



# **PARENT/STUDENT HANDBOOK**

*2017-2018*

*All Saints Academy*

*189 Baldwin Road  
Parsippany, NJ 07054 [www.all-](http://www.all-)*

*[saintspar.org](http://saintspar.org)*

Dear Parents/Guardians and Students,

*All Saints Academy exists  
to foster spiritual and academic growth within our students in a  
Christ-centered environment  
through the highest quality of Catholic education*

Welcome to All Saints Academy!

In choosing All Saints Academy, you have demonstrated a commitment to the values and philosophy of a Catholic education and to the spirit of the mission of our school. Together in our faith community, we will journey together through the days as we, as partners, lead young people to the dreams of their lives.

The Parent/Student Handbook reflects the policies of All Saints Academy for the 2017-2018 school year. Please read this document carefully and, if necessary, seek clarification of the information included. By your written agreement to register for our school for the current year, you have also committed to the policies of this school, during the current school year. Your family's registration agreement stated that, with your signature, you have agreed to abide by and support the policies of All Saints Academy during the 2017-2018 school year.

The faculty and staff of All Saints Academy look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

God bless you,

*Judith Berg*

Mrs. Judith Berg Principal



## **ALL SAINTS ACADEMY 2017-2018**

### **PARENT-STUDENT HANDBOOK**

The Parent-Student Handbook exists to promote the effective operation of All Saints Academy (ASA). The ASA Administration maintains authority and flexibility to achieve this goal. The policies, rules and regulations included in this Handbook are established for the welfare and benefit of all students. Parents/Guardians have the responsibility to support All Saints Academy in the policies it has established and to see that their daughter/son fully adheres to the rules and regulations included in this Handbook. The Handbook is not intended nor should be considered to generate any additional rights for students or parents/guardians. No set of policies can address every possibility or anticipate every circumstance of school and school-related life, therefore the Administration has the discretion to take actions other than those specified in this Handbook. The contents of this Handbook are subject to change at any time when deemed necessary by the Administration. If changes are made to the Handbook, parents/guardians will be notified when approved by the appropriate authority. The contents of this Handbook are to be accepted by this parents/guardians and students as an essential element of the covenant between home and school. This Handbook contains policies that are shared and supported by the Diocese of Paterson.

Violations of the spirit, intent or letter of the policies, rules and regulations found in the Handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules and regulations of ASA if the parent/guardian expects the student to remain in good standing with the school.

### **ACCEPTANCE OF THE PARENT-STUDENT HANDBOOK AS CONTRACT**

All students, along with their parent(s), explicitly accept the provisions set forth in the Parent- Student Handbook as a condition of continued enrollment at All Saints Academy and agree and to comply with all stated regulations and procedures. All Saints Academy reserves the right to amend the Parent-Student Handbook at any time and due to any need. Any policy statements published during the course of the school year are considered to be an addendum to the Parent- Student Handbook. All policies stated in the Parent-Student Handbook shall prevail should inconsistencies be found with the published and/or past policies in any other All Saints Academy publications. The Administration is the final arbiter in the application and interpretation of the Handbook and all contained within it.

## **Contact Information**

All Saints Academy  
189 Baldwin Road  
Parsippany, NJ 07054  
Phone: 973-334-4704  
Fax: 973-334-0622

School Office Hours: 7:15am – 3:15pm  
After Care Phone: 973-567-1253 (2:45 – 6pm)  
Summer Office Hours: 9am – 1pm July through August 15

## **Our Parish Communities**

Saint Ann Parish  
781 Smith Road  
Parsippany, New Jersey 07054  
973-884-1986  
<http://www.saint-ann.net>  
Rev. David Pickens, Pastor

Saint Christopher Parish  
1050 Littleton Road  
Parsippany, New Jersey 07054  
973-539-7050  
<http://www.stchristopherparsippany.org>  
Rev. Joseph Buffardi, Pastor

Saint Peter the Apostle Parish  
179 Baldwin Road  
Parsippany, New Jersey 07054  
973-334-2090  
<http://www.stpetertheapostle.org>  
Msgr. Herbert Tillyer, Pastor

Diocese of Paterson Schools Office  
777 Valley Road  
Clifton, New Jersey 07013  
Main Phone: 973-777-8818  
<http://www.patersondiocese.org>

**ALL SAINTS ACADEMY**  
**FACULTY AND STAFF**  
**2017-18**

Ms. Judith Berg, Principal – ext. 203  
[jberg@allsaintspar.org](mailto:jberg@allsaintspar.org)

Mrs. Debbie Dembek – Administrative Assistant – ext. 201 [ddembek@allsaintspar.org](mailto:ddembek@allsaintspar.org)

Mrs. MaryAnn Meisenbacher – School Nurse – ext. 204 [mmeisenbacher@allsaintspar.org](mailto:mmeisenbacher@allsaintspar.org)

Mrs. MaryAnn Smilek- Tuition Office – ext. 202  
[msmilek@allsaintspar.org](mailto:msmilek@allsaintspar.org)

<b>GRADE/SUBJECT</b>	<b>TEACHER</b>	<b>EMAIL</b>
PreSchool (3)	Miss Meghan Tighe	<a href="mailto:mtighe@allsaintspar.org">mtighe@allsaintspar.org</a>
PreKindergarten (4) A	Miss Tasha Esposito	<a href="mailto:tesposito@allsaintspar.org">tesposito@allsaintspar.org</a>
PreKindergarten (4) B	Mrs. Lisa Gomez	<a href="mailto:lgomez@allsaintspar.org">lgomez@allsaintspar.org</a>
Kindergarten	Mrs. Luann Green	<a href="mailto:lgreen@allsaintspar.org">lgreen@allsaintspar.org</a>
Grade 1	Mrs. Tiffany Bullerjohn	<a href="mailto:tbullerjohn@allsaintspar.org">tbullerjohn@allsaintspar.org</a>
Grade 2	Mrs. Geri Cattafi	<a href="mailto:gcattafi@allsaintspar.org">gcattafi@allsaintspar.org</a>
Grade 3	Mrs. Rosemary Taibi	<a href="mailto:rtaibi@allsaintspar.org">rtaibi@allsaintspar.org</a>
Grade 4	Mrs. Kathleen Cannavina	<a href="mailto:kcannavina@allsaintspar.org">kcannavina@allsaintspar.org</a>
Grade 5	Mrs. Caitlin Sim	<a href="mailto:csim@allsaintspar.org">csim@allsaintspar.org</a>
Grade 6 HR/MS Math, Grade 5 Math	Ms. Amy McQuaide	<a href="mailto:amcquaide@allsaintspar.org">amcquaide@allsaintspar.org</a>
Grade 7 HR/MS Language Arts	Mrs. Leanne Gonzalez	<a href="mailto:lgonzalez@allsaintspar.org">lgonzalez@allsaintspar.org</a>
Grade 8 HR/MS Social Studies	Miss Joanne Lardiere	<a href="mailto:jlardiere@allsaintspar.org">jlardiere@allsaintspar.org</a>
MS Science, Grade 5 Science	Mrs. Linda Carlesi	<a href="mailto:lcarlesi@allsaintspar.org">lcarlesi@allsaintspar.org</a>
Technology	Miss Laura Alpaugh	<a href="mailto:lalpaugh@allsaintspar.org">lalpaugh@allsaintspar.org</a>
Resource Room/ Kindergarten Assistant Teacher	Mrs. Joanne Carpentier	<a href="mailto:jcarpentier@allsaintspar.org">jcarpentier@allsaintspar.org</a>
Art	Ms. Carol Rose	<a href="mailto:crose@allsaintspar.org">crose@allsaintspar.org</a>
Music	Mr. Joseph Christianson	<a href="mailto:jchristianson@allsaintspar.org">jchristianson@allsaintspar.org</a>
Physical Education		
Spanish	Mrs. Claudia Perez	<a href="mailto:cperez@allsaintspar.org">cperez@allsaintspar.org</a>
Early Childhood Center- Aides:	Mrs. Anne Bakas	Mrs. Lesli DeMarco
	Miss Laura Gormley	Mrs. Showri Kommareddy
Grade 1 Aide: Sister Lucianna Le	Kindergarten Aide:	Sister Bernadette Connor



## STATEMENT OF PURPOSE

All Saints Academy exists  
to foster spiritual and academic growth within our students in a Christ-  
centered environment  
through the highest quality of Catholic education

### Belief Statements

We believe that we are called to be models of Christ, and to *know, love* and *serve* God while embracing each individual with respect and dignity.

We believe that Catholic education teaches the whole child: spiritually, emotionally, academically, and socially.

We believe that innovative, creative, interactive, cooperative and multidisciplinary learning with a lens to future studies and careers related to science, technology, engineering and math prepares students to become responsible and ethical citizens in the world's global society.

We believe in continuous improvement through ongoing education, research, reflection and collaboration provides for best practice in serving the uniqueness of each student as well as the needs of the full community.

We believe that faith formation and optimal learning exist together when there is a sustained partnership between school, family and community.

All Saints Academy is a PreSchool through Grade Eight School of the Diocese of Paterson - Catholic Schools Office.

The diocesan curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. Vatican II texts are used so that our theology is in compliance with the bishops of the world. At All Saints Academy, we strive to "teach as Jesus did."

The diocesan curriculum guidelines, consistent with the State of New Jersey guidelines and Common Core Curriculum, are followed for the teaching of all secular subject areas. All Saints Academy is a STEM (Science, Technology, Engineering and Math) School of the Diocese of Paterson and is a nationally certified STEM school through AdvancED, our accreditation organization. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving and process rather than by precept. We strive to offer a program which complements many learning styles and includes a wide breadth of varied instructional techniques, reaching each student to the best of our abilities.

## **I. ADMISSION/REGISTRATION**

All Saints Academy welcomes all prospective students and their families that seek the academic, spiritual and social opportunities that create this community. The main office serves as the point of contact for the admission/registration process. All applicants will be reviewed by the principal prior to registration. Transfer students must submit all academic, attendance and conduct records from their current school for review prior to September entrance. Transfer students seeking admission during the school year will be considered on a limited basis. Eighth grade transfers will be only be considered due to extenuating circumstances. International candidates will be considered for admission. An interview and/or academic screening may be required of any candidate for admission. All Saints Academy reserves the right to review an applicant's past academic/behavioral records, learning and/or service plan and/or testing records and prior school placement to be used as a determination for admission. All Saints Academy will provide a decision regarding admission based on its ability to provide a student with the most appropriate environment for learning.

Registration takes place annually, early in the calendar year, and then, on an ongoing basis through the summer. In the event that a given grade level is filled to optimal capacity, applicants will be deferred to a wait list and notified of admission as space permits.

All Saints Academy, in the Diocese of Paterson, admits students of any race, gender, national origin, age or handicap, to all the rights, privileges, programs, and activities generally accorded or made available to students enrolled in the school. The school does not discriminate in the administration of its educational policies, admissions policies, financial aid programs, extra-curricular and other school-administrated programs.



The following requirements must be met/submitted for registration:

- Preschool 3 students must reach the age of three (3) on or before October 1.
- Prekindergarten 4 students must reach the age of four (4) on or before October 1.
- Kindergarten students must reach the age of five (5) on or before October 1.
- Copy of birth certificate as proof of age.
- Baptismal certificate and verification of reception of any additional sacraments must be submitted by Catholic applicants.
- For transfer students, a transfer card, most recent report card and standardized test scores from the sending school; if applicable, an educational evaluation and individual educational or service plan (IEP/ISP) from the sending school.
- For international students, documentation of citizenship, student visa, local residency, English proficiency levels and former school records
- Complete enrollment forms representing both the student and his/her parents or guardians.
- Complete health and immunization records.
- Completed current health forms.
- Completed emergency contact information forms.
- Completed administrative forms for student services and support needs.
- Registration/re-registration fee (non-refundable).
- For new families, the first month's tuition (non-refundable).

## II. ACADEMIC AND SPIRITUAL PROGRAMS

### **Religious Education**

All Saints Academy views parents as the primary educators of children. In 1994, in a pastoral message, the U.S. Conference of Catholic Bishops stated: "The family exists at the heart of all societies. It is the first and most basic community to which every person belongs. There is nothing more fundamental to our vitality as a society and as a Church." All Saints Academy, therefore, exists to assist parents and families in the Catholic education of children to grow in faith as future participants and leaders in the Catholic Church.

The daily formation of faith that is present in the home is extended to school in many ways:

- The school day begins and ends with school prayer; classes pray together throughout the day.
- The school community celebrates the liturgy and para-liturgical events centered on holy days of obligation and religious themes.
- All grade levels include a program of religious studies to educate students in the tenets of Roman Catholicism, sacred scripture and tradition, the Church and sacraments, and social justice.
- Students are involved in retreats, days of reflection, community service, liturgy planning, music ministry and prayer services.
- Our Catholic identity is evidenced through action, word, thought and religious artifacts and expressions.

All students, regardless of faith, must attend and participate in all religion classes and liturgies and services scheduled for students in and out of the school building throughout the year.

The sacramental life of the children of the Catholic tradition is an important component of the religion pro-

gram at All Saints Academy. The religious education program of All Saints Academy supports and complements the sacramental programs present at the family's home parish.

Preparations for two sacraments, Reconciliation and Eucharist, are essential to religious instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition and are administered through a family's home parish.

### **Curriculum**

All Saints Academy adheres to the academic curriculum administered through the Schools Office of the Diocese of Paterson. Core Curriculum Standards and New Jersey Standards are represented in the school curriculum. Curriculum is developed with the advice and assistance of local school administrators, and curriculum committees and in light of state and national standards.

The academic program also includes coursework in art, technology, library science, vocal music, physical education and world language. STEM education, which focuses on integrated lessons in science, technology, engineering and math, is formalized in all grade levels, preschool through grade eight.

### **Early Childhood Center**

All Saints Academy offers an early childhood center for the education of three and four year old children. The diocesan guidelines for early childhood education are reflective of the New Jersey Preschool Teaching and Learning Expectations – Standards of Quality. A STEM curriculum is intertwined with classroom lessons. The program is highly academic in nature and encompasses a multi-subject approach to the teaching of young children.

The early childhood classes offer the flexibility of either half or full days and a choice of four or five days of attendance per week. In both levels (preschool and prekindergarten), the number of spaces for half day attendance is limited. Once parents have selected specific days of attendance, students may not switch days to accommodate personal preferences, absences due to illness or holiday schedules. Increasing the number of days of attendance to a full week schedule may only be done with the recommendation of the classroom teacher and permission of the principal, and if space permits. Expanding a student's days of attendance will require a proportionate adjustment of tuition payments and written request by the parent/guardian.

All early childhood students must be fully toilet-trained, prepared for the separation from parents upon morning arrival, capable appropriate social interaction with other children and able to accept direction from numerous adults in the school building. It is expected that, soon after the initial days of school, young students begin to progress, socially, emotionally and intellectually, with the structure and activities of the school experience. The administration and early childhood teachers may review a student's enrollment status and may request that a student be dismissed if he/she demonstrates observable gaps in developmental behavior benchmarks or behaviors that are not appropriate for a school setting.

Students that do not meet the October 1 birth date requirement may be admitted based on an evaluation per-

formed by a teacher and reviewed by the principal. It must be fully understood that, upon such admission, that an underage student may not automatically be recommended to move to the next class level upon the completion of the school year. The decision to move ahead is made by the classroom teacher in coordination with the principal's review. There is no guarantee that a child will be moved ahead, and there are no refunds or adjustments of tuition to compensate for retention of a young student.

### **Compensatory Education – Chapter 192/193**

All Saints Academy receives special education services through the public education sector. Chapter 192 services are available to an eligible student in communications (reading and/or writing) and computation (mathematics) and English as a Second Language (ESL). Chapter 193 provisions include speech-language services, supplemental instruction, counseling services, paraprofessional assistance for inclusion students, and consultation services through the district in which the nonpublic school is located.

A student must be referred to the appropriate public educational service for evaluation to determine eligibility for special services. A referral made be initiated by the parents, teacher or principal.

### **Other Situations Requiring Accommodations**

A student situation requiring any type of accommodation due to an existing or temporary health condition will be individually reviewed on an as needed basis. Personal assistive needs will also be reviewed as needed. Accommodations offered will be commensurate with resources and services that are reasonably available at All Saints Academy.

### **Homework**

Homework assignments are an important and necessary part of the overall academic program and serve to enhance the educational progress of students. The purpose of supplementing and reinforcing class work, coupled with the development of the student's sense of responsibility and independence, make homework an integral part of the learning process. In addition to written homework, the preparation of oral assignments, projects, reports, the viewing of online or educational programming and study assignments will be designated. Student group projects may also be considered as homework assignments. Each teacher will devise and coordinate a plan for informing students of homework assignments and the grading procedure of them. Teachers will consider the ability of the group and the assignments/test schedules of other teachers when requiring home study.

Grades K-8 may be assigned homework Monday through Thursday. In grades K through 8, long term projects may be assigned and, thus, weekend homework is expected. In all grade levels, teachers will make every effort to avoid administering regular tests on the first day of the school week. They will also generally avoid projects being due on the first day of the school week. Depending on the grade level, it is permissible that there may be more than one test and/or quiz scheduled in one week.

All teachers will develop and articulate a classroom homework policy that reflects a sense of good planning and productive activities. This policy will be in effect at the first day of school and reinforced regularly throughout the school year. Teachers will also make every effort to provide students/parents with clear updates and/or changes to homework activities. Homework may also be posted on a teacher's online website or other educationally based website as a secondary resource. While homework may be posted an online fo-

rum, the student, at any grade level, is ultimately responsible for his/her copying and obtaining homework daily, in the classroom.

At home daily studying and the review of current lessons will provide a student with strong reinforcement of class work. Parents/guardians are expected to be supportive by providing students with a structured and supervised homework environment. It is likely that homework assignments will require the use of a home computer and internet use. Students are fully responsible for such assignments and should not rely on the school technological equipment needed for completion.

Students entering grades two through eight are required to complete online math and English/language arts lessons during the summer. The purpose of summer assignments is to help students maintain skills and proficiencies and minimize review time when school reopens in September. Summer lessons will be graded and added to a student's first quarter grades. Students may also be assigned summer reading and related coursework.

### **Standardized Testing**

Standardized testing in grades one through eight is implemented as a diagnostic tool that is one component in addressing the individual growth and developmental level of a student. Standardized test results also provides the school with important information needed for the assessment of instruction and learning. All Saints Academy participates in the standardized testing programs that are administrated through the Schools Office of the Diocese of Paterson. The Terra Nova testing program is currently used in grades one through eight. Students in grades five and eight participate in the NCEA's Assessment of Children/Youth Religious Education (ACRE) Test program, which assesses faith knowledge and the affective domains of beliefs, attitudes, practices, and perceptions of students. Eighth grade students are administered the diocesan high school Cooperative Entrance Exam (COOP) in November, and scores are distributed to the local diocesan high schools for admission review purposes. Parents are responsible for the fees associated with the COOP exam.

### **Examinations**

Grades four through eight will have mid-term examinations at the end of the first semester and final examinations at the end of the second semester. Exams will be cumulative based on the semester's coursework, and each exam will count as ten percent (10%) of the final grade. The time of an exam may extend beyond a regular class period, and an exam may be administered in parts over more than one day. Exam grades will be distributed with the second quarter report card. Exams may not be sent home; parents may make an appointment to review an exam with a teacher if necessary. If a student must be absent on an exam day, he/she must present an absentee or doctor's note before a make-up exam is scheduled and given. Failure to adhere to the exam policy may result in a grade of zero (0) for the exam. At the end of each semester, grades one through three may have tests that are cumulative in nature.

### **Parent Access to Student Progress**

Parents access their child's academic progress through the parent portal of the data management system. All Saints Academy currently uses the *Rediker* data management program. The student's online grade book contains specific subject, assignment and grade information. Every parent/guardian receives personal log-in information and is responsible for the review of his/her student's progress report status. During the final

week of each marking period and during mid-term and final exam weeks, parent access will be closed to allow for grade determinations and report card preparation. Printed copies of progress reports will not be distributed by the school office.

### **Report Cards**

Report cards (in traditional paper form) for grades two through eight are issued quarterly and are sent home via the weekly communication envelope. Grade one students do not receive first quarter grades since they require transitional time with the new classroom setting. Parents are required to sign and return a copy of the report card in acknowledgement of its receipt. When report cards are distributed, parents may also access them and the student's online grade book through the data management system. Parents of preschool, prekindergarten and kindergarten students will receive developmental and academic assessments twice during the school year in January and June.

In the event that the student has not met expected benchmarks of performance, the teacher and/or principal will consult with parents regarding the possibility of subject failure.

### **Parent-Teacher Conferences**

Parent-Teacher conferences for grades one through eight are held twice a year, are noted on the school calendar, in the fall and spring. Teachers will offer parents scheduled appointments to meet to discuss student progress. Kindergarten and early childhood classes will offer conferences at the mid-year point and in the spring.

Parents are also encouraged to meet with teachers at any mutually determined time to discuss student progress and needs. In the event that the student has not met expected benchmarks of development and academic performance, the teacher and principal will consult with parents regarding the possibility of failure in coursework or non-advancement to the next grade level. The completion of a grade level timeline in days and months does not guarantee that a child is fully ready to move ahead to the next grade level. The placements and advancement of children in early childhood levels may also be considered and reviewed on an as-needed basis.

### **Student Progress**

The teachers and administration are ultimately responsible for the academic assessment of a student in light of progress to each advancing grade level. As professional educators, we are responsible for thorough and fair assessment of student progress. It is also the school's responsibility to provide a parent with honest evaluations of a student's non-progress. Non-progress may be due to a student's lack of academic responsibility, high absenteeism, or combination of contributing factors.

All Saints Academy reserves the right to discontinue a student's enrollment if the school cannot provide him or her with an appropriate learning environment due to an academic need, emotional/behavioral situation or personal circumstances.

### **Student Failures**

In the event of one subject area failure in one year, a student may repeat the course through a summer program or with a tutor possessing appropriate teaching credentials. These arrangements must be approved by the

principal, and the cost of summer make-up work must be incurred by the parents. The summer course will also include a final exam. A summer grade will not be given. The grade earned will be either a “pass” with a seventy (70) as a final grade or a failure with the earned grade as the final grade. A student that does not complete summer make-up work successfully by mid-August will not be permitted to return to All Saints Academy in the new school year. The summer make up option is available only one time and in one subject area for any student. Two or more failures in a given school year may necessitate the student’s withdrawal from the school.

All Saints Academy reserves the right to discontinue a student’s enrollment if the school cannot provide him or her with an appropriate learning environment due to an academic need, emotional/behavioral situation or personal circumstances.

### **Enrichment Programs**

Students are encouraged to and commended for participating in academic or civic based enrichment programs. With the principal’s approval, days absent from school for participation will not count toward a cumulative absence total. All missed coursework must be completed within a timeframe to be determined by the student’s teacher.

### **Grading System**

Kindergarten and early childhood students are assessed on developmental and academic progress as demonstrated by age-level benchmark behaviors and performance.

Grades one, two and three are issued a diocesan approved report card that is based on progress achieved in standard objectives. For the first quarter, grade one students do not receive report cards, which provides them with an encouraging transition to this grade level. The following notations are used to identify skill proficiencies in grades one, two and three:

- 4: Exceeds
- 3: Proficient
- 2: Developing
- 1: Beginning
- NM: Not Measured at this time

Students in grades four through eight earn academic grades based on the following scale:

A+ = 97-100	A = 93 – 96
B + = 89 – 92	B = 85 – 88
C + = 80 – 84	C = 75 -- 79
D = 70 – 74	F = Below 70

### **Honor Roll**

Students in grades four through eight may be eligible for the honor each quarter. A student must achieve a 93 average for Gold Honors and an 89 average for Silver Honors.

Subjects include for the Honor Roll computation are Religion, Reading/Literature, Language Arts (with associated subjects) Mathematics, Social Studies and Science. Also, student must have earned a “Satisfactory” or

higher in all enrichment courses, and the conduct and effort grades must also be “Satisfactory” or higher. A student is disqualified from receiving honors if: (1) he/she receives a “Needs Improvement” in conduct or effort, (2) if he/she has three or more lunch detentions or one after school/principal’s detention in one quarter, or (3) if he/she has been involved in a serious discipline issue during the quarter. The forfeiting of marking period honors due to discipline or grading issues will also result in forfeiting of end-of-year honors. The principal will make any disqualification determination based on the student’s discipline record and/or behaviors.

### **Buckley Amendment**

All Saints Academy adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. In all facets of school life, specific and sincere efforts will be made to protect the privacy and rights of students and parents. Each parent/guardian is responsible for providing the school with the current, legal designation of parental rights. Without this legal information, the school cannot honor requests regarding custody and the sharing of information.

### **Student Records/Transfers**

Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to hand deliver to the new school. Parents requesting records/ transcripts/recommendations must make a ten school-day request to the School Office. All forms should be submitted to the All Saints Academy main office for distribution. Completed forms will be sent via the US Mail. Special handling will require that all postal fees be paid by the parents. **No academic records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Title IX**

All Saints Academy adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Educational Field Trips**

Educational field trips are designed and take place to enhance the student’s total school experience. A field trip is a privilege and not a right. Usually field trips are organized by grade levels and reflect current students in that class. Occasionally, the school will arrange for a school-wide field trip. Most often, the costs of field trips are a parent/guardian expense. If a parent does not wish for a student to participate in a field trip, the student must be out of school for the day and be recorded as absent. Field trips are designed to correlate with teaching units and to achieve curricular goals.

Field trips are re-evaluated each year to determine the trips compatibility with curricular goals. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. All grades do not always have the same number of field trips. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend

a field trip activity. Verbal permission **cannot** be accepted. Permission slips are in a timely manner in the office forty-eight hours after receipt of the permission slip. A field trip permission slip is posted in the resource section of the school website. This is the only format that may be used to allow a student to leave school during school hours. If a child fails to bring his/her permission slip home, a parent may use the copy the form provided online. The parent may then call the school for information needed to complete the form. A signed copy of a permission form, submitted to the office via fax or email pdf attachment, will be accepted for student participation. A **telephone call** or **email will not** be accepted in lieu of the proper field trip permission slip. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day. Students who are participating in the field trip must ride the bus to and from the field trip with their class.

All monies collected for field trips are non-refundable. Cell phones are permitted on field trips, however cell phone use will be directed by the teacher and/or administration. In the course of planning a field trip, the school will generate a list of “official” chaperones for that specific trip. For each field trip, any parent wishing to chaperone must complete and submit a school chaperone form. Those chaperones will have completed all necessary components of the Diocese of Paterson Youth Protection guidelines and agreed to the ASA policy for parent participation. Parents who are not “official” chaperones are discouraged to drive a private car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip. The principal, in consultation with the classroom teacher, will determine the “official” chaperones for field trips. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip. All chaperones must be 25 years of age or older.

### **III. ATTENDANCE POLICIES and PROCEDURES**

The New Jersey Statutes on Education (18A-38-25, 38-26, 38-27) provide for compulsory attendance for all children between the ages of six and sixteen, *but the responsibility for compliance belongs to the parents*. The school keeps an accurate record of absences, tardiness and daily class attendance. In order to comply with the spirit of the NJ state law and the standards of the School Office of the Paterson Diocese, the school establishes strict policies governing student attendance.

Regular attendance and participation in classes form a vital and integral part of the entire learning process. Attendance is the means of serving complete educational goals. Frequent absences from school, either for the whole day or for individual classes, disrupt the continuity of the educational process. Chronic absences limit accomplishments and create a habit that will impede the student in future education and employment. Chronic absenteeism may also result in a student being removed from organizational leadership roles and special activities or extra-curricular events.

Please note the following attendance policy:

- After five (5) absences in one school year, the parent/guardian will be notified by letter.
- After ten (10) absences in one school year, there will be a meeting with the parent/guardian and the principal. The school nurse and a teacher representative may also be included in the meeting.

Punctuality to school is an essential foundation to the school day. Tardiness is disruptive to the education



process of the individual and to the receiving class as well. "Tardiness to school" is not being in homeroom or first period class by 8:00AM. A student that is tardy must report immediately to the front office to sign in and receive a late pass.

Please note the following attendance policy:

- After five (5) tardies, the parent/guardian will be notified by letter.
- After ten (10) tardies, there will be a meeting with the parent/guardian and the principal. A teacher representative may also be included in the meeting.
- More than ten (10) tardies may result in loss of extra-curricular activities, participation in field trips and special events, and removal from organizational leadership roles. Chronic tardiness may also result in other consequences including lunch detention or after school detention.
- A student that has five (5) or more recorded tardies on his/her attendance record is not eligible to receive "perfect attendance" recognition at the end of the school year.

Parents are asked to refrain from escorting a late student into a classroom as it may be distracting to other students and the classroom routine. Students arriving late to school due to a bus problem or a reported serious traffic or weather issue must also report to the main office upon arrival and will be recorded as "excused tardy." A student arriving late to school due to a medical appointment must present a doctor's note upon arrival and will be recorded as "excused tardy."

Students are fully responsible for any class work missed or any homework/projects assigned during a time of absence. The parent may request assignments to be completed when reporting an absence to the school office. For any one day absent, a student will receive one day make up day to complete missed work. The progression of days continues, one make up for each day missed. Each teacher will adjust timeline for the completion of missed work, quizzes and tests based on the age of the student and the type of missed work.

It is strongly suggested that parents avoid the scheduling of medical appointments, non-school special activities, vacations, etc. during school time. A parent must notify the Principal in advance if a student will be out of school due to these circumstances. Teachers *are not* responsible for preparing and distributing coursework prior to a student's absence due to a vacation or travel. A request for advance work, submitted in writing, will be considered based on the timing and the teacher's availability.

**There is a cumulative absence count of 15 days. All absences of any nature count toward the 15 day limit. There is no designation of "excused" or "unexcused" absences. Excessive absences of students in grade level classes may result in non-progression to the next grade level.**

### **Notification of Absence**

A parent/guardian must telephone the Main Office (ext. 201) before 8:30am to notify the school of an absence. The necessary information to report includes: the student's name, grade, and reason for absence. If there are extraordinary medical conditions, please contact the health office at ext. 204.

### **Verification of Absence**

It is required for a parent/guardian to submit an "absentee note" to the Main Office on the first day that a student returns following any absence. A parent should also provide a note in regard to a bereavement or family

emergency situation. A doctor's note is required when the absence is three days or more and is due to an extended or serious illness. Verification notes will be included in a student's record file.

### **Education-Related Absences**

Any absence due to participation in an academic, high school visit or education experience must also be verified by a parent note or a note from the high school visited. Such absences, as reviewed by the principal, will count as legal days out of the building but may not impact at student's "perfect attendance" record. It is recommended that, when possible, a student attend special experience programs during the summer months.

### **Absence and Extra-Curricular Activities**

A student may not participate in any school-sponsored extra-curricular activity (i.e., athletics, performing arts, practices, dances, field trips, etc.) if he/she is absent from school. Participation in such events and activities is only permitted when a student is present for the *entire day of school*.

The principal will make a determination of participation in the event of a family emergency or special situation. In the case of a family emergency or special situation, it is the parent's responsibility to contact the principal to review circumstances related to the absence and possible return to school.

### **Home Instruction**

Home instruction is for the student that has an extended illness or injury. The illness/diagnosis and expected absence period must be documented and submitted to the school by the student's physician. Tutoring for home instruction is reviewed, authorized and arranged by the Morris County Educational Services Commission. All requests and arrangements for home instruction are managed by the principal. If the school administration requires a student to out of school due to an administrative, extended, imposed suspension, the principal will make arrangements for home instruction so that a student's educational progress is not interrupted.

### **Arrival and Dismissal Procedures**

Morning arrival car traffic must travel the driveway that circles the school building, and students, K-8, must enter the building via the side entrance that leads to the cafeteria. Drivers are expected to maneuver the drop-off system in an efficient, courteous and safe manner. Only bus passengers will be dropped off at the main entrance and will proceed to the cafeteria.

Students may not enter the building via the main front door (unless it is a late arrival). Parents need not escort their students into the building unless they have arrived late and/or need to make a report to the main office. *Parents may not deliver their students directly to the classrooms as it is disruptive and does not promote the independence of students.*

There is teacher supervision in the cafeteria at 7:15am. All students in grades kindergarten through eight must wait at their class tables until the bell rings at 7:40am. At 7:40am promptly, the side door/morning entrance is closed for practical and security reasons. Morning prayers and announcements are led in the cafeteria. Students arriving after 7:40am must enter through the school's front door and must check in at the main office, and then they must join their classmates for morning exercises in the cafeteria. Following that, students will be led by their teachers to their respective classrooms.

Prekindergarten and preschool students must enter the building from the side entrance facing the church parking lot, and then, are escorted to the classroom. Between 7:30am and 8:00am, parents should ring the doorbell and a staff member will open the door for them. After 8:00am, prekindergarten and preschool students may enter through the front, main entrance and ring the doorbell on the left for access. A staff member will escort the student to class. *Parents may not deliver their students directly to the classrooms as it is disruptive and does not promote the independence of students.*

### **Early Dismissal from School**

Dismissal for any special appointment (i.e., physician's appointment, high school visit, etc.) must be arranged in advance by the student presenting a note from the parent requesting an early dismissal with the pick-up time and reason for the change in schedule. The parent/guardian must meet the student in the main office and sign-out the student in the attendance register. If a student becomes ill or injured in the course of the school day, the school nurse or other school official will notify the parent of the situation. It is expected that the parent/guardian will pick-up the student from school in a very timely manner. A student may not privately contact his/her parent by cell phone to arrange an early dismissal due to illness or any other reason. *A student must be in attendance for three and one-half hours to be considered present for a full day.*

### **Emergency Closings**

In the event of inclement weather or an emergency situation, an announcement for a school closing, morning delayed opening or early dismissal will be sent through the emergency notification system. In addition, the announcement may be posted on the school or other news website or may be included on the school's phone voice system. The school is responsible for a family's initial set-up in the emergency notification system and will input one primary phone number for the family. Subsequently, each family is fully responsible for inputting and updating additional phone numbers, email and text contacts. The school cannot be responsible for missed messages if parents fail to include needed contacts in the emergency notification system.

Contacting the home, parents at work or through email can only be effective if the school has current and correct contact information. *It is, therefore, the parent's/guardian's responsibility to notify the school office in writing of changes in address, phone numbers and email contacts.* The school will not be able to contact parents/guardians in a timely manner if it is not aware of new and current contact information.

Delayed openings due to inclement weather or emergency situations are ninety (90) minutes after the regular start time. A delayed opening means:

#### Grades K-8:

- 8:45am - Building opens
- 9:10am - Prayers & Announcements
- 9:30am - Instruction begins

#### Preschool & Prekindergarten:

- 9:00am - Early Childhood entrance opens
- 9:30am - Instruction begins

### **Withdrawal from School**

Prior to making the decision to withdrawal a student from school, the parent/guardian must have a conference with the principal and submit written notification of the impending withdrawal. The parent/guardian must also

complete an “exit/transfer” form indicating the reason from withdrawal. The parent/guardian is responsible for the return of any school property prior to the withdrawal.

The parent/guardian must also consult with the business and tuition manager to assure that financial obligations are fully met and accounts are safely closed. If a family elects to withdrawal from the school, all school fees are non-refundable. Generally, tuition payments made in advance are also non-refundable; however, the family may submit a written request for the refund of tuition payments made in advance. The principal will review such request and notify the family of a decision within thirty days of the withdrawal. Refunds will not be made when the transfer is to another local school. *Academic records will not be forwarded to a new school until all financial obligations are met and accounts are paid in full.* Academic and health records will be forwarded directly to the new school. Official records will not be released directly to parents/guardians.

#### **IV. STANDARDS OF STUDENT CONDUCT AND DISCIPLINE POLICIES**

All Saints Academy, in striving to maintain quality in education, promotes a Christian environment in every aspect of school life. School regulations are enacted and enforced to assist in the efficient ordering of the school day. The discipline code is viewed as an extension of our ministry to the student. **There is no set of rules that will completely cover all situations that occur at any school. The administration reserves the right to amend, edit or add to these policies as the need arises at any time.** Students, likewise, are expected to conduct themselves in an orderly and acceptable manner at all times.

##### **Correcting Misbehavior**

Students/parents should understand that any teacher or staff member has the authority to correct misconduct at any time. Teachers use varied and multiple methods to promote positive conduct and to correct negative conducts. Approaches will vary by age/grade levels and teachers’ styles. Teachers will set guidelines for classroom conduct as well as disciplinary measures that are commensurate with student behaviors.

If a teacher finds it necessary to send a student out the classroom for disruptive or inappropriate behavior, it is because the student has refused to comply with regular and/or repeated classroom intervention. The student will report to the principal for discussion and related action. The parent will be notified of the situation. Repeated misbehavior on the part of the student may result in loss of privileges or more serious consequences leading up to and including suspension and/or dismissal from school.

The failure of any student to correct behavior, despite repeated interventions of the teacher and the administration, may result in a students exclusion from: special activities, field trips, extra-curricular activities, after school events, the ASA after school care program or other school programs. Any singular or repeated serious, inappropriate behavior may result in an immediate suspension from school/school program or an immediate expulsion from school/school program.

##### **Detention**

If a student (grades 4-8) fails to respond positively to disciplinary intervention in the classroom, he/she may be assigned a lunch detention. Lunch detention is held two times each week in a specified classroom with teacher supervision. After the student picks up his/her hot lunch or has a lunch from home, he/she will report to the detention classroom to eat. For the duration of the lunch period, the student must remain silent and may read or study. Following the lunch period, the student rejoins his/her classmates for afternoon classes.

The purpose of lunch detention is to provide the student with reflective time to consider inappropriate actions and to forego the social privileges associated with lunch and recess. Parents will be notified in writing of a lunch detention by the assigning teacher.

Repeated inappropriate conduct or serious disciplinary actions will result in a student receiving an after school detention with the classroom teacher or the principal. A student and parent will receive a two-day notice in order to make transportation arrangements for the afternoon. After school detention runs from 2:45 – 3:15 pm. When after school detention is over, the parent must meet the student and detention teacher to sign out the student.

Disciplinary actions for students in grade three and below will be handled at age-appropriate level. Based on inappropriate behaviors, students in grades K-3 may receive a “time out” or “quiet time” or a lunch detention away from recess and/or classmates. During this supervised break, a young student will relax and regroup quietly to understand the importance of appropriate behaviors. When a younger student is involved in a serious discipline issue, the principal will determine an appropriate approach to provide correction/intervention. The student’s parent/guardian will be notified by the teacher and/or principal of behavioral issues.

### **Out-of-School Suspension**

Out-of-school suspension is recognized as a severe disciplinary measure, and is not to be taken lightly. This type of suspension is received for flagrant disregard of school regulations. The duration of the suspension (determined by the administration) depends upon the seriousness of the offense, the number and type of offenses committed, and the circumstances involved. The minimum suspension is one full school day.

During the time of suspension, the student is not permitted to attend classes or participate in any school-related activities (i.e., dances, extra-curricular activities). Students are responsible to make up all missed class work and homework assigned during the period of the suspension. The student is not permitted to return to school until a parent conference is held with the principal and requirements for re-entry are met. It is possible that the parents may be responsible for the student’s receiving a psychological/psychiatric evaluation from a professional service if the student is suspended for making threats, harming himself/herself, harming others or other extreme inappropriate behavior. A student may be subjected to an extended suspension due to time needed for any type of evaluation, medical intervention, legal discourse/investigation, and/or extenuating circumstances.

It is also possible that, based on the seriousness and nature of the student’s actions or behaviors, a student may not be permitted to return to All Saints Academy. A final determination of dismissal would be made by the school administration in consultation with the Catholic Schools Office of the Paterson Diocese.

A partial list of some grounds for out-of-school suspension includes:

- Fighting in school or around school grounds or on the school bus
- Possession of **any type** of weapon, explosive or incendiary device (this includes, but is not limited to guns, knives, tasers, weapon look-alikes, or any item the police department classifies as a weapon)
- Use or possession of any type of drug or illegal substance including tobacco
- Vicious, illegal, immoral, or insubordinate behavior

- Repeated violations of school policies
- Stealing school or personal property
- Extreme and/or repeated inappropriate behaviors or actions
- Extreme and/or repeated inappropriate/foul language
- An act of violation or vandalism upon any type of school property
- Harassment/bullying/intimidation
- Threats and/or violence against another person or the school community
- Indication of self-harm
- Repeated inappropriate use of a cellular phone or similar electronic device

### **Conduct on the Playground and During Recess**

While the lunch/recess period is meant to be relaxed and enjoyable, it is also expected that students behave in a mannerly and safe way during this time. In the cafeteria, students are required to use “inside” voices and refrain from excessive loudness or rowdiness. Students must remain seated while eating. They must ask permission of a teacher or adult volunteer to use the lavatories. Students may not return to their classrooms unless they have the specific direction of a teacher or administrator. Each student is responsible for the cleanliness of his or her eating area. Students will be permitted to enjoy time outside after their lunches are eaten and their table areas are cleared and cleaned.

On the playground, classes must play in the general areas assigned to them. Students may bring class playground equipment outside, however, they must be responsible in use and collection of the equipment upon return to the classrooms. Balls, jump ropes, Frisbees, etc. are to be used for play and not as weapons. Playing/using a football is not permitted. Teachers and staff supervise and monitor playground activities and conduct. Approved parent volunteers may assist with lunch supervision. Any student that does not behave in an appropriate or safe manner will be subject to disciplinary action. A teacher, staff member or appointed volunteer representative may adjust playground guidelines according to needs presented at a given time.

Our students go outside for recess everyday unless temperature, precipitation, high winds or other conditions on the playground are deemed unfit or unsafe. Temperatures above freezing and sunny days are considered appropriate for outdoor play. Children need to have a warm coat, gloves/ mittens and a hat to be prepared for time outdoors.

When weather conditions prohibit outdoor play, students may be supervised in the gymnasium and/or remain in the cafeteria for recess time. While inside, students may enjoy the use of simple art, reading and writing activities and games and tabletop toys provided by the school. Students may also bring their own reading, puzzle and activity books and materials. Students may not bring toys or electronic devices (vehicles, action figures, dolls, sporting equipment, stuffed animals, etc.) from home to be used during lunch recess.

### **Conduct After School Hours and Out of the Building**

An All Saints Academy student is expected to behave appropriately in all situations after school hours and/or outside of the school building. The school administration may be notified if a student behaves inappropriately or in a threatening or harmful to others or oneself during his/her time out of school. The administration may be required to investigate the situation and intervene with the goal of solving a conflict or problem with another student or organization. The school administration may also impose consequences to address inap-

appropriate behaviors and actions that occur after school hours and/or out of the school building.

### **Conduct on School Transportation and Bus Regulations**

All students being transported on any buses must be considerate of the safety and well being of fellow passengers. Misconduct on a school bus can distract the driver's attention from his/her primary responsibility of safely transporting all students on the vehicle. If a student is not following bus safety rules or shows disrespect to the bus driver or other student riders, the student will be subject to discipline code of the bus company as well as that of All Saints Academy.

The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a school also apply to a school bus.

*For the safety of all riders, students will be required to:*

Enter and leave the bus in turn.

No pushing or crowding.

Be seated while the bus is in motion.

Refrain from calling out to a passerby

Refrain from the use of profanity or abusive language

Refrain from eating, drinking and littering.

Remain in seats.

Refrain from extending any part of a body out of a window.

Treat other passengers with respect.

NJ State Law, Chapter 1 8A25-2 states: "A pupil may be excluded from the bus for disciplinary reasons by the principal and his/her parents shall provide for this transportation to and from school during the period of such exclusion."

If a parent has a bus concern that deals with daily pick up/drop off or bus driver conduct, he/she must contact the company providing the bus service first, then he/she may contact the Parsippany Troy Hills public district transportation office as a follow-up or for subsequent issues. Likewise, the bus company and the drivers (as the agents of the management) have the authority to impose appropriate disciplinary actions to maintain order and efficiency on the bus. This includes, but is not limited to, mandated seating, requiring quiet and requiring that students be outside the home awaiting morning pick-up. As a follow-up to the aforementioned measures, the parent may contact the main office to report any concern. The school does not have direct oversight to bus service and situations.

### **Dress Codes and Dress Code Policies**

All Saints Academy adheres to a conservative, neat approach in its dress code. There is a definite relationship between good dress habits, good work habits, and proper school behavior. Dressing for serious, committed education is intrinsic to mature self-discipline and lessens the presence of social distractions.

All ASA students, preschool through grade eight, are required to wear school uniforms. Daily and physical education uniforms must be purchased through Flynn O'Hara Uniform Store. ([www.flymohara.com](http://www.flymohara.com)). Styles vary between grade levels and seasonal selections.

Teachers will provide correction for students out of dress code appropriately based on grade level. Older students must take responsibility for dress code infractions and may receive disciplinary action for repeated offenses or blatant disregard for dress code. Younger students are more reliant on parent supervision; they may receive notes to their parents for dress code violations. It is expected that parents support and respect the school's dress code as a model to their student's behavior. Retail brand clothing (ex: Gap, JC Penneys, Target, etc.) are not acceptable alternatives to the school uniform components. If a student wears, clothing that does not comply with official school policy, the parent will receive a firm notice to adjust wardrobe selections to meet school dress code.

### Standard Daily Uniforms (October 15 – April 14)

- Girls/K-5:                   Khaki drop-waist jumper Khaki  
pleated pants  
Cardinal red or white turtleneck with embroidered school logo White  
blouse with round collar; long or short sleeve  
Cardinal red cardigan, v-neck pullover or v-neck sleeveless vest sweater
- Boys/K-5:                    Khaki pleated pants  
Cardinal red or white turtleneck with embroidered school logo  
White oxford button-down collar shirt; long or short sleeve; school tie Cardinal red  
cardigan, v-neck pullover or v-neck sleeveless vest sweater
- Girls/6-8:                   Khaki 4-kick pleated skirt or skort  
Khaki pleated or flat-front pants  
Cardinal red or white turtleneck with embroidered school logo White ox-  
ford button-down collar blouse; long or short sleeve  
Cardinal red Microfleece v-neck pullover, half-zip pullover or zippered sleeveless vest
- Boys/6-8:                   Khaki pleated or flat-front pants  
Cardinal red or white turtleneck with embroidered school logo  
White oxford button-down collar shirt; long or short sleeve; school tie Cardinal red Mi-  
cro fleece v-neck pullover, half-zip pullover or zippered sleeveless vest

### Accessories

- All Girls:                    Khaki or maroon cable-knit knee sock White crew  
socks  
Khaki or maroon cable-knit tights School  
plaid hair accessories
- All Boys:                    Khaki or white crew socks School tie

### Warm Weather Options for All/K-8 (First day of School – October 14 and April 15 – Close of School)

Cardinal red or white, three-button, short-sleeve polo shirt with embroidered school logo Khaki  
walking shorts



White or khaki crew or knee socks

Uniform Shoes (required in grades K – 8; no substitutions) Girls/K-3:

Dark tan “Maryjanes” with Velcro strap

Tan “Dirty Buck” tie oxford

Boys/K-3: Tan “Dirty Buck” tie oxford Tan Velcro oxford

Girls/4-8: Dark tan “Maryjanes” with Velcro strap Tan “Dirty Buck” tie oxford

Cordovan traditional penny loafer

Boys/4-8: Tan “Dirty Buck” tie oxford Cordovan traditional penny loafer

- Scout Uniforms – Students may wear their regulation scout uniforms on meeting days if it is not on a PE class day and if the meeting occurs in the building after school.

### **Dress Code Policies for Physical Education**

Standard PE Uniforms/All K-8 (October 15 – April 14)

Gray sweatshirt and sweatpants with screen print school logo Athletic sneakers

White crew socks

Gray t-shirt with screen print school logo – to be worn under sweats

Maroon mesh gym short with screen print school logo – to be worn under sweats

Warm weather PE options (First day of school – October 14 and April 15 to close of school)

Gray t-shirt with screen print school logo

Maroon mesh gym short with screen print school logo Athletic tie sneakers

White crew socks

Students are not permitted to wear watches, earrings, bracelets, necklaces or any type of jewelry during physical education class. This policy is implemented for the safety of your child and others. Each student is responsible for the caring and storing of his/her personal jewelry items. It is not the responsibility of the teacher to remove or store jewelry items for students. Students that arrive to class unprepared by wearing jewelry will be required to “sit out” for that class period.

### **Dress Code Policy for PreSchool (3) and PreKindergarten(4)**

*Mix and Match Options – to be purchased at Flynn O’Hara Uniform Store.*

School sweatpants and mesh gym shorts in maroon with screen print school logo Gray sweatshirt and gray long or short sleeve t-shirt with screen print school logo Velco sneakers

Retail brand clothing (ex: Gap, JC Penneys, Target, etc.) are not acceptable alternatives to the school uniform components. If a student wears, clothing that does not comply with official school policy, the parent will receive a firm notice to adjust wardrobe selections to meet school dress code. In PS/PK, students may not wear khaki, structured walking shorts and/or slacks with zippers and /or belts.

### **Additional Dress Code Policies for All Students**

## **Jewelry**

*Girls:* Limited to one simple necklace, watch, one simple ring, and one bracelet. One pair of earrings only, one inch (1”) or less in diameter or length. No nose, facial or body piercing of any kind. It is suggested that students do not wear valuable jewelry.

*Boys:* Limited to one simple chain or necklace, watch and one simple ring. No earrings, nose, facial or body piercing of any kind. It is suggested that students do not wear valuable jewelry.

## **Make-up**

*Girls:* No eye, lip or face make-up. Clear lip balm only. No perfumes. A student wearing make-up may be asked to remove it during the school day. Modest nail polish colors; nails must be kept short.

## **Hair**

*Girls:* No extreme or outlandish styles; no artificial coloring with unnatural colors. No colored or artificial hair extensions or weaves of any kind.

*Boys:* Short styles only. Bangs must be above the eyebrows; sides must be cut halfway along the ear. Back must be cut above the top line of the back shirt collar. No Mohawks, faux hawks, number or design carvings, extreme or outlandish styles; no artificial coloring with un-natural colors.

## **Skirts/Jumpers**

*Girls:* Skirts and jumpers must be hemmed to one inch (1”) above the knee. Short or rolled skirts are not permitted.

## **Shirts**

*Girls and Boys:* Blouses, shirts and turtlenecks must be neatly tucked into skirts and pants. Belts may be needed to secure shirts properly. Polo shirts may be neatly worn outside of pants, shorts or skirts.

## **Other General Restrictions**

No non-ASA sweatshirts or hoodies may be worn during school instructional time. No colored t-shirts/tanks may be worn under blouses, shirts or turtlenecks.

No shirts with rolled/folded-under hems.

ASA outerwear fleece may not be worn inside, during the school day. Temporary tattoos are not permitted.

No suspenders.

No undergarments, including camisoles, may be seen under the clothing.

No hats, caps, sweatbands, sunglasses or head gear, except for traditional hair accessories for girls.

**\*\*\* All dress code requirements and restrictions will be enforced by the classroom teacher with the administration's attention and authority.**

## **Tag Day Guidelines**

On specific days throughout the school year, students are allowed the option to “dress down” from the standard uniform code. Tag days may be considered as fundraisers. They also foster school spirit by permitting students to wear themed or spirit wear or casual, personal outfits. Regardless of any specific theme or reason for a tag day, students **must adhere to the following expectations:**

- No sweat pants with lettering on the back
- No pajamas or lounge pants

- No torn, ripped or cut pants
- No shorts; any Capri or cropped pants must be below the knee
- No pants that are too loose or too tight or worn too low
- No undergarments, including camisoles, may be seen under the clothing
- No shirts with plunging necklines, bare midriffs, or torn/cut off sleeves
- No strapless or thin-strapped shirts; no bare shoulders. Sleeveless shirts must have shoulder straps equivalent to “three fingers” in width.
- Skirt lengths must not be more than one inch above the knee
- No hats, bandanas, caps, sweatbands, hoods or head gear of other styles, except for traditional hair accessories for girls
- No excess, sharp or exaggerated jewelry – standard dress code jewelry restrictions
- apply
- No unusually dyed hair
- No slippers, sandals, flip-flops, sneakers with wheels, clogs, or backless shoes of any kind
- No high heels or high platform shoes
- No gloves or overcoats/jackets

If a student arrives at school improperly attired, he/she will be required to change clothes and, at the discretion of the administration, may be sent home for the day. The student may also be subject to disciplinary action, and possibly, forfeit future tag day privileges. The parent will be responsible for rectifying an inappropriate tag day situation.

### **Parent/Guardian Code of Conduct**

Our parents hold an essential role in the supporting the efforts of All Saints Academy in the whole education of children. The spirit and mutual nature of the parent-school relationship is innate to the success of student growth and positive family presence in the school community.

Practicing Catholic families are expected to attend and support the Catholic Church of their choice; non-Catholic families are expected to respect the values and teachings that are taught within our school system. Parents are encouraged to share their time and talents with the school community to enhance the learning experiences and environment of our school.

Parents are to ensure that their child is in school on time, dressed appropriately, and provided with proper snacks and lunches and the necessary school supplies for each day. All Saints Academy has the right to temporarily provide a child with proper attire and meals, if necessary, and at a charge when applicable. It is a parent’s responsibility to ensure that a child completes all assigned school work on a timely basis. Parents are expected follow calendars, meet deadlines, attend conferences when required, and guide their child to do the same. Parents are responsible for maintaining open and positive communication with their child’s teacher(s) via personal/phone conversations, email and written correspondence. Parents are expected to follow the appropriate chain of communication in communicating concerns/problems with the school. The professional nearest to a situation is the primary contact of communication. Older students are encouraged to be part of communication in solving problems.

Parents are expected set a good example in their own behaviors by refraining from inappropriate language and actions. Parents will show respect for teachers and other adults in authority at all times, as well as in

front of one's child and the child's classmates.

In light of availability and broadness, we look to parents to be partners in guidance and use of technology from an ethical and respectful vantage point. Parents are encouraged to monitor their child's telephone/cell phone, computer, social media accounts and television use to make sure it supports positive development and interaction between their home and others.

Parents must refrain from using Facebook and other social media outlets to make disrespectful or offensive comments regarding students, other parents, administrators, faculty/staff members or the school in general. Also, parents are not to use Facebook and/or other social media outlets to post negative remarks concerning diocesan and/or school educational programs and policies, diocesan and/or school activities, as well as diocesan and/or school employees.

A parent must not approach or treat an administrator or faculty/staff member in an abusive, intimidating or threatening way. This includes personal, written and electronic contacts. It includes, but is not limited to, conferences, letters, emails and electronic messages of a disrespectful, recurring and/or intimidating nature. Parents are expected to arrange appointments to meet with teachers and are not to arrive in a classroom without an appointment. Overall, parents are to refrain from any type of interference with the school's mission of education and ministry. Parents are not involved in any way with the personnel/employment practices of the school and its administration.

The school will notify a parent of his/her inappropriate behaviors/activities. The school reserves the right to also notify the diocesan school office and/or local authorities of inappropriate parent behaviors/actions. Based on any inappropriate action, a parent may be required to remain off school premises and/or excluded from school activities/events. This may be imposed on a temporary or permanent basis as deemed necessary by the school administration. In such a case, the school will arrange an alternate means of parent contact in the spirit of continuation of educational services for the child's behalf.

## **V. HEALTH CARE SERVICES AND POLICIES**

### **Nursing Services**

The services of a school nurse are provided jointly by the Educational Services Commission of Morris County and All Saints Academy. The health guidelines that are presented are included in the guidelines set forth by the office of nursing services and by the administration of All Saints Academy. The health office operates 8am-2:30pm daily. There are no formal nursing services available as part of the After Care program or during extra-curricular activities before or after school hours.

### **Calling in Absences**

A parent/guardian is responsible for phoning in his/her child's absence before 8am in the school day. A message may be left on the health office voice mail (ext. 204). The parent/guardian is expected to provide the student's name and grade and nature of the illness. If there is absence for more than one day, the parent/guardian must phone in each day of the absence. The school nurse may contact the home to receive or verify additional information.

## **Illness in School**

Any student that arrives or becomes ill or injured during the school day will be required to return home. In particular, a student that experiences vomiting or diarrhea or has a fever or displays symptoms of an infectious or contagious nature will not be permitted to remain in school or After Care. The student must be picked up by a parent or guardian as soon as possible. It is extremely important that all student records include the current parent(s) and back-up emergency caretaker(s) contact information. The school nurse will take the necessary precautions to care for an ill child and will make the determination of the child's health condition relative to his/her presence in the school building.

Students attending the After School Care program must also have current emergency contact information on file. With the exception of simple first aid, there are no health services available during after school hours. In the event that a child becomes ill or injured during After Care, a staff member will contact the parent or emergency caretaker to immediately pick up the child from school.

## **Guidelines for Returning to School following Absence due to Illness or Injury**

All Saints Academy follows standing medical guidelines provided by Educational Services Commission of Morris County. Following an absence or dismissal from school due to illness, a student must fever-free and free of symptoms of vomiting or diarrhea for twenty-four (24) hours /or one (1) full school day, without the intervention of fever-reducing or other medications.

An absence of three days or more requires a written note from a physician before a student is re-admitted to school. A student returning to school following a physical injury and requiring exemption from physical education class or other physical activities must submit a note or prescription from a physician specifying the exemption and its timeframe.

Any student returning to school following an injury that requires the use of sling, crutches, a wheelchair or walker must present a note from the physician noting the need for medical equipment. The note must also state any stipulations regarding possible restrictions, for example, PE or outdoor recess.

## **Health Records and Immunizations - as stipulated by the State of NJ**

All students are required to submit a health information form upon entrance into All Saints Academy. This form must be submitted to the school nurse prior to or on the first day of school. In addition to a record of general health, the health form reflects a child's record of immunizations. Specific requirements are available from the school nurse. Students who fail to submit a completed health form and immunization record will not be permitted to school until the form is submitted. Specific grade levels/ages carry specific immunization requirements. The school nurse will review all records for compliance and will notify the parents of any deficiency in adherence. If necessary, the administration will require a student to be out of the building until requirements are met. Any parent/guardian requesting an exemption from his/her student having the state requirement immunizations must submit a written letter stating that they possess personal, religious reason that is the basis for non-compliance. The exemption letter must be notarized.

Transfer students must provide all necessary health and immunization records to the School Nurse. Parents/guardians will be advised regarding immunization deficiencies as soon as students' health records are received. Students with an immunization deficiency will not be permitted to attend school until the deficiency is

corrected and certified by a physician. New students entering from a school in New Jersey will not be permitted entrance without the proper immunization records. New students entering from another state must have immunization records on transfer.

Students born in a country, other than the United States, and that has high incidences of tuberculosis must also present documentation of having a TB mantoux test.

### **Physicals**

New students to All Saints Academy, whether they enter at the preschool, prekindergarten, kindergarten or a transfer grade level, must have a physical examination that is completed no more than 365 days prior to entry and must state what, if any, modifications may be required for full participation in the school program. This is a mandatory school policy. The Child Universal Health Form must be completed and signed by the physician and the immunization record must be attached. These documents must be submitted to the health office prior to the first day of school. The school health office also encourages parents to obtain subsequent physical examinations at least once during each of the student's developmental stages:

- Early childhood (preschool – grade 3)
- Pre-adolescence (grade 4 – 6)
- Adolescence (grade 7 – 12)

Required health appraisals (according to NJ state statutes and administrative code) conducted routinely at and recorded on students' individual health records at All Saints Academy include:

- Examination for scoliosis (ages 10-18); bi-annually
- Examination for auditory assessment to determine hearing impairment (grades K-3 and grade 7, and as referred); annually
- Measurement of height, weight and blood pressure; annually (grades K-8)
- Examination of vision to determine vision impairment (grades K-8 and as referred); bi- annually

All cases of chicken pox, pink eye, measles, head lice, mononucleosis, strep throat, mumps, meningitis and Fifth Disease must be reported to the school nurse. In cases of head lice, a student must remain out of school and be both lice-free and nit-free before returning to school. The school nurse will make a determination of a student's readiness to return to school.

Parents must adhere to all New Jersey and diocesan policies in regard to required preventative health measures. Suspected measles, rubella, mumps, chicken pox and meningitis cases will be immediately reported to the local health department and school parents. Refer to Health Office for specific requirements.

In order for a student to participate in any ASA athletic club (i.e., softball, aerobics, etc.), he/she must have a specific state-approved physical on file in the health office for that school year.

### **Medications**

**All students who take prescription medicines and/or over-the-counter medications of ANY kind during school hours must do so under the immediate supervision of the nurse.** New Jersey state health codes for schools require that parents to have state mandated forms completed jointly by themselves and the students' physician for all prescription and non-prescription drugs. In the case of an emergency situation (i.e., student is seen in an emergency room or doctor's office and plans to return to school the next day), parents must pro-

vide the physician's fax number so the form can be faxed, completed and returned before any medication can be administered. Students are not permitted to carry over-the-counter medications/prescriptions in school. The school needs the parent's cooperation with this important policy.

The administration of a student's prescription and/or over-the-counter medication is strictly performed by the school nurse in conjunction with a physician's order. A parent/guardian may not request administration, dosages and/or applications of medicine. A parent/guardian must not expect the school nurse to alter administration, dosages and/or applications of medicine based on a parent request.

### **Students with asthma and specific allergies**

NJ state health code permits students to carry their prescribed inhaled medications and epi-pens and self-administer when necessary. Any such medical condition must be documented to the health office. There are specific forms for self-administration of medications that must be completed by both the parent and the physician.

Students with severe seasonal allergies must have a written physician's note to stay in during recess/outdoor playtime. The note must specify the length of restricted activity (i.e., number of days, weeks, etc). A new physician's note must be sent in each school year.

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

### **Food Allergy Policy**

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

Teachers will be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately. The classrooms have easy communication with the main office. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box provided by the parent or guardian. Tables will be washed with an appropriate cleaner thoroughly following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Outside of the school day, many parish and community groups, comprised of adults and children, occupy our building. All Saints Academy does not guarantee an environment free of allergens in the air or on surfaces.

### **Policy on administration of 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 agreement regarding liability**

Written authorization for administration of the epi-pen must be received from the parent/guardian of the student. The parent/guardian of the student shall be notified upon administration of the epi-pen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law (P.L. 1997, c. 368 N.J.S.A.18A:40-12-5 and 12-6).

### **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 employee – designated and trained in administration of the epi-pen by the school nurse pursuant to New Jersey law – may administer the epinephrine via an auto-injector to a pupil for anaphylaxis (P.L. 1997, c. 368 N.J.S.A. 18A:40-12-5 and 12-6).

## **VI. COMMUNICATION AND AUXILIARY PROGRAMS**

### **Change of Address**

Parents or guardians must inform the Main Office, in writing, regarding a change of address, phone number or parish as soon as possible.

### **Emergency Forms**

Current emergency information forms are required to be on file. Each student will receive forms prior to each school year and will be required to give updated information and turn them in with the new registration/re-registration packet. It is the parent/guardian responsibility to provide updated emergency contact information as soon as there is a change in status.

### **School Communication System**

The school uses the Rediker/AdminPlus/Notify system for message communication to parents. Messages may be sent for event/activity reminders as well as emergency, weather-related and important messages. The system will connect to the phone numbers (landline and cell) and emails that were provided by the parent on registration forms. A parent may access the system to view stored information. If a parent needs assistance with the system or to make changes, he/she may contact the school office.

### **Textbooks/Library Books**

Students are responsible for textbooks and other materials issued to them by the school. All textbooks are to be covered as soon as possible to protect them from any wear and damage. Parents will be required to pay for lost or damaged books and materials whenever it occurs during the year and when textbooks are return at the end of the year. Report cards are not issued if book debts are not paid. Students are responsible for books bor-



rowed from the school library. Parents will be required to pay for replacements of lost or damaged library books.

### **Telephone Calls**

If a student has a personal need or emergency and must contact a parent/guardian during school hours, he/she may request to use a school phone in the main office. The student may receive permission from principal or school official to do so. Students may use cell phones only under the direction of a teacher, staff member or the principal. Students that use cell phones to independently, without permission, contact a parent or other person may be subject disciplinary action.

A parent/guardian may phone the main office to contact a student in the event of a personal need or emergency. Parents must not phone or text students on their cell phones during the school day; doing so jeopardizes the behavior of the student who may be subject to disciplinary action due to phone use.

### **Lunch Program**

All Saints Academy contracts a professional catering service to provide a hot lunch option for students in all grade levels. Students may order lunch selections through the service provider's specified ordering system. Simple snacks and desserts are sold on an *al a carte* basis. Parents should contact the provider directly with questions or concerns regarding the hot lunch program and may also contact the school, but only as a follow up measure. Hot lunch orders should be submitted monthly. Late orders are accepted with 24 hour notice. While the school policy is that no child will go without a lunch, it is important for parents/guardians to maintain a good credit status with the lunch provider. Families will be presented with an invoice slip if a student receives a hot lunch without submitting payment for it. It is expected that all invoices will be paid in full within one (1) week of issuance. Excessive overdue lunch invoices (three days or more) may result in a student's hot lunch ordering privilege being suspended. The school does not have direct oversight of the business/organization of the food service provider. Parents must discuss payments, invoices and service related issues directly with the food service provider. The school does not have direct oversight to the food service business and servicer operations. All Saints Academy also offers students the opportunity to order fresh milk for daily snack or lunch.

Parents may drop off forgotten lunches to the main office. Parents are to refrain from delivering lunches directly to students. Parents/Students may not provide party or birthday lunches for groups of students or a class. Special event lunches must be approved by the teachers and the administration. *Faculty/Staff members are not permitted to heat or refrigerate lunches for students.* Students should bring lunches from home that may remain at room temperature.

### **After School Care**

All Saints Academy offers an after school care program that operates from 2:45 – 6pm. Parents are required to register their children in advance of attending and submit completed information and emergency forms. Fees are charged on a monthly and drop-in basis. After care is held in the cafeteria, gym, library and specific classroom areas. The program staff consists of certified teachers and teacher aides, and it is supervised by the principal. Children are permitted to bring a change of clothing appropriate for playtime. Students may bring an after school snack/beverage. Students are not permitted to purchase snack or beverages from the vending machines. Homework and play areas and times will be established. Teachers and aides will supervise home-

work, however students are ultimately responsible for homework efforts. Parents should follow up on homework completion and quality at home later in the evening.

The school nurse is not present during After Care hours. The After Care staff has access to a medical kit and first aid supplies. In the event of student illness or injury, a staff member will contact the parent directly. The staff member will notify the parent if there is a need for the student to be picked up immediately. The After Care setting does not permit for extended student privacy and specialized care, so it is necessary for a parent to respond in a timely manner.

Pick up time is 6pm **sharp**. Parents will have an after care direct phone number to use in the case of an emergency situation that affects their pick up time or pick up designee. Fines will be incurred for late pick up. Repeated late pickups will result in dismissal from the program.

Students are expected to adhere to the school code of conduct during after care. Disrespect or disregard for school policies will not be accepted. After care teachers and assistants will discipline students according to school policies. Disciplinary issues will be reported to the principal. During After Care, students are not permitted to use cell phones for phoning or texting, except, with teacher permission, to contact parents/guardians. Students are discouraged from bringing electronic equipment for use during After Care, and the school will not take responsibility for lost, stolen or damaged items. *The use of electronic equipment, cell phones, iPads, games, etc. made only occur with specific permission of the after care teacher/staff member.* When permitted, students of all ages are restricted to playing games that are rated “E” (for “Everyone”).

Any student that behaves in a blatant or repeated inappropriate manner may be suspended and/or dismissed from the program with no refund offered to the parent for monthly service.

### **Transportation**

All Saints Academy students living in Parsippany Troy Hills Township may qualify for non-public school transportation services per New Jersey state legislation. The district may provide transportation for eligible K-8 students based on requirements developed and maintained by Parsippany Troy Hills Board of Education. District transportation services are based in an agreement between the resident and the school district.

Out of district students may be eligible for a non-public school transportation reimbursement based on New Jersey state legislation. Not all school districts are required to provide reimbursement. Parents/Guardians may contact their local public school district to inquire about transportation services/reimbursements.

Non-public transportation forms (B-6T form) is included in the student registration packet. Parents are required to submit a completed form by March 15 in order to be considered for transportation or reimbursement.

### **Communication with School Personnel**

In keeping with the Gospel principles of subsidiarity, problems should be solved at the lowest level whenever possible. Therefore, any concerns a parent/student may have should be handled in the simplest way whenever possible.

Older students are encouraged to speak with a teacher directly regarding any concern or problem. Parents/ students with any concerns (academic, disciplinary, athletic or otherwise), regarding any faculty member or staff person should first attempt to address the concern with the specific teacher or staff person. The principal should be contacted for an appointment only after such attempts have utilized.

Parents/guardians requesting to see any administrator and teacher may make an appointment through the Main Office Staff or directly with him/her by note, phone call or email contact. Drop- in visits to teachers just prior to and during the school day are not permissible and may be disruptive to the daily schedule and routines. Parents are asked to refrain from visiting teachers and classrooms without an appointment.

## **VII. SCHOOL AND STUDENT SAFETY VISITORS IN THE BUILDING**

### **Parent Visitors and Other Visitors**

All visitors to the building are required to ring the front entrance bell and wait to be buzzed into the main entryway. All visitors, parents and volunteers must check in with the main office staff and register in the visitor log-in book. They must also wear a visitor's identification tag while in the building.

Visitors and/or volunteers are to sign out at the time of departure. Parents who volunteer in any capacity in the school or who may be in the building for any reason **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Parent volunteers are not permitted to bring non-registered siblings of registered students while volunteering in the building for special activities, class parties, etc. without specific permission from the administration.

### **Youth Protection Guidelines for all Parents/Guardians and Employees**

All faculty and staff members must be trained and maintain individual training in the *Protecting God's Children*, a national sexual-abuse protection program endorsed and adopted by the Diocese of Paterson. Faculty and staff members must also adhere to the requirements regarding fingerprinting and criminal background checks. Faculty and staff members are required to read, accept and sign a diocesan Code of Conduct statement. Parents and other volunteers that have any level of contact with students (in and out of the school building for school operations or events) must also comply with similar security requirements. Outside agencies that provide services to the school are also subject to meeting these requirements. The school office will provide support in obtaining documentation and meeting requirements.

### **Emergency Plans and Drill**

The school will formulate and maintain an Emergency Operations Plan (EOP) which addresses a wide variety of emergency situations and appropriate responses. Teachers will be trained and conversant with the plan and ongoing training, based on both need and state and/or municipal standards will occur. The plan will be reviewed by local authorities and will be updated annually and as needed. The plan will contain procedures for various emergency drills. Students will participate in at least two emergency drills each month. The students participate in practice versions of drills, scheduled and unannounced drills. When a drill is announced, specific wording will be used to describe the nature of the activity. While we are sensitive to the feelings of young students, it is necessary to specifically describe the situation in order to teach students the most appropriate

response to different possible emergency situations.

The school's public address system is tested regularly and is used for emergency announcements. The system has speakers in each classroom, each common room/area and, outside, on both playground areas.

During any type of emergency drill, the school telephones will not be answered and no visitors will be admitted to the school building. A parent/guardian may view a copy of the school's EOP in the main office with twenty-four hour notice of a request. The school adheres to the emergency drill requirements set forth by the State of New Jersey. The school submits its annually completed drill records to the Diocese of Paterson for review and archival.

### **Fire Drills**

Fire drills will occur at least one time per month. At the sound of the fire alarm, students leave their classrooms promptly and proceed directly toward the exit as indicated in each classroom. Silence must be maintained to secure an orderly evacuation from the building. Students are to stay to the right as they travel through the hallways. Once students are safe and away from the building, teachers are required to check attendance. Drills may be supervised by a municipal professional. Drills will be timed to assess and improve effectiveness.

### **Evacuation Drills**

Evacuation drills will be conducted regularly during the school year. At the sound of the fire alarm, students leave their classrooms promptly and proceed directly toward the exit as indicated in each classroom. Silence must be maintained to secure an orderly evacuation from the building. Students are to stay to the right as they travel through the hallways. Once students are safe and away from the building, teachers are required to check attendance.

### **Lock-Down Drills**

Lock-down drills will be conducted during the school year to prepare for emergency security situations. A lock-down is announced over the PA system and the announcement will include a specific title or need for a drill. Teachers/Staff are to close and lock all doors and windows immediately. Teachers/Staff are to "black out" the classroom as much as possible. Students and faculty are to remain in classrooms, library, or the cafeteria until released by the proper authority. Teachers in the gym take all the students onto the stage and stay with them until released.

Teachers are to keep students away from the doors and out of sight of the windows whenever possible.

Teachers are to take attendance of all students in the room and note any who are out of the room. Students in the corridor, health office, or restrooms will be taken by administrators to a safe area in the within the main office space. **No talking or noise is allowed during a lock-down.** The rationale for a lock-down is the securing and safekeeping of students by the faculty and staff. In the case of a real lock-down, proper authorities (police and fire departments) will be called immediately. Teachers will search the classrooms for anything suspicious, and administrators and custodian, with the assistance of local police, will search the building for anything suspicious or for unauthorized persons.

### **Shelter-in-Place Drill**

Shelter-in-Place occurs when a situation requires students to remain in a classroom, a gathering room or a

common area because a situation in or near the building is dangerous or not appropriate for student engagement. While sheltered, classroom routine continues as usual. It may be called due to an occurrence outside, in the parking lot or on a nearby property. While there may not be an imminent danger, students are safer and more protected in a closed classroom or area. If necessary, a shelter-in-place situation may be elevated to lock-down situation.

Further information about All Saints Academy emergency procedures can be found in our EOP (Emergency Operations Plan), which is available in the main office for parents to review.

### **Bullying/Harassment/Sexual Harassment**

Each student has the responsibility to maintain acceptable standards of personal behavior to ensure a learning and working environment free from intimidation, harassment, bias or prejudice. ***Therefore our policy is as follows:*** *All Saints Academy attempts to provide a safe environment for all individuals.* Verbal or written threats made against the physical or emotional well-being of any individual, including oneself, are taken very seriously. Students making such threats (seriously or in jest or online) or the use of inappropriate sexual words, actions or innuendoes and comments directed at a person's gender are inappropriate are subject to disciplinary action which may include detention, suspension, and/or expulsion. The administration may also impose additional conditions and/or restrictions on any student involved directly or indirectly with a bullying situation. The administration will also consider counseling services as an intervention to address such behaviors. The administration will also consider the age and maturity of students involved in bullying/harassment/sexual harassment when managing a conflict situation. Young students may be counseled based on their age a maturity levels and in light of negative actions with others.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, written, visual or physical conduct of a sexual nature directed toward another person. As a non-public school, All Saints Academy is not subject to New Jersey state anti-bullying legislation (ABR Act).

### **School Sanctions**

Harassment and sexual harassment are serious offenses. If there is a substantiated claim that a student harassed/sexually harassed someone, the perpetrator is subject to disciplinary action. It is the school may contact the local law enforcement agency and diocesan school office to review any substantial claim of harassment/sexual harassment. Student behaviors will be handled, punished and/or counseled based also on their age and maturity level. The administration will determine the level at which consequences are imposed. Depending upon the type of incident, the harasser may:

- Receive a verbal reprimand
- Receive counseling within and/or outside of school in a professional setting
- Receive detention
- Invention through a parent meeting
- Be deprived of extracurricular activities
- Be subject to intervention from juvenile authorities
- Be suspended from school
- Be required to receive a professional psychological or psychiatric evaluation to determine readiness to return to school

- Be asked to withdraw from school and/or other actions that the principal feels may be in the best interest of the victim and the accused.

### **Threats and Violence**

All Saints Academy will follow school, diocesan and local/county law enforcement policies in dealing with threats and incidences of actual or potential violence. All threats and incidences of actual or potential violence to others or oneself will be taken seriously and the proper authorities (local police, diocesan superintendent) may be notified. A student that makes threats or acts out in a violent, extremely inappropriate and/or potentially harmful or self-harmful way may be immediately suspended from school based on the school's request. Parents will be notified of specific procedures that must be followed and possible consequences in writing. The parents may be required to have a psychiatric or psychological evaluation of the child. The parents must then forward or present a written statement from a psychiatrist/ psychologist indicating the student is prepared to return to school and is not a danger to herself/ himself and/or others. The school administration will review the evaluative report and determine its willingness to re-admit the student. A student's parents may be notified in writing that a second offense can result in dismissal. A re-admittance conference will be held with the student and parents. Upon return to school, the administration may require subsequent counseling or related service and may also require access to further evaluations/reviews and professionals that perform such services. Any type of required evaluation, counseling or subsequent service is the financial responsibility of the parents.

The age and maturity level of a student involved in a violent and/or threatening event will be considered by the administration when the negative action is reviewed and managed.

A threat can be **physical, verbal, written, illustrated and/or in the form of a weapon. A threat may be directed to another person or persons or to oneself.** A threat can be reported to an adult by the frightened victim, by an individual that has witnessed the threat in person, in writing or through illustration or by an adult (teacher, staff person, parent) that has observed it.

### **False Threats**

Any student who reports a false threat will be suspended from school and/or subjected to disciplinary action. The student may also be required to receive a psychiatric or psychological evaluation to determine that the student is in a correct frame of mind to be in school with others.

### **Electronic Devices**

Students are not permitted to use any portable audio/video devices or electronic entertainment device (i.e., cameras, iPods, MP3 players) during the school day without the specific permission of an administrator, teacher or staff member. An administrator, teacher or staff member who finds a student in use of such a device without permission may confiscate it and submit it to the principal. The student will be subject to disciplinary action which will range from detention to suspension depending on the severity of the infraction.

### **Cell Phones**

Students are permitted to possess cell phones in the school building; however, students may not use cell phones for any personal reason, in any manner, during the restricted school day hours (7:40 am - 2:45 pm). *Having a cell phone in school is considered a privilege, and any student that violates the school's cell phone*

*policy may lose this privilege.* If necessary and due to an emergency or extraordinary situation, an administrator will give permission to students to use cell phones under supervision of a teacher or staff member. Any student violating the cell phone policy is subject to strict disciplinary action as described in *Section IV - Standards of Conduct and Student Discipline Policies* of this handbook.

The protocol for acceptable possession and use of a cell phone is as follows:

- Phone must be kept in the OFF power position from 7:40 am - 2:45 pm.
- A cell phone must be kept in the student's locker or backpack (for middle school) and in the student's backpack (for lower grades).
- No cell phone may be used for picture or video recordings, text messaging, gaming, accessing the internet or e-mail, making purchases or math calculations without specific permission from an administrator, teacher or staff member.
- No harassment or threatening of persons via the cell phone is tolerated.
- Students who violate any of the rules regarding cell phones are subject to disciplinary action and may forfeit their privileges of bringing them to school.
- Parents should not contact their students via cell phones during the school day. Parents who phone or text message their students jeopardize them in regard to disciplinary action.
- Any teacher or administrator may collect student cell phones and hold them in a safe container during the school day.

### **Inappropriate Cell Phone Use**

If a student's cell phone is activated or used in any way during the restricted school day hours, the following policy may be enforced:

- 1st offense: The student will receive a verbal reprimand and the parent may be notified.
- 2nd offense: Phone is confiscated and will be returned at a parent conference.
- 3rd offense: One day out of school suspension; phone is confiscated and will be returned at a parent conference before the student's return to school. Loss of cell phone privileges.
- Any subsequent offense: Punishment to be determined by the principal.

A student may not use a cell phone, camera or similar electronic device to photograph any person without the explicit permission of the principal or a teacher. This policy extends to students involved in after care, school-sponsored activities off-campus, on busses, at special events, etc. A student may not use a cell-phone, camera or similar electronic device in classrooms, lavatories, cafeteria, gym, etc. with the intent to photograph another person or any type of written or printed materials.

Refer to All Saints Academy/Diocese of Paterson Internet Policy for additional information regarding cell phone and electronic device use.

### **Mis-use of school technology or personal devices in the building**

Intentional mis-use of technology in the school building will result in appropriate consequences including, but not limited to, loss of privileges, confiscation of personal devices, detention, suspension and expulsion. The use of technology in the school is a privilege, not a requirement. Based on the type of and level of inappropriate behaviors, any teacher has the right to apply consequences to individual, student group or entire class.

### **Electronic devices and use in After School Care**

Students may have cell phones in After School Care, however the phones must be kept in the OFF power po-

sition. If necessary, the teacher on duty will give permission to the student to use the cell phone to contact the parent or emergency contact. Students must follow the same rules for cell phones that apply to the school day scenario.

Students, with teacher permission, may use phones, iPods, MP3 players or entertainment handheld electronic equipment in After School Care. The school is not responsible for lost, damaged or stolen items so students must exercise care and caution in bringing and using such items in school.

### **Lockers and Student Storage**

Students in Grades 6 – 8 are issued a built-in hallway locker. The school maintains a universal key and reserves the right to open student lockers at anytime without probable or reasonable cause. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Students may not write on lockers. Student schedules and tools facilitate learning may be posted/hung on the interior of a student's locker door.

Students may not leave backpacks, books and school/personal items in the hallways near lockers. Lockers are to be kept closed at all times when not in use. Students should not share locker combinations with classmates.

In grades five and below, students are usually assigned storage space in the classroom closets or in cubbies. It is each student's responsibility to maintain a clean and organized storage space.

## **VIII. STUDENT and FAMILY LIFE AND EXTRA-CURRICULAR ACTIVITIES**

### **Parents As Partners**

*As partners in the educational process at All Saints Academy, we ask parents:*

- To set rules, routines, times, and limits so that your child:
  - Has the appropriate amount of sleep each night;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has a nutritional snack and lunch every day.
  
- To actively participate in school activities such as Home and School Association Meetings and Events, Parent-Teacher Conferences;
  
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
  
- To notify the school with a written note when the student has been absent or tardy;
  
- To notify the school office of any changes of address or important phone numbers;
  
- To establish and maintain correct contact information in the emergency notification system;



- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To provide students with value system that mirrors the tenets of the Catholic faith;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student and school issues.

### **Parent's Role in Education**

We, at All Saints Academy, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is a parent's right and duty to become the primary role models for the development of a child's life - physically, mentally, spiritually, emotionally, and psychologically. A choice of All Saints Academy enrollment involves a commitment and exhibits a concern for helping a child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Religious traditions of all families serve to provide strength, stability, love and endurance which greatly benefit a child's life. A parent's personal relationship with God, with each other, and with the Church community will affect the way a child relates to God and others. Ideals taught in school are coexistent as they are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in a family's life.

Once you have chosen to enter into a partnership with us at All Saints Academy, we trust parent to be loyal to this commitment. During these formative years (PreSchool to Grade 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, parents must make investigation of the complete event as a first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits will provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework,

long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Parents/Guardians are responsible for their financial commitment to pay tuition, fees and the associated costs of school enrollment. Financial aid may be available to families that have a demonstrated need as determined through an application process. The timeframe of financial aid applications occurs each December and January prior to the next school year. If a family experiences unexpected financial hardship, the parents are responsible for contacting the school to address the situation. Failure to keep a tuition account in good standing for three months or more is reason for termination of enrollment by the school.

All parents/guardians are responsible for a specific level of financial support through fundraising efforts. Parents that do not comply with these requirements may jeopardize their student's enrollment at All Saints Academy and may be asked to withdraw from the school.

Together, school and parents work with a commitment to partnership to support one another in helping each child to become the best person he/she is capable of becoming.

### **Student Directory**

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

### **Service Projects**

The purpose of a stewardship program for all students is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Throughout the year, students and families will be encouraged to participate in service activities. Specific student organizations or classes may organize a service activity. At times, parent coordinators may be assigned to each class and oversee the organization and participation of each project.

### **Extra Curricular Activities**

All Saints Academy believes that a well-rounded school experience is paramount in educating the whole person. After school and special activities are available to provide enriching complementary components to the academic programs. Participation in school-wide, class or small group community service activities is encouraged.

Periodically through the school year, club activities may be offered two days each month as part of the daily classroom schedule. Types of club offerings vary according to the expertise of teacher/moderators and interests of students. At times, after school clubs and special activities may be offered. For some clubs, families are responsible for the costs of participation. For clubs or activities that are athletic in nature, students must have a current, annual physical on file in the school Health Office.

The Fine and Performing Arts are celebrated through school-wide musical concerts, musical productions and art displays and shows. The school hosts both Boy and Girl Scout troops and their related activities.

Students of All Saints Academy are welcome to participate in CYO activities sponsored by Saint Peter the Apostle Parish.

### **Lost and Found**

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. **Lost and found items will be held for 10 days. After 10 days, items are donated to charity.** Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy. The school is not responsible for lost or damaged personal items.

### **Special Classroom and School Wide Activities**

The celebration of holidays and special occasions in the classroom are complementary to our school's curriculum and community culture. The Home and School Association will arrange a "class parent(s)" for each grade/classroom. These arrangements will be updated every school year. The designated parent(s) will serve as a communication hub between the Home and School Association and class parents as a group. The designated parent(s) may also assist a teacher with sharing or organizing information for a classroom event or activity. Class parents may not plan an activity/party, enter into an outside partnership, arrange for food or make purchases on behalf of the class without the explicit permission of the teacher. The teacher is responsible for arrangements and will consult with the administration to finalize and carry out activities. Each teacher will determine his/her preference of parent involvement in class activities. Early in the school year, the each teacher will advise parents of their roles and responsibilities, regarding specific classroom activities.

In the event that, as parents assist with classroom activities, there is a need to collect monies from all student families, the school will require the organizing parents to do so according to school protocol. Each class will have a school account for collection purposed. Parent monies must be made by check (written to All Saints Academy) or exact cash payment and will deposited into the class account. Organizing parents will receive a reimbursement check for any expenses for which there is a submitted request and receipt. Any class monies left over at the end of the school year will be absorbed into the school operating budget.

Grade seven and eight families will be involved in substantial fundraising efforts that support the special activities related to graduation. Those accounts will also subject to record keeping through the school office. Grade seven income will be transferred to its grade eight account. At the end of the school year, surplus grade eight income will be absorbed into the school operating budget.

### **Birthday Celebrations**

Students may celebrate their birthdays and half-birthdays in their classrooms. Parents will make advance arrangements with the classroom teacher regarding sharing a birthday treat with classmates. Parent do not join in the classroom for the birthday snack. It recommended that birthday snacks be simple, individually wrapped and easily served. The following are not permitted: full size cakes that require cutting and serving, party lunches, pizza parties, candles, balloons.

## **IX. SCHOOL ORGANIZATION**

All Saints Academy is a school under the auspices of the Diocese of Paterson and is co-sponsored by Saint Ann Parish, Saint Christopher Parish and Saint Peter the Apostle Parish. It is incorporated in the state of New Jersey as an exempt organization. It is a non-profit 501 (c) organization through a federal group ruling under the United States Conference of Catholic Bishops. The pastors of the three parishes serve on a Board of Pastors. The Board of Pastors, led by its Canonical Pastor, meets regularly to review school operations and the financial health of the school.

The principal is the primary building administrator and has oversight of the building's daily operations, personnel, academic programs, student life and discipline, auxiliary programs, school finances and facilities. The principal has the authority to appoint an administrative designee to serve in a leadership capacity in his/her temporary absence. The principal and school organization works in partnership with the School Office of the Paterson Diocese that is led by the superintendent of schools.

The Education Council and Finance Committee are consultative entities that are responsible for providing guidance and resources to the principal in his/her leadership of the school. Each of these two entities is overseen by one pastor of the school organization. Both organizations may include representation from the three supporting parishes and the local communities. Ad hoc committees may be organized to provide additional support and specific functions to assist the school in its growth and well-being.

A parent-based Home-School Association (HSA) is established to provide support for the school community through fundraising, special events, in-school activities and parent functions. Its goals may be financial, social, educational and spiritual in nature. The organization must work in tandem with the operation of the school and must follow appropriate and established standards in financial and business transactions. Annual family dues are collected in September and are used to fund special activities of the HSA. The HSA may have appointed or elected leadership and is open to all parents/guardians of enrolled students. The Marketing Committee, Technology Committee, Building and Sites Committee and a Performing Arts Committee are organized through the HSA. Other committees may be formed to address specific needs. The All Saints HSA is part of the Diocesan Federation of Home-School Associations. The principal and one pastor oversee the work of the Home and School Association.

## **X. TECHNOLOGY (in accordance with the Diocese of Paterson Technology Use Policy)**

All Saints Academy offers internet access for student use and in connection with academic coursework. This document is the acceptable policy for your use of the computers and other technology resources of the school. While generic terms "computer" and "computer system" are used in this policy, this policy shall apply to all school-owned computers and other technological resources (audiovisual equipment, telecommunications devices, etc.) located on school grounds. This policy shall apply to all electronic databases, information and software, as well as to physical equipment. This internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality self-discovery activities. It has not been established as a public access or public forum. The All Saints Academy has the right to regulate the material you access or post in order to insure that all use of the system is in accord with the Catholic philosophy of the school, and enforce all rules set forth in the school's discipline code, Diocesan policy, and federal and state laws. Further, students may not use this system for commercial purposes to offer, provide, or

purchase products or services through the system. Access to the internet is available through this school only with the permission of the Principal or designee and parents, indicated by the signing of the Internet Use Agreement at the time of registration and re-registration.

### **Personal Safety**

Students will not post contact information (e.g., address, phone number) about yourself or any other person. Students will not agree to meet with someone they have met online. Any contact of this nature or the receipt of any message will be reported to school authorities immediately.

Under no condition should students give assigned passwords to another person. Students are expected to immediately notify a teacher or the system administrator of any problems.

Students are not to download material of any kind from any other computer system or the internet without the express permission of your teacher or the system administrator. Students are not to load or install any program files or software onto the school's workstations or system.

### **Illegal Activities (subject to revocation of use, and /or legal action)**

Students will not gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's password or account number, or by accessing another person's files. Students will not deliberately attempt to disrupt the system or destroy data by spreading computer viruses or by any other means. Students will not attempt to modify any of the school's computers or computer system by changing the system, hardware, or software configurations. You will not use the system to engage in any other illegal act. Copying, loading, deleting, altering, or transmitting/receiving information without authorization is prohibited.

### **Inappropriate Access to Material**

Students will not use the school's computers to access or attempt to access material that is profane, obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). Parents and teachers should instruct students if there is additional material they think would be inappropriate for you to access. The school fully expects that students will follow parents' and teachers' instruction in this matter.

### **Inappropriate Language**

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

### **Respecting Resource Limits**

Students will use the system only for educational and career development activities. Internet access is limited to teacher-assigned educational and/or career development activities.

Students will respect the rights of others to use the system by not using the system for longer than the time

prescribed by your teacher, librarian or system administrator. The school is not responsible for any costs incurred by unauthorized student use of either its equipment or the internet. The transmission and reception of e-mail and/or instant messaging, is prohibited. You may not access internet newsgroups, discussion groups, chat rooms, instant messaging services and bulletin boards. No forms of media (e.g. floppy disks, CD ROM disks, zip disks, etc.) are to enter any machine without prior consent of a faculty member.

### **Plagiarism and Copyright Infringement**

Students will not plagiarize words or ideas that found on the internet. All material on the internet is copyrighted, whether the copyright symbol appears or not. Any information downloaded from the internet must be cited using MLA (Modern Language Association) standards.

### **Student Rights**

The internet is considered a limited forum, similar to the school yearbook, literary magazine and/ or newspaper, and therefore the school can restrict your right to free speech. Any exercise of free speech using the school's computers must be in keeping with Catholic values as expressed in the school's philosophy. Students should expect no privacy or permanency of the contents of your personal files on the school's computer system. Routine maintenance and monitoring of the system will occur, and may result in the viewing and/or removal of your files. An individual search will be conducted if there is reasonable suspicion that a student has violated any of the terms of this policy, the school disciplinary code, or the law.

The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may place restrictions on a student's use of the school's computer system.

The school makes no guarantee that the functions or the services provided by or through the school's system will be error-free. The school will not be responsible for any damage a student may suffer including, but not limited to, loss of data, and damage of personal equipment or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations you may incur while using the system.

The school fully expects that each student will follow the directions of teachers and other school authorities in all matters regarding access to information using the schools computer system. All users of the system must show a respect for the rights of others and the dignity of the human person.

### **POLICY ON POSTING OF INFORMATION ON THE INTERNET**

The internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, our staff and our students on the internet. No person is permitted to use images of the school, school staff or students in any form on the internet or in any form of electronic communication without specific written permission from the administration, and in the case of student information, the parent/guardian's permission is needed. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff or students that are defamatory scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is pro-

hibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish, school, and/or by the Diocese of Paterson.

## **XI. FACILITIES MANAGEMENT**

### **Integrated Pest Management**

In compliance with the New Jersey School Integrated Pest Management Act, All Saints Academy has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for All Saints Academy is our Facilities Coordinator, Mr. John O'Meara, who can be reached at (973) 334-4704. His mailing address is All Saints Academy, 189 Baldwin Road, Parsippany, NJ 07054.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that are used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, All Saints Academy may occasionally use pesticides to control pests. Parents and staff will be notified when this is necessary. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that when possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

### **INTEGRATED PEST MANAGEMENT POLICY FOR ALL SAINTS ACADEMY**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. All Saints Academy shall therefore develop and maintain an IPM plan as part of the school's policy.

### **Integrated pest management procedures in schools**

Implementation of IPM procedures will determine when to control pests and whether to use mechanical,

physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

### **Development of IPM plans**

The school IPM plan is a blueprint of how All Saints Academy will manage pests through IPM methods. The school's IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

### **IPM Coordinator**

The principal shall designate an integrated pest management coordinator that is responsible for the implementation of the school integrated pest management policy.

### **Education/Training**

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

### **Record Keeping**

Records of pesticide use shall be maintained on site to meet the requirement of the state regulatory agency and the school board. Records shall also include, but are not limited to pest surveillance data sheet and other non-pesticide pest management methods and practices utilized.

### **Notification/Posting**

The principal is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

### **Re-entry**

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.



### **Pesticide Applicators**

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the school IPM Policy.

### **Evaluation**

The principal shall report annually to their respective governing or advisory boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed. The principal shall develop regulations/procedures for the implementation of this policy.

### **Authorizing Regulatory References**

The School Integrated Pest Management Act of 2002

N.J.A.C. Title 7 Chapter 30 Subchapters 1-12 Pesticide Control Act of 1971

**Pesticides used or in use at All Saints Academy in the past 12 months:** March 2017 - ant bait gel; administered by a licensed school exterminating service.

### **ASBESTOS MANAGEMENT PLAN**

Like most public and private schools over a certain age, All Saints Academy maintains an Asbestos Management Plan and adheres to a strict schedule of six month and three year inspections. These inspections closely monitor any asbestos containing materials in the building, and provide for remediation should any conditions change.

The administration appoints and employs a Designated Person (DP), required by the Asbestos Hazard Emergency Response Act (AHERA) Law, who is qualified by education, experience and Federal certification to occupy this position. The DP exercises oversight responsibility for the asbestos program and reports directly to the administration.

A copy of our Asbestos Management Plan is available in our main office and can be reviewed upon your request.

## **XII. RIGHT TO AMEND**

All Saints Academy reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the weekly communication envelope, the school website or through e-mail communication.

August 23, 2018