

We have read and understand the policies and procedures outlined and defined in the Assumption Regional Catholic School 2019-2020 Parent-Student Handbook. Our family will to the best of their ability support and uphold these policies.

Parent/Guardian printed name

Parent/Guardian sign name

Parent/Guardian printed name

Parent/Guardian sign name

Student printed name

Student sign name

Please sign and return by Friday, September 13, 2019.

Assumption Regional Catholic School Handbook

- Introduction:

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Assumption Regional Catholic School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community.

Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, should reflect the faith which the Church has received from her divine founder.

- Catholic School Environment:

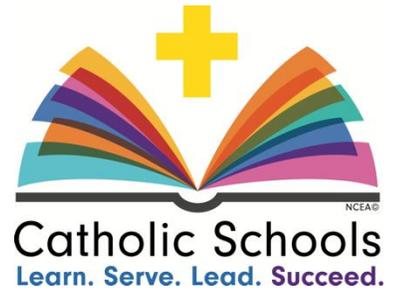
As a community whose primary mission is the teaching of the Faith, Assumption Regional Catholic School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school.

If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

Mission Statement

Our mission at Assumption Regional Catholic School is to CREATE, INSPIRE, and NURTURE an environment that embraces GOSPEL VALUES, and meets the academic needs of each student for the growth of our school community.

The aim of Catholic education should be the total child. Assumption Regional Catholic School is committed to living out the message of Christian joy and hope and is dedicated to educate students for Christian service to our community and the world. We seek to integrate gospel values into the lives of the students at Assumption.



We **believe** in:

Spiritual Leadership:

- Striving to teach as Jesus did
- Fostering virtues that exemplify service to others
- Enhancing students understanding of the Catholic Faith

Managerial Leadership:

- Modeling Christian Values through daily interactions
- Encouraging students to exhibit respectful attitudes
- Strengthening student's character and behavior

Instructional Leadership:

- Using differentiated learning communities to create a Catholic Christian Environment
- Purposely provide for self-renewal
- Encourage risk taking to serve as a foundation for continuous improvement.

We **manifest** these beliefs with our creed:

Work together to strengthen our Faith Community
Emphasize positive achievement

Cohort responsibilities of teachers and students
Adopt a meaningful cause
Restore a more caring Learning Environment
Expand academic excellence

School Calendar

The official school calendar is published annually by the Diocesan Office of Catholic Schools with the approval of the bishop. The calendar is designed to meet the minimum of 180 days required by state law. Yearly and monthly calendars are published by the school noting information and local school activities.

Attendance

Regular school attendance is imperative. Each day of absence is detrimental to the pupil's progress. New Jersey school law stipulates that "Every parent, guardian, or other person having custody and control of a child between the ages of six and sixteen shall cause such child regularly to attend the non-public schools of the district of a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than a school." (18A:38-25)

Students should be in attendance from the beginning of the day (7:50) until dismissal (2:20). **Students who arrive late must be accompanied by a parent** who is to sign the student in at the main office. Any student who arrives after 7:50 is considered late. **Students in grades 4-8 who acquire eight (8) late days will be given a detention to be served when assigned by vice principal. Students in grades 1-3 who acquire eight late days will be given a lunch detention.**

When a student is absent, the parent/guardian must call the school office by 8:30.

A student who is absent from school is required to bring a written excuse signed by their parent/guardian, stating the dates and reason for the absence.

In compliance with Diocesan regulations, excessive absence may require that the student be retained in that grade. The policy also states that parents of students who have missed 10 or more cumulative days of school be notified in the following manner:

- After 10 cumulative days of absenteeism, a written warning notice will be forwarded to the parents. It is expected that the parents will respond to the principal as a result of the warning.
- After 18 cumulative days of absenteeism, a parent conference will be scheduled with the principal to inform parents of appropriate corrective measures.

Only one alternate education experience per year, (i.e. high school visit) is permitted per year.

After 3 days of absence, a doctor's note must be sent to the school along with the parent/guardian's note.

Parents/guardians must notify the office of any contagious disease.

In the event that a student is absent due to long term illness, homebound instruction will be arranged through the Special Services of the Local Education Agency by the principal.

Chronic lateness or absenteeism requires a conference with the parent in an effort to correct the irregularity and establish consequences for all lateness.

All medical or dental appointments should be made for outside the school day. Any student who needs to be excused early for any reason should come to school with a note stating the reason, time, and who will be picking them up. The student must be signed out in the *Early Dismissal Book*. Students may not be signed out after 2:00.

Vacations: It is hoped that parents will try to work in vacations in alliance with the school calendar. However, when this is not possible, the following procedure should be followed:

- Parents should inform the principal and teacher directly about additional vacation time requests
- It is the student's responsibility to make up the work missed when he/she returns

It is the responsibility of the student to make up any work that is missed. Work will be available upon return to school. Students away on vacation during the school year will receive missed work upon return. Work may not be requested before to vacations. A reasonable amount of time to complete assignments will be determined by the teacher.

Communication

An important component in the teamwork between parents and school is communication. Assumption has a web site where much important information can be found.

Each member of the faculty and staff has an email address. Parents may contact them at any time that is convenient through this method. It is important to understand that teachers may not respond until after school.

Rams' Review, the weekly electronic communicator, will be posted each Tuesday.

Included in Rams' Review will be correspondence from the school office, PTA, and other information.

Parents/guardians should read Rams' Review, print out what is necessary, and return any needed paperwork to school as soon as possible. Notification will also be available via e-mail and/or the school app.

Reminders of special events or announcements of school closings will be made by telephone through our electronic phone tree.

Conferences will be held as needed to discuss the progress of the students. **One mandatory conference is scheduled on Tuesday and Wednesday, November 26 and 27, 2019.** PreK/K will have an additional conference i on **April 3, 2020.**

Confidentiality

Respect of oneself and others is paramount in a Catholic school community. As a part of that respect, all members of the school community have the right to expect that information given to an individual will be kept in confidence. Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of any teacher's concerns.

Religious Education

In a Christian atmosphere, our students receive daily education in religious truths and traditions. Liturgical services, prayer services, and other forms of devotion suitable to the needs of the students are also included in our Religious Education Program. All students are required to take the religion courses and participate in any religious service conducted as part of the regular school program.

Reception of the Sacraments

First Penance, First Holy Communion, Confirmation

These sacraments are parish-based with direction coming from the parish at which the family is registered. Parents will be notified by their parish when meetings and workshops are scheduled so that they can assist in the preparation of their children for the sacraments.

Before and After School Programs

School doors open at 7:35 AM for student arrival. Your child is expected to be picked up at dismissal by 2:25. Supervision is available at a charge before or after these times. Students may be dropped off at the cafeteria doors from 7:00-7:35.

On regular dismissal days, an After School Program is available until 5:30 PM. On four hour dismissal days an afternoon program is available until 3:00. **There is no After School Program on the last day before holidays.**

Students are not permitted in the school after dismissal unless they are attending a school-sponsored activity in progress. At the conclusion of the activity, students must be picked up or attend to After School Program. Students who do not attend the program regularly should bring a note from their parent/guardian requesting the child be sent to the After School Program for that day. Teachers need to know a change in transportation at the end of the day. **Without a note, the child will be sent home in their usual fashion.** Please help us to avoid confusion in this matter.

Transportation

Transportation is provided by the school district in which the child lives. Safety and proper behavior are required of all students riding a bus. It is the right and responsibility of the bus driver to report any student's misconduct to the principal through a form *School Bus Incident Report to Parents*. A copy of the bus driver's report will be sent to the parent of the child reported.

All misconduct forms sent to parents are to be signed and returned to the principal on the next day of school. If a student continually violates safety or courtesy practices, they will be suspended from riding the bus. Fighting or flagrant disrespect to the bus driver or other passengers will result in immediate suspension from the bus.

If there is any change in transportation home the child must have a dated note. **Children may not go home on any bus other than in the district that they reside.** If your child wishes to go to another child's house, notes must be received from both parents.

All changes in dismissal transportation must be called into the school office before 2:00 pm to ensure a safe and orderly dismissal.

Morning Drop-Off

Car line-up at the school's curb is **STOP and DROP** only. Students must exit on the sidewalk side and no adults are permitted to exit the car.

If students need assistance in leaving the vehicle (i.e./backpacks, lunches, etc) parents are to use the parent

parking lot and students will then be crossed by the arrival supervisor.

U-turns are not permitted in the driveway at any time. The parking lot is to be used if earlier departure than buses is required.

Dismissal Pick-up

Parents of students in grades one through eight are to remain across the driveway when picking up students at dismissal.

Pre-K and Kindergarten students will be dismissed in an assigned area to adults with proper identification.

Adults are not permitted to wait inside of the lobby to remove students from dismissal lines.

All early-sign outs after school sponsored events (field trips, assemblies, liturgies, etc.) will be facilitated in the cafeteria- not in the main office.

School Security

The doors of the school building are locked at all times. The main door by the office is the **ONLY** entrance door. Please come to the main door and ring the bell.

Parents/guardians and visitors are not permitted in the halls or visit any instructional area during the school day, unless permission has been obtained from the principal. Anyone entering the building must sign in and receive a visitor badge and then sign out when leaving.

This policy is in place to provide a safe environment and one that is conducive to the academic atmosphere of the school.

The Assumption Regional Catholic School Board

The purpose of this board is to promote and advance the mission of the school for the education and instruction of students in keeping with the principles of the Roman Catholic Church, to secure finances of the school, and to ensure a course of education as prescribed by the Diocese of Camden and the applicable policies, rules, and regulations of the State of New Jersey.

Parents

Parents should seriously reflect on their obligation to educate their children in an atmosphere that emphasizes message, community, and service. Parents should assist our educational partnership by:

- Attending weekly Mass and significant religious services with their children
- Assisting and guiding their children in academic and moral development by reviewing report cards carefully, supervising home study, and cooperate with the school concerning activities, recreation, and discipline. Parents are encouraged to utilize *RenWeb* throughout the school year to monitor their student's progress
- Talking positively about school with their children
- Providing a suitable time and place for homework
- Monitoring proper use of technology (social media, cell phones, computers, television, etc.)
- Attending school programs with their children
- Timely reading of Rams' Review, the weekly electronic school communicator
- Trying to discover the children's interests and talents so that these can be developed in cooperation with classroom teachers
- Take an active part in the PTA and their sponsored activities.

Home/School Cooperation

It is critical that parents support the mission of the school and demonstrate a spirit of cooperation with both faculty and administration. Parents and guardians are expected to cooperate with and uphold the policies set forth in the handbook. As a condition of enrollment, parents and guardians agree to encourage their children to respect and obey school policies and school officials. If a child should become involved in any difficulty at school, his/her parents/guardians are to register the necessary complaints with the appropriate teacher and or/ administrator and to cooperate in the school's procedures for addressing and resolving such complaints.

The school reserves the right to dismiss any student whose parent/guardian refuses to cooperate with the policies established in this handbook or engages in conduct that is detrimental to the school and its students.

Unpaid Tuition

In the event that tuition payments are in default and the principal has not been contacted, the child/children will not be permitted to continue the current school year until tuition is paid up to date.

Late fees of 5% will be charged after a five day grace period.

If full obligations are not met, it will result in a child's report card and RenWeb's grading being inaccessible. No records will be transferred to a new school until such time as the account is paid in full.

In those cases where the student is in the eighth grade, the student will not be permitted to participate in graduation ceremonies and any activities until tuition is paid.

All present year tuition is to be paid in full before the last day of the school year or the student's place for the upcoming school year will not be guaranteed.

Parents/Guardians must sign and cooperate with the tuition policy/contract provided at the time of registration.

Code of Conduct

Educational conduct is achieved through the cooperation of parents/guardians, teachers and students. It is established by the administration, enforced by the teaching staff and reinforced by the parents/guardians. It also necessitates total student understanding of all school policies.

The goals of our code of conduct are to:

- Form the true Christian citizen
- Establish a viable learning environment
- Teach respect for the rights of others
- Cultivate good character traits
- Give ample opportunity for the development of leadership

The expectations of behavior are grounded in respect. Students and faculty should understand that one of the first obligations in a Catholic school is to respect the dignity of all members of the school community. Therefore, members of the school community are expected to:

- Respect one another in word and action
- Respect each other's person by keeping hands and objects to oneself
- Respect school and each other's property
- Follow directions when given
- Use appropriate language at all times
- Maintain conduct becoming to a student in a Catholic school

The teacher is the primary facilitator of good order and discipline. In certain instances a student may be referred to the principal. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Each member of the school community has the right to feel safe at all times when at school or school activity. Therefore, any acts that suggest violence or an unsafe situation will not be tolerated. Extreme cases may result in suspension or expulsion. A conference with student, teacher, parent/guardian, and principal will be held to discuss the incident. This form of Christian due process will assist in a spirit of fairness in determining what occurred and what should be the consequence of the action.

Parents will be notified of difficulties in following the *Code of Conduct*.

Minor Offenses

Respect for learning environment

- Gum chewing
- Classroom disruptions
- Failure to return required paperwork
- Academic dishonesty

Respect for peers

- Inappropriate language
- Hallway misconduct

Respect for self

Major Offenses

Respect for learning environment

- Deliberate absence from detention

Respect for peers

- Repeated inappropriate or obscene language
- Inappropriate physical contact
- Encouraging a fight
- Fighting
- Play fighting/wrestling that leads to bodily harm
- Violation of the Harassment, Intimidation, Bullying Policy

Violation of dress code

Intimidating others for money or other items

Respect for adults

Leaving classroom without permission
Non-compliant behavior
Inappropriate behavior for substitutes

Respect for adults

Continued non-compliant behavior
Disrespecting the authority of school personnel,
defiance, insubordination

Respect for property

Defacing property

Respect for property

Destroying property/vandalism

Respect for laws/ rules

Non-related personal possessions in school
Eating/drinking in inappropriate locations
or at inappropriate times

Respect for laws/ rules

Violation of the Acceptable Use Policy
Repeated minor offenses
Activation and possession of a paging
or other electronic device

Students are not permitted to chew gum at any time on the school grounds or while riding on the bus.

If a detention is given parent/guardians will be notified at least one day in advance. Detention for Grades 5 – 8 will conclude at 3:30, Grades 4 and below until 3:00. If you are unable to pick up your child at the designated time, he/she will be sent to the After School Program and charged the appropriate fee for this service.

If a student receives three detentions he/she may be suspended. A student would be required to make up all work missed during the school suspension.

In-school suspensions will be administered the day of the infraction to the best of the school's ability.

Anti-Bullying and Harassment Policy

Statement of Policy

The harassment and bullying of students and/or employees by students, school employees and volunteers is not tolerated by Assumption Regional Catholic School in the school or at school related activities. This school is committed to providing all staff and students with a safe and civil environment in which all members of the school community are treated with dignity and respect.

The school prohibits harassment, bullying, hazing, or any other type of victimization of students or staff based upon the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political beliefs, socioeconomic status, or familial status.

This policy is in effect while students or employees are on property within the jurisdiction of Assumption Regional Catholic School; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds and beyond school hours if the misconduct directly affects the good order, efficient management and welfare of the school.

If, after an investigation, a volunteer, student or employee is found to be in violation of this policy, the person shall be disciplined by appropriate measures up to and including disciplinary actions (detention, letter of discipline to be placed in personnel file, etc.), suspension, expulsion, or firing. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer will not be permitted to serve the school in any capacity. "Volunteer" means an individual who has regular and significant contact with students and does not receive payment for his or her time and services.

Behaviors that Constitute Harassment and Bullying

Harassment and bullying constitute any sustained (repeated behavior which is conducted over a period of time) electronic, written, verbal, or physical act or conduct toward a student or employee which is based on any actual or perceived trait or characteristic of the student or employee and which creates an objectively hostile school/work environment and that meets one or more of the following conditions:

- Places the student or employee in reasonable fear of harm to their personal property;
- Has a substantially detrimental effect on the student's or employee's physical or mental health
- Has the effect of substantially interfering with the student's academic performance or the employees work performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Electronic" means any communication involving the transmission of the information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail,

internet-based communications, social networks, pager services, cell phones, electronic text messaging, and/or similar technologies.

Further Conditions that Constitute Harassment and Bullying

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose of effect of causing injury, discomfort, fear or suffering to the victim; and/or:
- Unreasonable interference with a student's performance or an employee's work product that results in the creation of an intimidating, offensive, or hostile learning or work environment.
- Conduct that is consistently performed over a period of time in which the offender persists, despite being asked to desist, in the offensive behavior thus offending the person or persons in the presence of the conduct (i.e., telling inappropriate jokes, racially inappropriate remarks, etc.)

Sexual Harassment means unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and is considered harassing when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or beliefs;
- Submission to or rejecting of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile or offensive educational environment.
- Conduct is consistently performed over a period of time in which the offender persists, despite being asked to desist (e.g., telling inappropriate jokes, using inappropriate language, making inappropriate gestures, inappropriate touching, etc.).

In situations between student and school officials, faculty, staff, or volunteers who have direct and consistent contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the target student's education or participation in the school programs or activities; and/or
- Requiring submission to or reaction of such conduct as a basis for decisions affecting the student

Reporting Incidents of Bullying or Harassment

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the harasser, the individual can rely upon witnesses to help where witnesses have firsthand information regarding the behavior in question and are willing to do so. The student can also ask a teacher to intervene in the problem.
- If bullying or harassment continues, the student must report harassment or bullying to his or her teacher. The teacher must intervene if the student is not comfortable telling the harasser that he or she expects to stop his or her behavior. The teacher may assign consequences for the bully's behavior as is appropriate and/or report the behavior to the principal and/or the designee. The teacher must record this incident and remain attentive to mitigate the reoccurrence of the behavior.
- If the teacher's intervention does not stop the behavior, the student/teacher should then report the incidents to the principal or the designee.
- When a staff member is aware of persistent incidents of bullying and/or harassing behavior they must intervene to stop it. If their attempts to stop the behavior are unsuccessful, then the teacher must report the problem to the principal or the designee.
- The term "designee" may include but not be limited to: the teacher in charge, the pastor, and/or the principal and/or vice principal.

- Determination of consequences and actions due to bullying not outlined in this document, or in addition to those outlined in this document may be decided by the principal and/or vice principal and/or the pastor and/or the head teachers.
- A staff member or volunteer who is a victim to bullying and harassment must report the behavior to the principal or pastor.

Immunity from Liability for the Reporting of Bullying or Harassment

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action as determined by the principal and/or the designee. Retaliation, against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is prohibited.

Investigation of Incidents

The school will promptly and reasonably investigate allegations of bullying or harassment. The Principal or designee will be ultimately responsible for handling all complaints by students or employees alleging bullying or harassment that are ongoing and persistent and that have not been mitigated by the teacher. Based upon the investigation of the allegations, the principal will take appropriate actions with the intention of mitigating and correcting the situation. Appropriate actions may include but not be limited to: counseling, mediating, assigning a consequence, memorializing the event(s) to be placed in permanent/personnel folders, or removal from the school. The principal or designee will determine the need to bring allegations of bullying or harassment to the attention of the Pastor(s). Harassing and bullying involving threats will be brought to attention of law enforcement.

Filing False Complaints

An individual who knowingly files a false harassment/bullying complaint and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy.

Retaliation

A student found to have retaliated in violation of this policy shall be subject to measures up to and including, suspension or expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including, exclusion from school grounds and activities.

Anti-Bullying Training Programs for Students, Staff, and Volunteers

The principal is responsible for organizing training programs for staff, volunteers, and students. This training will include how to recognize harassment and what to do in case a student is harassed. Assumption uses the *Protecting God's Children* Program, in compliance with Camden Diocese Policy, as the training program for all staff and volunteers who come into contact with children to ensure a safe environment for all children. All volunteers or staff members must participate in *Protecting God's Children* training session once every five years. Students will participate yearly in an anti-bullying and harassment program.

The school will publish this policy annually. The school will review this policy with the children annually. This policy may be published by, but not limited to, the following means:

- Inclusion in the student handbook, which requires that students and parents sign that they have received and reviewed the materials.
- Inclusion in the faculty handbook, which requires that staff signs that they have received and reviewed the materials.
- Inclusion in registration materials, as a courtesy for new families that they may see that Assumption takes Anti-Bullying and Harassment seriously.
- Inclusion on the school's website, as a point of information.

Anti-Harassment/Bullying Investigation Procedures

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual can rely upon witnesses to help where witnesses have firsthand information regarding the behavior in question and are willing to do so. Also the student can report harassment or bullying to his or her teacher and the teacher can intervene if the student is not comfortable telling the harasser that he or she expects to stop his or her behavior.
- If the harassment does not stop, the student should then report the incidents to the principal or the designee.

Staff responsibilities regarding reports of harassment or bullying:

- Staff should be sensitive to ongoing reports of bullying and harassment
- When a staff member is aware of persistent incidents of bullying and/or harassing behavior they should attempt to intervene to mitigate the harassing behavior. If their attempts at intervention do not result in a successful resolution, they must report the problem to the principal or the designee.

Complaint Procedure

An individual who believes that he or she has been harassed or bullied will notify the teacher or the principal who will conduct an investigation. The person who is investigating the situation may ask the victim to fill out a Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, pictures, web information, and any other materials that will support the allegations. Information received during this investigation is kept confidential to extent possible.

The investigator can be a teacher, head teacher, principal or a principal's designee. The investigator, with the approval of the principal if appropriate, has the authority to initiate an investigation in the absence of a written report complaint.

Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview the witnesses as deemed appropriate. Upon completion of the investigation, the investigator may make written findings. The investigator, if not the principal, will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following the investigation and the findings, the principal, applicable parties and/or the designee will determine if the allegations are true. Students, volunteers and staff who are found to have engaged in harassing or bullying behavior will be subject to consequences. The consequences listed above may or may not include the full array of possible penalties for engaging in this behavior and the decision for appropriate consequences rests solely with the principal and applicable parties. Decisions regarding consequences are binding.

Sexual Harassment will not be tolerated at Assumption Regional Catholic School. Sexual harassment is any type of un-welcomed sexual talk or actions that make a person feel bad, trapped, or confused. This includes any conduct or materials containing sexual suggestions that would be offensive to a reasonable person. In the event of an incident, it **MUST** be reported to the principal. All allegations of sexual harassment will be taken seriously and promptly investigated.

Safety

A set of procedures is in place in the event of an emergency. **Emergency drills** will be conducted regularly throughout the school year to assist the school community in emergency preparedness. Parents should discuss the seriousness of these drills with their children. Fire drills (one per month) and security drills (one per month) will be conducted according to state law.

Custodial Agreements and Student Access

It is the responsibility of the parent/legal guardian to present to the school a copy of the court determining custody agreements. The copy will be kept in a confidential file.

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

Academic Expectations

Students are expected to be in school each school day and prepared to participate fully in the educational process.

Report Cards are issued quarterly throughout the school year. Parents can monitor progress throughout the marking period using the *RenWeb* program. This is an internet reporting system that makes available to parents/guardians the current academic status of their child/children.

Homework is an important component of the educational process. It is a teacher-planned learning activity which takes place outside of the student's in-school experience. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for assessments, etc. Homework is posted on the school website.

When a child is absent from school for any reason, work will be compiled for them. It will be given to them on the day of their return and a reasonable amount of time to complete it will be calculated.

Any incomplete or missing assignments will result in a reduction to the grade.

Special Services are provided during the school day through Galloway Township Board of Education to support the diverse learning needs of our students. Through teacher input and standardized scores students are identified who would benefit from this program.

Educational field trips will be made available to enhance the learning process. Students are expected to attend these events. **Chaperones are welcome, however space is limited. Siblings cannot be brought on the trip,** since the main focus of the chaperone is the students that they are supervising.

The attainment of skills is imperative at each level. Students who fail any major subject must attend a summer remediation class for that subject area. Those failing two major subjects are in jeopardy of being retained at that present grade level. Notification of possible retention will be made by principal. Following parental notification, the teacher will communicate regularly with the parent/guardian concerning the academic progress of the student.

Disciplinary actions may result in suspension from extracurricular activities.

Technology

Technology needed for the educational process is provided by the school.

Students should not have **active cell phones** during school hours therefore, cell phones will be collected by the home room teacher each morning and returned to the student at the end of the school day. Active cell phones or any other electronic devices used during the educational day will be confiscated and returned only to a parent or guardian.

Acceptable Use Policy for Technology Available at School

The technology available at Assumption Regional Catholic School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept the following Acceptable Use Policy.

Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to insure that usage is appropriate, has a legitimate educational purpose and is in conformance with the Policy.

Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site which is deemed offensive will receive disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to and including suspension or expulsion, and/or criminal complaint.

Unacceptable use of the technology includes but is not limited to:

- Doing anything with respect to hardware, software, or programming, which results in damage to the technology or inconvenience to others.
- Violating the privacy of any student, employee, or any other individual.
- Revealing home phone numbers, addresses, or other personal information.
- Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.
- Transmitting material threatening to another person, whether or not such threatening action is delivered.
- Using the technology to bully another individual or group.
- Copying proprietary information, including software, in violation of applicable law.

- Plagiarizing, which is taking someone else's words, ideas or findings and presenting them as your own without properly giving credit to the sources.
- Using the network for personal reasons unrelated to schoolwork, assignments, or legitimated educational purposes.
- Using the network for financial gain, a business activity, or any illegal activity.
- Creating, transmitting, or introducing computer viruses.
- Deliberately trying to degrade or disrupt system performance. (Such acts may also be viewed as criminal activity under applicable local, state, or federal law)
- Transmitting product advertisement or political lobbying.
- Violating any local, state, or federal rule or regulation.
- Exploring or transmitting information that conflicts with Catholic moral values.
- Granting access to unauthorized persons, either by intentional action or unintentional action (i.e. failure to log off)

The use of our school's technology, including Internet use, is a privilege, not a right.

GUIDELINES FOR INTERNET AND ELECTRONIC COMMUNICATIONS

The Internet has become a global and ubiquitous reality. It offers access to a wealth of knowledge which can be extremely beneficial to students. The Internet can also be dangerous. Because the Internet offers the opportunity for anonymity, there is the possibility for cyber bullying and other harmful acts and for sexual predators to have access to minor

It is important for students to maintain appropriate boundaries with respect to other students and the adults in the school. This is for the protection of both students and adult. The internet and other electronic communications pose unique challenges in this regard.

Computer use, including use of non-school equipment and use outside of the school, can have harmful effects on students and the school community. Any person who makes inappropriate use of the Internet, cell phones, or other means of electronic communications that is harmful to the good order and discipline of the school, its religious mission or its educational objectives, is subject to disciplinary action.

This document establishes guidelines for the appropriate use of the Internet, electronic mail, and telephone for student.

Acceptable protocol includes the following:

- If students must correspond with school personnel by e-mail, only school matters or matters appropriate to be discussed in school should be communicated.
- Students should remember to write as if others are certain to read what is written. E-mail communications can easily be shared with others for whom the communication was not intended.

Unacceptable activities include but are not limited to the following:

- Bullying or harassing another student, parent, teacher, administrator, school employee or other member of the school community.
- Posting statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to a student, parent, teacher, administrator, school employee or other member of the school community.
- Using the school seal (logo) or motto without written permission of the principal.
- Creating a website or webpage account, blog or like designed to look like it was created by or belongs to another student, a teacher, administrator, school employee or other member of the school community without the express written consent of that individual.
- Creating a website or webpage designed to look like an official school posting.

Nondiscriminatory Policy

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

Student Council

To invite active student leadership in the school, students have the opportunity to participate as members of the Student Council. These students meet regularly to discuss and plan service programs and programs that might be of benefit to the school and extended community.

Volunteers

Volunteers are an important resource in the school. We welcome the sharing of their talents. Diocesan policy mandates that anyone who **regularly** comes in contact with students must be fingerprinted and attend *Protecting God's Children* training. If you plan on being a coach, lunch helper, room parent, or assist in any way that would bring you in regular contact with the children you need to follow this policy. Paperwork is available in the school office. *Protecting God's Children* sessions will be posted in Rams' Review and on our web site.

Student Dress Code

All Uniforms are available through from Flynn and O'Hara Uniform Company. (flynnohara.com)

Girls K-4

Regular Year Long uniform

Peter pan blouse
Uniform drop waist jumper
with optional cardigan uniform sweater
or
Plaid uniform skort with vest/v-neck sweater
Navy blue tights or knee socks
Mary-Jane style black shoe (**Must have strap**)

Summer uniform (optional)

White uniform polo shirt

Girls 5-8

Regular Year Long uniform

oxford collared shirt
Uniform skirt or uniform skort
(of appropriate length)
V-neck/vest uniform sweater
Navy blue tights, Black flat shoes

Summer uniform (optional)

White uniform polo shirt
Navy blue knee socks/navy blue tights

Boys K-8

Regular Year Long uniform

Uniform slacks (with navy/black belt)
Oxford collared shirt
Uniform tie
V-neck/vest uniform sweater
Black oxford shoes, navy blue/black
socks

Summer uniform (optional)

Uniform shorts (with navy blue/black belt)
Uniform polo shirt

Kindergarten and Grade One: are not required to wear ties as part of the regular uniform.

Gym Uniform

Regular Year Long uniform

Uniform sweatpants
ARCS Tee shirt
Uniform sweatshirt only on gym days
White, navy blue or black crew socks
Sneakers

Summer uniform (optional)

Uniform shorts
ARCS Tee shirt

School issued team shirts are acceptable.

All students are required to wear the proper uniform in the manner it is designed to be worn. **Skirt length is no more than two inches above the knee**, shorts fingertip length. Girls may wear **clear** nail polish and nails must be natural and kept an appropriate length for school.

Make-up is not permitted. Hair styles must be neat, not distracting, and natural hair color. Boys' hair may not touch the collar, or fall below the ears. Additionally, bangs must come above eyebrows. Boys are also expected to be clean-shaven. Boys are not permitted to wear earrings in school. No visible tattoos or body piercing for boys or girls.

Girls with pierced ears may wear **one non-dangling** earring per lobe. (This is a safety issue.) Chokers are not permitted to be worn around the neck.

Students may not wear watches (such as iWatch) that have Internet capability.

Eighth grade students may be given special privileges to adjust their uniform at the discretion of the principal.

Occasionally a casual dress day may be scheduled. Students should come to school dressed appropriately for a Catholic School setting. Leggings are **ONLY** permitted if worn with a long blouse, a skirt, or a dress that covers everything from the waist down, at fingertip or longer. Shoes must be closed and an appropriate height for school activities. Alternate dress guidelines must be followed. If teachers or administration judge the dress as inappropriate, parents will be requested to bring a change of clothing to the school. Dates for summer/fall uniforms will be determined by the principal.

Miscellaneous

Birthdays are celebrated and a small treat may be brought to school for the class. Students are not required to wear their uniform on the day their birthday is celebrated (see casual dress).

Party Invitations will only be allowed to be distributed if the entire class is invited. In the past we have seen many children slighted and hurt as a result of not being invited.

The school is not permitted to give out **phone numbers** and addresses unless the parent approves. This will be collated by the room parent.

Nursing Information

A full-time nurse is present in the nurse's office. If a student becomes sick or injured, he/she will be sent to the nurse's office. If after observation the illness or injury appears to be serious, parents may be requested to come and pick up the student at that time. If the sickness or minor injury occurs near dismissal time the student may be sent home on the bus.

Emergency sheets are sent home at the beginning of the school year. They must be completed and returned to the office. During the school year any changes in employment, telephone number, family status or alternate contacts, must be reported to the office, so that the emergency information sheet can be updated. ***It is important the emergency sheets be completed entirely.***

Parents must inform the school by note if a child is to be excused from gym class for one class. Anything over one excused gym class must have a doctor's note signed and either faxed or sent to the office.

Immunizations must be current in order for students to begin school in September.

Medication

Under State Law, no child is allowed to carry any form of medication at any time. If a child is required to take any prescribed medicine during the school day, a **PHYSICIAN MEDICATION ORDER FORM** must be completed by **both** the parent/guardian and the physician. Medication must be in its **original container** and will be kept in the nurse's office. **NO PRESCRIBED MEDICATION WILL BE GIVEN UNLESS THIS FORM IS COMPLETED.** If a parent/guardian should feel the need for a child to take Tylenol, the student must bring to school a written, signed, and dated note specifying dosage and time the Tylenol should be given and it **MUST BE BROUGHT IN ITS ORIGINAL CONTAINER.**

In compliance with the regulations set forth by the State of New Jersey, a child cannot remain in school if he/she is running a temperature of 100° F or higher. If a child develops a fever during school hours, the parent/guardian will be called by the nurse or office personnel to come and pick up the child.

Allergy Policy

The purpose of this policy is to set guidelines for the management of student allergies in the school. These guidelines were developed with information provided by the Food Allergy and Anaphylaxis Network. Students can have allergies to specific foods as well as other substances that can cause anaphylaxis. Anaphylaxis is defined as a sudden, severe allergic reaction that involves various areas of the body simultaneously or causes difficulty breathing with swelling of the throat and tongue. In extreme cases, it can cause death.

The school is responsible for:

- Obtaining information from student's parents/guardians about any allergies they have related to food and substances.
- Obtaining the written medical documentation and instructions for students who have allergies to food and other substances, from the student's physician provided by the parents/guardians

- Developing an Individualized Emergency Healthcare Plan for each student at risk for anaphylaxis
- Providing a place for the Epinephrine that is easily accessible to all designated staff when the nurse is not in the school building.
- Training of epinephrine designees who volunteer to administer epinephrine during school sponsored functions when the school nurse is not available in accordance with the N.J.S.A. 18A:40-12.
- Providing education to all staff on the school's emergency procedures and steps to take should a life threatening allergic reaction occurs.
- Providing a written allergy list to all teachers and staff who have contact with students according to standard nursing practice.
- Providing a peanut free table during each lunch period.
- Establishing rules for classroom parties and school functions involving food.
- Maintaining a safe environment including wiping and cleaning of all surfaces where food is exposed, including cafeteria tables, classroom desks and tables, and toys.

The Parents/Guardians are responsible for:

- Providing information to the school nurse regarding their child's allergies to food, medications, and other substances.
- Providing written medical documentation and instructions for their students with allergies to food and other substances.
- Providing the allergy and emergency anaphylaxis medications ordered by their physician that is labeled with the instructions.
- Replacing allergy and emergency anaphylaxis medication before their expiration date.
- Providing current emergency contact information.
- Educating their children on the management of their food/substance allergy including:
 - safe and unsafe foods, strategies to avoid exposure to unsafe foods/substances
 - symptoms of allergic reaction
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Providing alternative safe snacks/treats to the classroom teacher for birthday and holiday parties, for their children with food allergies.
- Attending field trips if possible and bringing their own emergency medication for their children.
- Contacting the classroom teacher before providing snacks to the classroom.

Students are responsible for:

- Being aware of their own allergies.
- Washing their hands before and after eating.
- Should not share food or food utensils with another student.
- Should not eat anything with unknown ingredients.

Principal's Disclaimer

The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing in this handbook implies limits the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, should the principal conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

The principal reserves the right to amend this handbook and the school policies and procedures without prior notice for the safety and well being of everyone. Every effort will be made to notify students and parents/guardians of such changes.