability for any injury arising from the administration if the epi-pen to the student. The parents/guardians of the student shall indemnify and hold harmless the School, and its employees or agents for any such injury, as provided by law.

Administration of the Epi-pen by the School

The School Nurse shall have primary responsibility for administration of the epi-pen. In the absence of the School Nurse, another School employee, designated and trained in administration of the epi-pen by the School Nurse pursuant to New Jersey Law, may administer the epi-pen if a suitable and willing person is available. If no such person is available, the school will call emergency services in the event of an emergency.

B. Mandated Testing – The State of New Jersey requires that certain health screenings be conducted each year. These include:

- height, weight, vision, and hearing for all students in grades K-8 by School Nurse;
- Scoliosis for all students ages 10-18 by School Nurse;
- physical examination of students in grades 3 and 6

The parent/guardian will be notified in writing in advance of the scheduled Scoliosis and physical screening dates. If parents/guardians choose to have the child's physician perform the required Scoliosis and physical screenings, they must notify the School Nurse in writing before the scheduled dates. The nurse will send the required forms home for completion by the child's physician.

If any abnormality is detected during any of the screenings conducted at school, the parent/guardian will be notified in writing as soon as possible

C. Emergency Drills – Fire Drills are scheduled twice during each month. All persons who are in the school building except those assigned to monitor the drill must leave the building when the alarm sounds. Silence is mandatory throughout the drill. Lockdown and sheltering drills are scheduled according to the guidelines of the school's crisis management plan. (See Appendix for further information and a copy of Emergency Evacuation Procedures.)

D. Safety

1.) Playground – Children in all grades are to obey the direction of the parent and teacher supervisors during their play period. Any behavior which those adults deem unsafe or inappropriate is to cease at once. No one is to leave the playground for any purpose. Stray balls will be retrieved by adult supervisors. Primary children may use balls made of soft Nerf-like material. Balls, even Nerf-like balls, that are not soft or have a "tail" or rod inside are not acceptable. Toys which have projectile parts should not be brought to school by children in any grade. Children should not bounce balls against the side of the school or the Hayes Center.

2) Parking and Supervision of Children – Young children should be supervised by parents at all times. All children should assemble in the playground before the first bell. Parents are asked to park and walk their children to the playground or to discharge their children in the "Stop and Go" Lane on Second Street. Parents using this lane should pull up as far as possible into the lane before discharging their children onto the sidewalk. Stopping in the middle of the street to discharge or pick up children is extremely dangerous. The Wood-Ridge Police Department sends guidelines for the discharge and picking up of children before the opening of school in September. Parents who park next to a yellow line or in the cross walk will be ticketed. At dismissal four lines of cars may enter the school playground to pick up children. Please pull into the playground as far as possible so that all parents who wish to enter may do so. Do not block the entrance or back out of the playground. Please exercise extreme caution and follow the direction of the crossing guard. Parents parked along Second Street are asked to make a left turn at North Avenue and proceed to Valley Boulevard. Parents exiting from the playground are asked to go straight on Hillcrest and make a left or right at Wood-Ridge Avenue.

Primary Grade teachers release children only to custodial parents or their designees.

3) *Student and Sports Accident Insurance* – Effective July 1, 1997 the Archdiocese of Newark has purchased an accident insurance policy which is designed to help protect parents in Archdiocesan schools from grades Pre-Kindergarten through twelfth against financial loss caused by covered accidents. Information about this program is sent home at the beginning of each school year.

4) *School Dances* – Assumption School sponsors dances for students enrolled in the school. No other students will be admitted to school dances. At least two faculty members must be present as chaperones. School dances may never be chaperoned by parents/guardians without the presence of teachers.

Miscellaneous

A. Federal and State Funded Programs

1) *Transportation* – students who live in school districts that provide transportation for its students are eligible for transportation to and from Assumption. The appropriate forms are available in the Office and should be filled out in the Spring preceding the current academic year.

2) *Title I* – Title I is a federally funded program which assists youngsters who meet the criteria for assistance in Math and Reading. This program is administered in the school building.

3) *Chapter 192/193 – Compensatory Education* – the state funded program provides preventative and remedial programs in basic communication, reading and computation skills. Non-public school students who do not exceed minimum levels of proficiency in certain commercial norm-referenced tests or otherwise qualify are eligible for compensatory education services which includes:

- Corrective Speech,
- English as a Second Language,
- Reading,
- Computation Skills,
- Supplementary Instruction,
- Home Instruction

B. Legal Compliance

1.) *Suspected Child Abuse or Neglect* – New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

2) *Asbestos Management Plan* – The School's Asbestos Management Plan is on file in the School Office, as required by the Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request

**Attachment A
Dress Code**

STANDARD

Boys Standard Uniform	Girls Standard Uniform Knit
Polo Shirt -white	Polo shirt -white
Pants -dark gray	Skort - 2 panel - plaid
Sweater -V neck pullover, navy	Sweater -V neck pullover, navy
Shoes -black dress shoes, tie, buckle, or velcro	Shoes - Navy blue dress shoes, tie, buckle, or velcro
Dress Socks -black or gray	Knee Socks or tights -navy
Belt -black	Belt - navy
	Pants- navy

SUMMER

Boys Summer Uniform	Girls Summer Uniform
Sept.-Oct. 15; Apr. 15-June	Sept.-Oct. 15; Apr. 15-June
Knit Polo Shirt -white	Knit Polo shirt -white
Walking shorts -navy	Walking shorts -navy
Shoes -black dress shoes, tie, buckle, or velcro	Shoes. navy dress shoes, tie, buckle, or velcro
Dress Socks -black or gray	Knee Socks -navy blue
Belt -black	Belt -navy blue
	Skort may be worn in place of shorts

GYM UNIFORM BOYS AND GIRLS

- Sweat suit -navy blue
- T shirt -grey
- Shorts -navy blue
- Sneakers -**ALL WHITE**
- Socks -White **CREW** socks

**Attachment B
Acknowledgment and Agreement Form**

ACKNOWLEDGMENT AND RECEIPT

I acknowledge receipt of the Handbook containing the policies, rules, and regulations for Assumption School. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the academic years 2008-2009. I understand and agree that the Administration will have the authority set forth in the Handbook.

I understand that the policies, rules, and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand 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.

Family Name

Name of Student (s)

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)

Attachment C
Sample Permission Slip for Field Trips

PERMISSION FORM FOR PARTICIPATION IN A FIELD TRIP

Dear Parent/Guardian:

Your son/daughter is eligible to participate in a School-sponsored activity requiring transportation to a location away from the School building. This activity will take place under the guidance and supervision of teachers and other representatives of Assumption School. A brief description of the activity is as follows:

Event _____

Destination: _____

Designated Supervisor: _____

Date and Time of Departure: _____

Anticipated Time of Return: _____

Method of Transportation: _____

Student Cost: _____

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability.

As parent/guardian, you remain fully responsible for any legal liability, which may result from any personal actions taken by your student. If you have any updated information relating to your child or his//her participation in this event, please advise the School as soon as possible.

I request that my child participate in this event. I understand that this event will take place away from school grounds and that my child will be under supervision of the supervisor named above. I consent to the conditions of the event stated above, including the method of transportation.

I understand and agree that in the event that my child should suffer injury of any sort while participating in this event I will not seek to pursue any claims against the supervisor named above, the School, and/or any of its agents, servants, employees or volunteers, unless such injury is caused solely by the intentional or grossly negligent conduct of the named Supervisor.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

Please return this form to School by _____

Attachment D
Authorization for Self-Administration of Medication in School

AUTHORIZATION FOR SELF-ADMINISTRATION OF MEDICATION IN SCHOOL (TO BE KEPT CONFIDENTIAL UPON COMPLETION) NAME OF STUDENT: GRADE: DIAGNOSIS/ILLNESS: MEDICATION: DOSAGE: FREQUENCY: SPECIAL DIRECTIONS: POSSIBLE SIDE EFFECTS:

I certify that the above information regarding this Student is correct, that administration of the medication to this Student is necessary, and that the Student has received appropriate instruction to self-administer the medication. .

(Signature of Parent Physician)

(Date)

(Address)

(phone)

I/We authorize the Principal and the School Nurse to permit the Student to self-administer the above medication as indicated. I/We understand and agree that the school, the School Nurse, and the Principal shall not be liable for any injury to the Student resulting from the self-administration of the medication as authorized by my signature below.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)

Attachment E

Authorization for Self-Administration of Medication in School

AUTHORIZATION FOR SELF-ADMINISTRATION OF MEDICATION IN SCHOOL (TO BE KEPT CONFIDENTIAL UPON COMPLETION)

NAME OF STUDENT: _____ GRADE: _____

DIAGNOSIS/ILLNESS: _____

MEDICATION: _____

DOSAGE: FREQUENCY: _____

SPECIAL DIRECTIONS: _____

POSSIBLE SIDE EFFECTS: _____

I certify that the above information regarding this Student is correct, that administration of the medication to this Student is necessary, and that the Student has received appropriate instruction to self-administer the medication.

(Signature of Prescribing Physician) (Date)

(Address) (Phone)

I/We authorize the Principal and the School Nurse to permit the Student to self-administer the above medication as indicated. I/ We understand and agree that the school, the School Nurse, and the Principal shall not be liable for any injury to the Student resulting from the self-administration of the medication as authorized by my signature below.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)

Attachment F

Acceptable Use Agreement for Technology

ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

The use of computer services at Assumption School is a privilege, not a right. Students are expected to make responsible, ethical, and appropriate use of computers and information services at all times. Network and computer services include: use of personal and school computers and peripherals, the Internet, campus and/or e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money, and hardware are wrongfully restricted or appropriated when these services are abused.

Assumption School holds specific expectations for students at each grade level regarding their use of computers before, during, and after school in the computer lab, library, or classroom. The following Rules of Conduct apply to information services. Students:

- may use only their password;
- may not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authority;
- may not lawfully copy software or information;
- may not use illegal software;
- must properly cite all information that is required from electronic sources and used in their assignments;
- are held responsible for all activity conducted on their accounts or under their passwords;
- may not run non-instructional computer games on any school-owned computer, server, or network;
- may not bring into school or use a disk that does not belong to the school;
- may not alter or touch another student's computer or another student's work on the computer.

Failure to comply with these standards or acceptable use of Assumption School's technology will result, in the very least, in suspension or withdrawal of network privileges.

I have read and understood the Acceptable Use Policy for Assumption School and agree to abide by its terms.

Signed: _____ Date: _____

As the parent or guardian of _____ I have read the Acceptable Use Policy for the computer network at Assumption School and understand that this access is designed for educational purposes. I recognize that it is impossible for Assumption School to restrict all access to controversial materials, and I will not hold the school or its agents responsible for any such material acquired on the network. I hereby give permission for Assumption School to allow my child to have access to the computer network.

Signed: _____ Date: _____

Please sign and return this form by _____

Attachment G Crisis Management Plan

Assumption School in cooperation with the Wood-Ridge Board of Education, the Wood-Ridge Police and Fire Departments, and the Bergen County Office of Emergency Preparedness has developed a Crisis Management Plan to deal with emergencies that may require lock down, sheltering or evacuation. These plans are on file in the Schools Office of the Archdiocese of Newark, the Wood-Ridge Police Department, the Bergen County Office of Emergency Preparedness, the Assumption School office, and the Assumption Friary office.

Lock Down

This intervention will be employed in the event that a threat is posed to students and faculty by a stranger in or near the building, a person who is possibly armed, or a person who is behaving erratically in or near the building.

The principal will call the code for a lock down while the secretary notifies the police by calling 911 or by using the special communications equipment keyed to Wood-Ridge Public Works Dept. In the event that the main office is unable to carry out these functions, contingency plans outlined in the Crisis Management Plan will be followed. Teachers will lock students into their classrooms and assemble them out of sight of the window in the door. They will place the appropriate sign in the window to indicate that the room is secure and turn on their cell phones.

In the event of a lock down, parents should not call the school or cross the police line. Parents/guardians should report to the basement of the church and follow the directions of the police officers on the scene. In the event that the basement cannot be used, the officers in charge will direct parents where to go.

Sheltering

This intervention will be used during an emergency caused by violent weather or environmental hazards. The principal will call the code over the public address system while the school secretary notifies the police by calling 911 or by using the special communications gear connected to the Wood-Ridge Public Works Department. Teachers will move students into the hallway between classroom doors. They will pull down the shades, turn off all lights and electrical equipment, and close the doors. Teachers should turn on their cell phones, but use them only for an emergency.

They should report any student who is missing. Parents/guardians should not seek to enter the school or cross police lines. They should report to the basement of the church and await instructions from the police officers in charge.

Evacuation

This intervention will be used when there is a threat to the building and its occupants because of a bomb threat, fire, gas leak, explosion, or building collapse. The principal will either call the appropriate code or set off the fire alarms while the secretary notifies the police by calling 911 or by using the special communications gear connected to the Wood-Ridge Public Works Department. Teachers will evacuate the students according to the fire drill plan. As soon as the students reach their designated places, teachers will take attendance and notify the designated person of any missing students. If directed to do so by the police or fire officers, teachers will take their students to the basement of the church. If re-location is deemed necessary, they will follow the directions of the officers in charge.

Parents/guardians should not approach their children or attempt to take them home. It is essential in an emergency that all children be accounted for by the teacher in charge. Parents/guardians should assemble in the church and follow the directions of the police or fire officer in charge of the scene. Students will be released to parents/guardians in an orderly manner when the officer in charge deems it appropriate.

Parental Notification

In all emergency situations parents/guardians will be notified as quickly as possible of any crisis. For this reason, it is essential that emergency contact numbers be kept up to date. These numbers are on file in the school and in the friary. Parents will be notified where to report. The church basement will be the ordinary assembly point. However, if the police or fire officer on the scene determines that some other site should be used, parents/guardians will be notified of this alternate site.

Parents/guardians should review emergency procedures and sign the form indicating that they have done so. The complete Crisis Management Plan is on file in the school office and may be reviewed upon request. Periodic presentations by the Emergency Preparedness Team will be offered to parents/guardians.