



***PARENT/STUDENT  
HANDBOOK***

***2023-2024***

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# Table of Contents

## Page Three

- Purpose and Use of the Handbook
- Amendments to Handbook
- Mission Statement
- Philosophy

## Page Four

- Protecting God's Children

## Page Five

- Drug and Alcohol Policy
- Nut Free Policy

## Page Six

- Education Policy
- Religious Education and Religious Services
- Service
- Admissions

## Page Seven

- Transfer Students
- Tuition
- Custodial and Non-Custodial Parents
- Court Orders Affecting Parents
- Immunizations Requirements

## Page Eight

- Medical Conditions
- Policy on the Administration of Medicine
- Policy on the Administration of Epinephrine

## Page Nine

- Attendance
- Student Absence
- Make Up Work
- Field Trip Policy

## Page Ten

- School Hours
- Student Pick Up From School
- Supervision
- Lost and Found
- Dress Down Day
- Uniforms

## Page Eleven

- Uniforms
- Grooming
- Academic Policies

## Page Twelve

- Special Subject Areas
- Promotion/Retention Policy
- Homework Policy

## Page Thirteen

- Report Cards
- Criteria for Report Cards

## Page Fourteen

- National Jr. Honor Society
- Interim Reports

## Page Fifteen

- General Discipline Policy

## Page Sixteen

- Detention
- Suspension
- Expulsion
- Home & School Association

## Page Seventeen

- Communication
- Monthly Calendars/Menus
- Parent/Teacher Conferences
- Appointments
- Visitors
- Accidents
- Use of the Telephone and Cell Phones
- School Pictures

## Page Eighteen

- Transportation
- Student Council
- Emergency Forms
- Emergency Closing of School
- Insurance
- Child Abuse or Neglect
- Asbestos Management Plan

## Attachments

- Catholic School Policy on Bullying, Harassment, and Intimidation
- Authorization to Administer Medication in School
- Authorization to Self-Administer Medication in School
- Authorization to Administer Epinephrine
- Acceptable Use Agreement for Technology
- Protecting God's Children: Please go to the Archdiocese of Newark webpage. <http://rcan.org>
- Student Handbook Acknowledgement

## **Purpose and Use of Handbook**

The Handbook exists to foster the efficient operation of Saint Rose of Lima Academy. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the Handbook.

**The Handbook is not intended or should not be considered to create any additional rights for students or parents/ guardians.** This Handbook is intended to be a guide to Saint Rose of Lima Academy's philosophy, policies and procedures. It represents standards and guidelines relating to school life. This Handbook clarifies rules as they apply to our students.

## **Amendments To Handbook**

This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified within 30 days of the changes being approved by the appropriate authority.

## **Mission Statement**

Saint Rose of Lima Academy strives to establish an academically strong and spiritually sound foundation. We prepare our students to face the challenges of the 21st century by building on our faith, working as a team, and using positive discipline so that each person we encounter will truly be successful in our school and throughout their everyday live.

## **Philosophy**

The faculty and staff of Saint Rose of Lima Academy look to instruct, stimulate, and challenge our children in this the 21<sup>st</sup> century. As a Catholic community, we are committed to fostering Catholic values and spreading the Good News. Our primary responsibility is to nurture the spiritual and academic nature of the child.

Mindful of the ever-expanding curriculum, Saint Rose of Lima Academy provides the environment for creative, critical, and logical thinking needed to succeed in today's society. The goal of giving one's own best effort is emphasized to develop self-esteem and confidence. We believe that this goal is best achieved by encouraging self-discipline, organizational skills, and personal responsibility.

An environment exists that fosters mutual respect among all of the members of Saint Rose of Lima Academy community. We provide opportunities for the development of a positive attitude towards life, an awareness of social justice, and concern for all of God's people.

## Protecting God's Children

In the fall of 2003, Archbishop Myers asked all schools within the Archdiocese of Newark to adhere to the policies and regulations outlined in *The Charter for the Protection for Children and Young People* which has been issued by the Archdiocese.

There are two documents associated with the Charter. Saint Rose of Lima Academy must adhere to the policies outlined in the document entitled: Policies on Professional and Ministerial Conduct and must familiarize itself with the document entitled: Supplemental Norms for Clergy.

The Policies on Professional and Ministerial Conduct addresses a code of ethics and conduct that all staff and parents who work or volunteer at Saint Rose of Lima Academy must adhere to. Topics that are addressed include: Prevention of Immoral Conduct, Prevention of Harassment, Sexual Harassment, and Prevention of Exploitation. A complete copy of the Charter can be found on the following web site: [www.rcan.org](http://www.rcan.org). Scroll down the left margin for the "Protecting God's Children" link which is listed on the bottom of the RCAN homepage. Read the information under "Conduct Policies." In order to open the document, you must have Adobe Acrobat Reader on your computer. From there simply follow the directions.

In order to comply with the Archbishop's directive, there are four steps we ask all Academy parents to follow:

**Request a Protecting God's Children Packet from the School's office.**

(1). Read the two documents found at the website listed above or in the packet and sign the acknowledgement form.

(2). To Volunteer with the students, parents must complete the Archdiocese of Newark "Application for Employees and Volunteers" also found at the end of the web site document.

(3). Volunteers are also required to attend one of the scheduled training seminars being hosted by the Archdiocese entitled: "Protecting God's Children". The workshop is available at various locations which are listed on the RCAN web site. You must register to attend one of these workshops.

(4) Sterling Volunteers are required to submit to a confidential back-ground check. Which can be found on the Virtus website.

**If you work with the children, you must complete the four tasks outlined above in order to be certified to continue in your volunteer capacity.**

## Drug and Alcohol Policy

The aim of this policy is to insure the safety, well-being, and welfare of our students. For the purpose of this policy, "drugs" shall mean all dangerous controlled substances as so designated and prohibited in New Jersey Statutes and any substances that alters the psycho-physical makeup of an individual that is not prescribed for that individual expressly for medical reasons. The use, possession or distribution of any drugs by students, staff, or others on school property is prohibited. For the purpose of this policy, "alcohol" shall mean any beverages containing any amount of alcohol. The use, possession, or distribution of any beverages containing alcohol by students, staff or others on school property is prohibited.

If a student is found, or is strongly suspected by school personnel, to be in possession of or under the influence of drugs or is suspected of having a substance abuse problem, the chief school administrator shall be notified and shall investigate and, upon establishing sufficient reason to suspect such activity by the student, shall:

- notify the parents/guardians;
- immediately have the student examined by the school nurse or the student's personal physician or emergency medical personnel, if appropriate;
- if actual use or possession of illicit drugs is materially or medically proven, it is obligatory that legal authorities be contacted. Parents/Guardians will be immediately notified of the law enforcement agency involved.

A conference shall then be held with parents/guardian and/or students. The student will be placed on temporary suspension and will remain suspended until receipt of a written report certifying to the student's physical and mental ability to return to school. Upon the student's return to school, he/she will be placed on school probation until disposition of the use is made by legal/or school authorities. Such probation may include exclusion from all school social and extracurricular activities until such time as the student has demonstrated him or herself worthy of the return of these privileges

## Peanut and Tree Nut Free Policy

Saint Rose of Lima Academy maintains a peanut and tree nut free environment.

To ensure a safe environment for our students with these allergies, it is essential to have a team approach by all staff, parents, students, church and school organizations. Saint Rose of Lima Academy implements this policy as follows:

- Parents of affected children by law are to submit a written plan of action from the child's doctor to the school nurse.
- The school administration will oversee all safeguards in place to maintain this nut free environment.
- Parents will monitor ingredient labels on all food packages to be sure that there are no peanut or tree nut products being consumed at lunch or for snacks.
- **This includes all packages/labels that there may be trace amounts or have been processed in a plant that may have processed nuts.**
- All parents that send treats in for parties will send the ingredient labels in with the treat if the treat is out of the original packaging.
- When ordering food from outside vendors, they must be notified that we maintain a peanut/tree nut free environment.

## **Educational Policy**

Saint Rose of Lima Academy's educational policy is guided by the Administrative Manual for Catholic Schools in the Archdiocese of Newark. The implementations of these policies are carried out, by administrators and faculty. Our parent/student handbook, which is reviewed periodically, clearly states our policies.

Faculty meetings, workshops and specific in-service seminars serve to update teaching methods and strategies. The process of evaluation is carried out both formally and informally by the principal, according to the guidelines and forms of the Archdiocese of Newark.

Following school policy, tests, class participation, and written work are used for student evaluation. The ongoing status of each is made available through formal and informal parent-teacher conferences and interim/progress reports.

Students are encouraged to appreciate their individuality and need for spiritual values that they might integrate religious truth in life. Finally, Saint Rose of Lima Academy, conscious of our technologically advancing, multicultural world, generates a warm spiritual, respectful, and creative environment.

## **Religious Education and Religious Services**

The non-Catholic student is welcome at Saint Rose of Lima Academy. The non-Catholic student is expected to understand and to agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in Religion classes and liturgical services scheduled for the students during the school year.

## **Service**

Throughout the year, the students are encouraged to reflect on Christ's message of love in the form of service to one another and the world at large. Class and school-wide services sponsored by the student council are designated to remind staff and students that we are called to love and care for one another.

## **Admissions**

**Nondiscrimination policy** – Saint Rose of Lima Academy admits students of any race, color, national and ethnic and religious origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Rose of Lima Academy does not discriminate on the basis of race, color, national and ethnic origin in the administrative policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.

### **Age requirements:**

The Pre-K 2.5 child must be **2.5 on or before October 1<sup>st</sup>**.

The Pre-K 3 child must be **three on or before October 1<sup>st</sup>**.

The Pre-K 4 child must be **four on or before October 1<sup>st</sup>**.

Kindergarten child must be **five years old on or before October 1<sup>st</sup>**.

### **Requirement information for all students:**

- Birth certificate
- Sacramental records
- Health records
- Social Security #
- Academic records for a Transfer Student

## **Transfer Students**

In addition to all of the above information, a transfer card and a most recent report card and standardized test scores from the previous school are required. Final approval for acceptance is up to the principal. It is the policy of the Archdiocese of Newark not to admit any student to Grade 8 unless they are moving into the parish from another parish. Acceptance is only official upon receipt of transcripts and proof of paid tuition at the other school. Student registration will occur once records are complete and the tuition contract is signed. All important and binding financial information is included in the tuition contract papers.

## **Tuition**

Tuition rates are announced annually. School tuition is paid in conformity with the established Finance Committee policy for registered parishioners and out of parish families. Registered parishioners will be given preference when limited placement is necessary.

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

**Parental Rights to School Records** – Saint Rose of Lima Academy abides by the provisions of applicable law with respect to the rights of the non-custodial parent. **In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.**

## **Court Orders Affecting Parents**

If there is a court order specifying the rights and responsibility of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if it contains information, which may be useful to the school in fulfilling its obligations.

## **Immunization Requirements: AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.**

The State of New Jersey requires the following immunizations for all students entering Kindergarten:

- **DPT/DTaP**; a minimum of four doses are required with one dose given on or after the 4<sup>th</sup> birthday.
- **IPV**; a minimum of three doses with one dose given on or after the 4<sup>th</sup> birthday.
- **MMR**; one dose on or after the 1<sup>st</sup> birthday; a second dose of measles containing vaccine is required when entering kindergarten.
- **HIB**; one dose is required prior to beginning Kg or Pre-k.
- **HEP B**; students must receive three doses of HEP B prior to entering Kindergarten or Grade 1, whichever comes first.
- **Varicella (Chicken Pox) vaccine**; one dose given on or after 1<sup>st</sup> birthday is required for students entering Pre K, Kindergarten or Grade 1 OR Physician history of disease OR laboratory evidence of immunity.
- **Pneumococcal conjugate vaccine (PCV)**; as of Sept. 2008 any student attending preschool must have received at least one dose of PCV on or after their first birthday.
- **Influenza vaccine**; as of Sept. 2008 any student attending preschool shall annually receive at least one dose of influenza vaccine between Sept. 1 and Dec. 31 of each year.
- **Meningococcal vaccine**; as of Sept. 2008, any student born on or after Jan. 1, 1997 and entering or attending grade 6 must receive one dose of a meningococcal - containing vaccine.
- **Tdap vaccine** (Tetanus, diphtheria, acellular, pertussis); as of Sept.. 2008, any student born on or after Jan. 1, 1997, and entering or attending grade 6 must receive one dose of Tdap given no earlier than the 10<sup>th</sup> birthday. Students who receives a Td (tetanus, diphtheria) booster dose less than 5 years prior to grade 6 shall not be required to receive a Tdap dose until 5 years have elapsed from the last DTP/DTaP or Td dose.

## **Medical Conditions**

Please notify the school if your child has any physical conditions that may require attention in school (heart, diabetes, seizure disorder, severe allergies, etc.) A nurse is present on a daily basis. The nurse cares for the children who become ill in school as well as screening for vision and hearing, etc. In the case of a serious nature, or when the nurse is not present, the parent or guardian is notified as soon as possible.

**Please do not send your child to school if they have a fever or exhibit symptoms that may get worse after they arrive at school.**

## **Policy on the Administration of Medicine**

Saint Rose of Lima Academy strongly discourages the administration of prescription and nonprescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

1. A parent/guardian should come to school and administer the medicine.
2. If this arrangement is not possible the school nurse or the principal (or her designee) will administer the medication under the following conditions:
  - The medication must be given to the school nurse or the principal by the parent/guardian.  
**Medication of any kind should never be in the hands of the student.**
  - The medication must be in the **original pharmacy labeled container.**
  - The parent/guardian and the student's physician must complete an "**Authorization To Administer Medication in School**" form. This form is located at the back of this handbook.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian must complete and sign an "**Authorization of Self Medication in School**" form. This form is available in the attachment section of this handbook.

## **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 and phylaxis. All teachers have been trained in the administration of Epi-pens.

### **Parents/Guardians authorization and agreements regarding liability:**

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

### **Administration of the Epi-Pen by the School**

The school nurse shall have primary responsibility for administration of the epi-pen.

In the absence of the school nurse, another school employee, designated and trained in administration of the epi-pen by the school nurse pursuant to New Jersey law may administer the epi-pen.



## **Attendance (May change due to Covid-19 Protocols)**

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

State law requires daily school attendance. Careful planning can prevent absences for reasons other than illness. The reasons for excused absences are as follows:

- Physical or emotional illness
- Serious illness or death in the family
- Remedial health treatment
- Required attendance in court
- Any unusual circumstances, which require permission from the school administration, would be an exception

**\* Students are considered late if they are not in their classroom at 8:25 a.m.**

## **Policy Regarding Student Absence and Make-Up Work**

A parent/guardian must call the school to report a student's absence. This procedure represents an effort to account for the presence of the student during the school hours. **When the child returns to school, a written excuse from a parent/guardian stating the student's name together with the dates and the reason for the absence must be presented. An absence of three consecutive days or more require a doctor's note.** Parents requesting permission to take a child on trips, vacations, etc. during school time, must know the child is considered absent. It is the parent's responsibility to see that the child completes all class work and assignments missed during the absence. Work missed will be saved for the child to be completed upon their return. **The time required for make-up of assignments is equivalent to the duration of the absence.**

**Assignments will not be sent home for one-day absences;** they will be made up upon the student's return to school. If the child is going to be out more than one day, please contact the School Office by 9 a.m. to have work ready to be picked-up after 2:30 p.m. Absence without the parent's knowledge is a serious offense. The student will not be admitted back to school until a conference has taken place between the parents or guardian and the principal.

## **Absence from School and Participation in After School Activities:**

If a student is absent from school because of illness or disciplinary action, she/he will not be permitted to take part in extra curricular activities or athletic practice/games that afternoon or evening. If a student is absent for a reason other than illness or disciplinary action, the School reserves the right to make an individual judgment regarding same- day extra-curricular and athletic participation.

## **Field Trip Policy**

On occasion Saint Rose of Lima Academy will sponsor and conduct field trips for the **educational enrichment of students.** Participation in field trips is a school-sponsored privilege for students. Field trips are not family outings and therefore, parent participation is limited to the chaperones necessary for safe supervision of students as well as the venue's limit for chaperones. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The school provides a permission slip form that is provided by the Archdiocese of Newark Legal Department.

## School Hours

Grades K-8 :

Regular 8:10 a.m. - 2:50 p.m.

Early dismissal 8:10 a.m. - 12:10 a.m.

Before and After Care is available. 7:15 a.m. – 5:55 p.m.

**Delayed opening days—school begins at 10:10 a.m. Supervision begins at 8:30 a.m.**

## Pick Up From School

The school will permit only the custodial parent, or his or her designee to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is a one-time telephone or written authorization from the custodial parent. The school administration should be made aware of any restraining order or legal document reflecting parental rights or lack thereof.

## Supervision

The school's responsibility for supervision of students begins at 8:10 a.m. and ends at 2:50 p.m. For children enrolled in the extended care program, the school's responsibility begins at 7:15 and ends at 5:55 p.m. **If your child arrives before 7:45 am or is not picked up by 3:10 pm, they will be sent to the aftercare program and the required fee will be charged.**

## Lost and Found

Lost items are returned to the school office and held for a limited time. Students and parents are encouraged to stop and inquire about losses. **To cut down on the amount of lost and unclaimed clothing, please label with the child's first initial and full last name.**

## Dress Down Day

Dress down days are occasions for fundraising. Guidelines for each tag day are published before the date and are considered part of the dress code regulations for the day. At all times however, parents should supervise the choices the student makes and monitor that inappropriate logos or sayings are not worn.

## Uniforms

General appearance of students should be neat, clean and appropriate for school attendance and all school activities. The regulation dress code takes effect on the first day of school in September and is observed until the closing of school in June.

### Girl's Uniform

<b>K-4</b>	Plaid jumper - white blouse - navy blue knee socks or opaque stockings - navy blue sweater. Skorts may be worn year round.	Oxford tie shoes or loafers in black, dark brown or navy blue <b>NO heels over 1"</b>
<b>5-8</b>	Plaid skirt - white blouse, navy blue sweater or vest with Academy crest, navy blue knee socks or opaque stockings	Oxford tie shoes or loafers in black, dark brown or navy blue. <b>NO heels over 1"</b>

### Girl's Uniform (continued)

\*\* K- 8 - Khaki slacks can be ordered for the cold weather and worn in place of the jumper or skirt. Girls are not permitted to wear other colored slacks to school or take time out from class to change.

### Boy's Uniform

<b>K-8</b>	Khaki trousers, white shirt, school tie for grade 7 and 8, sweater or vest with Academy logo, navy blue, black or white socks.	Oxford tie shoes or loafers in black, dark brown or navy blue. No black sneakers.
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### Gym Uniform

Students wear their gym uniforms to school on gym day in place of the regular uniform.

<b>Sept. -June</b>	<b>Navy blue sweatpants and sweatshirt are worn over the t-shirt and shorts with black or blue, white socks and sneakers. If the classroom temperatures are hot, the teachers will tell the students to remove the sweats.</b>
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**\*All uniforms must be clean and mended when ripped.**

### Grooming Codes

#### Girls

- Girls are permitted to wear one pair of small (non-dangling) earrings.
- Colorless nail polish is only permitted - artificial nails and tips are not permitted
- No makeup may be worn
- Hair is well groomed and neat and hair must be a natural color. Extreme hairstyles are not considered appropriate for school. Parents will be notified when students violate the uniform and dress code.
- Visible body piercing or tattoos are not permitted

#### Boys

- **Hair length shall NOT exceed collar length in the back, ear length on the sides or cover the eyes.** Extreme hairstyles are not considered appropriate for school. Hair must be natural color. Parents will be notified when students violate the uniform and dress code.
- Visible body piercing or tattoos are not permitted. Boys are not permitted to wear earrings.

### Academic Policies -Curriculum

Major subjects must be successfully completed by each student for promotion to the next grade. These subjects include:

- Religion
- Language Arts
- Reading/Literature
- Social Studies
- Science
- Mathematics

## Specials

Special classes, including- **Art, Music, Technology, Physical Education and Spanish** are graded according to the Archdiocesan report card system. Participation in these subjects should be taken seriously.

## Promotion/Retention Policy

Pupils are promoted to the next grade on the basis of effort, achievement, personal growth and academic ability.

**Requirements for promotion - Grades 4-8** - In order to qualify for promotion to the next grade, students must maintain a passing grade in all major subjects. Students, who receive a U for a final in a major subject, are required to attend summer school for that subject. A student may attend summer school for up to two (2) major subjects.

**Retention in a Grade - This would be required for students who have received a U in more than two (2) major subjects.**

**Retention in Grades K-3** - May be recommended if the student has not achieved the pre-requisite skills needed to advance.

## Homework Policy

Research has shown that homework produces positive effects on factual, critical and attitudinal aspects of learning. It is the principle extension of the school into the home. The following guideline applies to our school's homework policy: **It is frequently and regularly assigned.**

Parental responsibility for homework is to establish the discipline for regular study at home, provide a quiet time for study, and reinforce good study habits with praise and attention. Working together, teachers and parents can build the habits of independent study in children. Beginning in the first grade with a minimum of ten minutes of study at home each evening and escalating this daily amount each school year, the habit of study and time management is gradually ingrained. Written homework varies from grade to grade. All times are approximate.

- Kindergarten- Short assignments are periodically given by the teacher
- First Grade- Short assignments are periodically given by the teacher
- Second Grade- 30 minutes
- Third and Fourth Grade- 45 minutes
- Fifth and Sixth Grades- 1 hour
- Seventh and Eighth Grades- 1 1/2 hours
- **All assignments are to be completed by an assigned due date unless there is an excused absence. (i.e. If projects are a day late, the grade starts at a "B" and is graded from that starting point)**

Homework can include written assignments, study review, reinforcement, reading, research projects, drill, library and/or enrichment reading.

## Report Cards

Report cards are distributed three times during the school year so that parents are informed of their child's success or failure to maintain grade level. We ask you to study your child's report card carefully and note any particular weakness so that you may guide the child in improving in this subject. Grades are based on tests, projects and homework. If a report indicates that a pupil's work is not satisfactory, you should confer with the homeroom teacher as soon as possible.

## Criteria For Report Cards

Saint Rose of Lima Academy uses a letter grade for the purposes of reporting students' progress.

Students in **Grades 1-3** will receive the following code in all areas (including specials):

- E = Exceeds (high understanding); demonstrates high levels of skills, knowledge, performance
- S = Secure (understanding demonstrated) has a solid understanding of concepts, skills, knowledge
- D = Developing (growth demonstrated) demonstrates progress, but lacks full understanding
- B = Beginning (beginning stages) demonstrates an emerging interest in concepts being taught
- N = Not Yet Performing (assistance required) lacks understanding and requires teacher support

Letter grades are given for overall **major subject areas for Grades 4-8:**

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

Subcategory Code: (for major subjects)

- + = Strength
- = Satisfactory
- = Weakness

Numerical grades for Written Communication (Holistic scoring)

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

The following letter grades are used for **special subject areas for Grades 4-8:**

- |                  |                        |
|------------------|------------------------|
| O = Outstanding  | I - Improvement Needed |
| S = Satisfactory | U - Unsatisfactory     |

## **Requirements of Induction into the National Junior Honor Society**

In order to be considered eligible to apply a student must meet the following criteria. All applications will be reviewed by a committee of faculty members along with the principal (advisory role).

1. Students must be enrolled at Saint Rose of Lima Academy for at least one entire school year
2. Only students entering their 7<sup>th</sup> or 8<sup>th</sup> grade year will be able to apply(unless they were elected at another Archdiocese of Newark school.
3. A student must have at least a cumulative average of 90-100 in the year prior to their application year.
4. A student must demonstrate verifiable leadership activities in the school, parish and the community
5. A student must demonstrate verifiable service activities in the school, parish and the community
6. A student must demonstrate good citizenship
7. A student must demonstrate good character

## **Interim Notices**

Interim notices are issued mid-way through each of the 3 trimesters to all students in danger of failing.

**No work will be accepted after the official closing date of the marking period.**

## General Discipline Policy

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

A student who chooses to disrupt the good order of the school, **(including school sponsored activities, such as sporting events, busing to and from school) or to violate a policy or regulation will have to accept the consequences of those irresponsible choices.** Appropriate discipline is within the discretion of the principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms:

- misconduct referrals or warnings
- punishment assignments
- denial of privileges;
- detention
- in school suspension
- out of school suspension or expulsion.

Harassment is any sort of continuing behavior that is annoying, including inappropriate Internet communication. It can be words, gestures and actions, which tend to annoy, alarm, and abuse (verbally) another person. A person commits a petty misdemeanor if, with purpose to harass another, he or she: (1) makes a telephone call without purpose of legitimate communication or (2) insults, taunts or challenges another in a manner likely to promote a disorderly response; or (3) makes repeated communications anonymously or at extremely inconvenient hours, or in offensive coarse language; or (4) subjects another to an offensive touching; or (5) engages in any other course of alarming conduct serving no legitimate purpose of the actor.

Harassment occurs then, when one person makes repeated verbal written or physical contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact. By ignoring or excluding an individual from participation in some group activity, the bully demonstrates his or her force of power.

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

**Teachers will notify parents of any continued misbehaviors via notice. The following items are considered inappropriate behavior for students and may amount to serious disciplinary action:**

- Fighting or participation in activities which result in physical violence to any person.
- Theft or damage to property of the school or personnel.
- Indecent or obscene conduct or language while at school or a school-sponsored event.
- Leaving the school grounds without permission.
- Smoking on school grounds or at a school sponsored event.
- Disrespect to teachers, staff members, and other adults.
- Substance abuse of any kind; drugs or alcohol.
- Any or all other violations of good order and discipline which in the evaluation of the school staff results in misconduct.

**Catholic School Policy on Bullying , Harassment and Intimidation can be found in the Appendix of this Handbook.**

**DETENTION - is given to students to indicate that conduct needs improvement. Teachers may detain students for the following offenses:**

- Incomplete daily class assignments
- Consistent lack of school preparation
- Doing homework during school time
- Disturbance in the class (passing notes, gum chewing, annoying others)
- Consistent violation of class or school regulations
- Consistent un-Christian behavior

**Parents are given 24-hour notice so that adequate transportation may be provided.**

**For minor offenses at the discretion of the teachers time outs are given. Parents are not notified of these unless the child continues to ignore the warnings that are attached to time-outs.**

**SUSPENSION - exclusions from class and loss of student privileges for a definite period of time.**

Parents are informed of suspension in writing from the principal and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school. Suspension is for serious offenses against good conduct policies of the school and community. If a student continues to misbehave after suspension they shall then be referred to the discipline review board.

Suspended students will be placed on a probationary status for the school year quarter. If further serious disciplinary action is necessary during the period, the student is subject to further discipline in the form of systematic expulsion.

**EXPULSION - permanent removal of a student from Saint Rose of Lima Academy without the possibility or re-admission to the school.**

### **Home School Association**

The Home School Association meets monthly. Parents are reminded of these meetings through the email.



## **Communication**

In order to facilitate home-school communication, the school's office will send email to each family. This is usually on a weekly basis but may arrive more often in order to keep you informed of changes and events. Please check your child's backpack for additional communication as all items may not be sent electronically, and our teachers may wish to send a personal note home from time to time.

## **Monthly Calendars/Menus**

A calendar is available on our website. Click on calendar icon on the home page. Menus are available through our online ordering system, register your children through this website and the hot lunch will be delivered directly to school with your child's name on it.

## **Parent/Teacher Conferences**

Parent-Teacher conferences are held formally twice each year in November and March, and School will be closed at 12:10 on conference days so that sufficient time may be accorded each conference. Parents should notify the teacher if they cannot keep a conference appointment, and the teacher will schedule another appointment. Parents/Teachers may request a conference at **anytime** during the school year. These individual conferences should be scheduled with the child's teacher via note or phone message.

## **Appointments**

A good parent-teacher relationship is essential to the education of your child. Therefore, we strongly encourage parents to consult with faculty members at any time. Such conferences may be arranged by contacting the school office for an appointment. **Please do not try to hold a conference while the teacher is attempting to dismiss his/her class. Courtesy demands that parents make an appointment with teachers and administration. To respect confidentiality, impromptu conferences in hallways and on the parking lot are discouraged. Please call or send a note beforehand if you wish a special conference.** Teachers are not available for conferences during the regularly scheduled classes. All Teacher have emails which are listed on our webpage. This is a good means of communication.

## **Visitors**

For the safety of your children, any visitor (including **parents**) must report to the office and sign in and out. **Parents are not permitted to meet with teachers or drop off articles to the classroom; please bring the forgotten items to the office.**

## **Accidents**

Students must report any accident to the office that occurs on the school grounds or on the way to and from school during the school day. The school nurse will file an accident report and notify the parents.

## **Use of the Telephone, Cell Phones and Portable Electronic Devices**

Students must ask permission of the principal or school secretary to use the telephone. This is to be used **only** for emergency situations. Planning play dates is not considered an emergency. Students will not be permitted to call home for forgotten items. **Students are not permitted to have cell phones, iPods, mp3 players or portable gaming systems in their possession during school hours.**

## **School Pictures**

School pictures are taken each year. All children have their pictures taken for school records. Parents have the option to purchase the photos; information regarding time, cost, etc. is sent home in a timely fashion.

## **Transportation**

Many towns provide busing **or** reimbursement for nonpublic school transportation. Inquire at your local school's district. Contact our school office for appropriate forms and additional information. It is the parent's responsibility to check to see if you qualify.

## **Student Council**

Students in grades six, seven, and eight who meet grade requirements are encouraged to run for student body offices. Student council meets twice each month during the school year. Officers are elected in May and serve a one-year term.

## **Emergency Forms**

Great care should be taken to complete emergency forms thoroughly and accurately at the beginning of each school year. If contacts or phone numbers/addresses change, the parent must **notify the school office immediately**. Failure to include or change emergency numbers could result in a very unfortunate situation should an emergency arise involving your child.

## **Emergency Closing of School**

Saint Rose of Lima Academy will always close for inclement weather when the Millburn, Maplewood, South Orange system closes. However, keeping in mind that we have children from over fifteen districts, we may exercise our right to close at the principal's discretion. An automated phone call from the principal will notify parents of school closings. If school is in session we ask parents to use their judgment in sending a child to school. If your phone number changes, contact the school office as soon as possible to insure you receive phone calls regarding school closing. In the event that storms occur after school begins, you may pick up your child at any time.

## **Insurance**

Students are covered during the school day as well as to and from school. The cost of the coverage is included in tuition. Accident forms are available in the school office. Procedure: If a student is injured, an accident form is filled out and retained on file in the school office. The student is to use his/her own insurance first, and if there are any remaining bills, then bills should be submitted to the school insurance carrier.

## **Child Abuse or Neglect**

"New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services". The person who witnesses or knows of abuse must make the claim. They do not allow second party calls.

## **Asbestos Management Plan**

The School's Asbestos Management Plan is on file in the School Office, as required by the Federal Asbestos Hazard Emergency Act (AHERA). This document is available for examination upon request. We are inspected annually by the Archdiocese of Newark for asbestos.

## **Catholic School Policy on Bullying, Harassment and Intimidation**

### Policy:

Saint Rose of Lima Academy, as part of its mission as a Catholic school, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student's ability to learn and the school's ability to educate the students. They are counter to the philosophy of Saint Rose of Lima Academy as a caring Christian community formed to proclaim and live the gospel of Jesus Christ.

### Definition of bullying, harassment and intimidation:

Any behavior that takes away the rights of another and/or causes a person to not feel safe constitutes bullying, harassment and/or intimidation. This behavior can include, but is not limited to any gesture, verbal, written or physical act or electronic communication<sup>1</sup> that is reasonably perceived as being motivated either by any actual or reasonably perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or any other distinguishing characteristic, taking place on school property, at any school-sponsored function, or on a school bus, that:

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<sup>1</sup> Electronic communication is any communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager.

- A. a reasonable person should know, under the circumstances, will have the effect of harming a student physically or emotionally or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- B. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or the student's ability to be educated.

Behavior Expected of Students:

In conjunction with the best traditions of high Catholic morals and ethics, Saint Rose of Lima Academy expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

Saint Rose of Lima Academy believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and school community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of the students, staff and community member.

Saint Rose of Lima Academy believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violation of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Teachers and staff members who interact with students shall apply best practices designed to prevent student conduct problems and encourage students' abilities to grow in self-discipline.

Instruction:

Saint Rose of Lima Academy will at least annually provide students with grade level appropriate programs on expectations for student conduct and bullying prevention, and provide students, parents, teachers and staff with a copy of this policy along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or a school bus.

### Consequences and Appropriate Remedial Action:

Saint Rose of Lima Academy requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation or bullying.

#### Factors for determining Consequences

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

#### Factors for Determining Remedial Measures:

##### Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;

- Classroom participation; and
- Academic performance.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Consequences and Remedial Measures:

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem; and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- After-school programs;
- Out-of-school suspension;
- Legal action; and
- Expulsion.

#### Examples of Remedial Measures

##### Personal:

- Restitution and restoration;
- Mediation;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student intervention;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school disciplinarian;
- Student counseling;

- Parent conferences;
- Student treatment; or
- Student therapy.

Environmental (classroom, school building or school wide):

- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- School culture change;
- School climate improvement;
- Adoption of research-based, systematic bullying prevention programs;
- School policy and procedures revisions
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Targeted use of monitors (e.g. hallway, cafeteria, bus);
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributes to the problem;
- Supportive institutional interventions;
- Parents conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;



- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups; and
- Law enforcement (e.g., school resource office, juvenile officer) involvement.

Reporting Guideline:

Any student having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation, must report the incident verbally or in writing to a teacher, school nurse or the principal. All teachers and staff members, volunteers, parents and other adult members of the school community having witness or having reliable information that a student has been subject to bullying, harassment or intimidation, must immediately report the matter within 24 hours in writing to the principal.

School can only address problems it has been made aware of. Therefore it is expected that all students and adults take the responsibility to report any acts that may be in violation of this policy immediately so that the matter may be given immediate and proper attention. All complaints or concerns will be promptly acknowledged and investigated. This will be done with sensitivity to the subject matter and the need for confidentiality will be determined and respected as appropriate.

Reports may be made anonymously, but confirmation by investigation will be necessary, as formal disciplinary action may not be based solely on the basis of an anonymous report.

Reporting and/or communication regarding incidents of bullying, harassment or intimidation will not affect a student's grades or status.

Investigation:

When a report is made about an incident of bullying, harassment or intimidation, the principal or designee will thoroughly investigate the incident in a timely manner. Investigations may include

interviews with students, parents and school personnel, review of school records and/or communication with law enforcement officers.

### Interventions and Responses:

Saint Rose of Lima Academy recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individual committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school wide level or by law enforcement officials. Consequences and appropriate remedial action for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

In considering whether a response beyond the individual is appropriate, Saint Rose of Lima Academy shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e. classroom, school building, school wide) responses can range from school and community surveys, to mailings, to focus groups to adoption of research-based bullying prevention program models, to training for teachers and staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions, and to the involvement of law enforcement officers, including school resource officers.

In addition, Saint Rose of Lima Academy intends to make resources (e.g. counseling) available to individual victims of harassment, intimidation and bullying when appropriate and respond in a manner that does not stigmatize victim(s).

After results of an investigation are concluded, consequences for students who bully others may include but are not limited to: counseling, a parent conference, detention, suspension or expulsion, or consultation with/or reporting to law enforcement officers.

Depending upon the severity of the incident, the principal may take appropriate measures to ensure student safety, including but not limited to: implementing a safety plan, separating and supervising the students involved, involving school staff for intervention and/or ongoing support, developing a plan involving parents. Since parents are key partners in both changing the bullying behavior and supporting the victims of bullying, the principal and/or the investigating staff member shall discuss his/her findings, planned consequences, and intervention plan with the parents of both the offender and the victim. The principal or designee shall keep a record of the findings and remedial actions on file for future reference.

#### Reprisal or Retaliation Prohibited:

Saint Rose of Lima Academy prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and school policies and procedures.

#### Consequences for False Accusations:

Saint Rose of Lima Academy prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by

the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Staff Responsibilities:

The administration shall provide periodic training on the school's harassment, intimidation and bullying policies to teachers and other personnel who have significant contact with students. Teachers and staff members are encouraged to become trained in skills and strategies for continuing the education of the students in bullying prevention and implementing appropriate interventions when necessary. Staff members who observe or become aware of an act of bullying are to take immediate, appropriate steps to intervene unless the intervention would be a threat to their or students' safety. All incidents must be immediately reported to the principal in writing.

Implementation:

Saint Rose of Lima Academy and all school personnel, with support and guidance of the principal, are committed to ensure that this policy is carried out consistently and uniformly, and that all necessary disciplinary actions are carried out with necessary due process.

Annual Policy Review:

Saint Rose of Lima Academy shall review this policy on a regular basis at least annually and update or change it as needed.

## STUDENT HANDBOOK POLICY - SEXUALITY

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.<sup>1</sup>

Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles,

then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

1 [www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholicchurch/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholicchurch/epub/)

2/5/2016

**Lunch & Recess**  
**Behaviors & Consequences**

IF...

a student is verbally insulting or abusive to another student - 1 day recess detention.

a student leaves the lunch room without permission from a teacher or lunch aide. – 1 day recess detention.

a student leaves the playground area without permission from a teacher or lunch aide. - 1 day recess detention.

a student ignores the directions of a teacher or lunch aide – 1 day recess detention.

a student needs to be sent to the office – 2 days recess detention, plus whatever the principal administers.

a student is rude or verbally abusive to a teacher or lunch aide – 3 days recess detention.

a student is involved in a physical confrontation at recess – 5 days recess detention and referral to the office, plus whatever the principal administers.

**Classroom**  
**Behaviors & Consequences**

IF...

a student is verbally insulting or abusive to another student - 1 day recess detention.

a student leaves the classroom without permission from the teacher. – 1 day recess detention.

a student ignores the directions of the teacher. – 1 day recess detention.

a student is consistently and repeatedly disruptive. - 1 day recess detention.

a student needs to be sent to the office. – 2 days recess detention, plus whatever the principal administers.

a student is rude or verbally abusive to the teacher. – 3 days recess detention.

a student is involved in a physical confrontation with another student. – 5 days recess detention and referral to the office, plus whatever the principal administers.

**AUTHORIZATION TO ADMINISTER MEDICATION IN SCHOOL**  
(Confidential upon Completion)

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_

DIAGNOSIS/ILLNESS: \_\_\_\_\_

MEDICATION: \_\_\_\_\_

DOSAGE: \_\_\_\_\_ FREQUENCY: \_\_\_\_\_

SPECIAL DIRECTIONS: \_\_\_\_\_

POSSIBLE SIDE EFFECTS: \_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION REGARDING THIS STUDENT IS CORRECT, AND THAT ADMINISTRATION OF THE MEDIATION TO THIS STUDENT IS NECESSARY.

\_\_\_\_\_  
SIGNATURE OF PRESCRIBING PHYSICIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS OF PHYSICIAN

\_\_\_\_\_  
PHONE NUMBER

I/ WE AUTHORIZE THE SCHOOL NURSE, THE PRINCIPAL, OR THE PRINCIPAL’S DESIGNEE, TO ADMINISTER THE ABOVE MEDICATION AS INDICATED. I/WE UNDERSTAND AND AGREE THAT THE SCHOOL NURSE, THE PRINCIPAL, OR THE PRINCIPAL’S DESIGNEE, SHALL NOT BE LIABLE FOR ANY INJURY TO THE STUDENT FROM THE ADMINISTRATION OF THE MEDICATION AS AUTHORIZED BY MY SIGNATURE BELOW.

\_\_\_\_\_  
Signature of Parent /Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent /Guardian (PRINT)

\* One form must be completed for each medication to be administered at school, including Tylenol.

Please return to the Health Office



**AUTHORIZATION TO SELF-ADMINISTER MEDICATION IN SCHOOL**  
(To Be Kept Confidential upon Completion)

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_

DIAGNOSIS/ILLNESS: \_\_\_\_\_

MEDICATION: \_\_\_\_\_

DOSAGE: \_\_\_\_\_ FREQUENCY: \_\_\_\_\_

SPECIAL DIRECTIONS: \_\_\_\_\_

POSSIBLE SIDE EFFECTS: \_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION REGARDING THIS STUDENT IS CORRECT, AND THAT ADMINISTRATION OF THE MEDIATION TO THIS STUDENT IS NECESSARY, AND THAT THE STUDENT HAS RECEIVED APPROPRIATE INSTRUCTION TO SELF-ADMINISTER THE MEDICATION.

\_\_\_\_\_  
SIGNATURE OF PRESCRIBING PHYSICIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS OF PHYSICIAN

\_\_\_\_\_  
PHONE NUMBER

I/ WE AUTHORIZE THE SCHOOL NURSE AND THE PRINCIPAL TO PERMIT THE STUDENT TO SELF-ADMINISTER THE ABOVE, OR THE PRINCIPAL'S DESIGNEE, TO ADMINISTER THE ABOVE MEDICATION AS INDICATED. I/WE UNDERSTAND AND AGREE THAT THE SCHOOL NURSE, THE PRINCIPAL, OR THE PRINCIPAL'S DESIGNEE, SHALL NOT BE LIABLE FOR ANY INJURY TO THE STUDENT RESULTING FROM THE SELF-ADMINISTRATION OF THE MEDICATION AS AUTHORIZED BY MY SIGNATURE BELOW.

\_\_\_\_\_  
Signature of Parent /Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent /Guardian (PRINT)

\* One form must be completed for each medication to be administered at school, including Tylenol.

Please return to the Health Office

## AUTHORIZATION TO ADMINISTER EPINEPHRINE

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

### (To Be Completed by Physician or Advanced Practice Nurse)

The student named above requires administration of epinephrine for anaphylaxis, and does not have the capability to self-administer the medication.

Dosage: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Description of Emergency Situation: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Physician or Advanced Practice Nurse)

Address: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

### **PARENT/GUARDIAN AUTHORIZATION AND ACKNOWLEDGEMENT**

I/We hereby authorize the School to administer epinephrine via epi-pen to the student named above, in accordance with New Jersey law and the school policy stated below, as stated in the orders of the physician/advanced practice nurse above. This authorization includes the school nurse or, in the absence of the School nurse, another school employee designated and trained by the School nurse in accordance with New Jersey law.

I/We acknowledge receipt of written notice from the School that, provided the procedures set forth in New Jersey law and School policy are followed, the School and its employees or agents shall have no liability as a result of any injury arising from administration of the epi-pen to the Student. I/We understand and agree that the School and its employees or agents shall have no liability as stated in the written notice. I/We further agree to indemnify and hold harmless the School and its employees or agents against any claims arising out of administration of the epipen to the Student.

I/We understand this authorization and these agreements are effective for the duration of the current school year.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Signature of Parent/Guardian)

## ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

The use of computer services at Saint Rose of Lima Academy is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include but not limited to: use of personal and school computers and peripherals, the Internet, and/or e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused. Saint Rose of Lima Academy holds specific expectations for students at each grade level regarding their use of computers before, during and after school in either the computer lab, library or classroom.

The following Rules of Conduct apply to information services. Students:

- May use only their password.
- May not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authority.
- May not unlawfully copy software or information.
- May not use illegal software.
- Must cite properly all information that is acquired from electronic sources and used in their assignments.
- Are held responsible for all activity conducted on his/her account or under his/her password.
- May not run non-instructional computer games on any school owned computer, server or network system.
- May not use non-school software, disk drives, computers or other equipment unless cleared to do so by the school technology coordinator/administrator.
- Must comply with any other additional guidelines as stipulated by the school.
- Failure to comply with these standards or acceptable use of Saint Rose of Lima Academy technology will result, in the very least, in suspension or withdrawal of network privileges.

I, \_\_\_\_\_, have read and understand the **ACCEPTABLE USE POLICY** for Saint Rose of Lima Academy and agree to abide by its terms.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or guardian of \_\_\_\_\_, I have read the **ACCEPTABLE USE POLICY** for computer network at Saint Rose of Lima Academy and understand that this access is designed for educational purposes. I recognize that it is impossible for Saint Rose of Lima Academy to restrict access to controversial materials, and I will not hold the school or its agents responsible for any such materials acquired on the network.

I hereby request that Saint Rose of Lima Academy issue an account for my child.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign and return this form to your student's homeroom teacher within ten days.**

**Failure to do so will result in your child not having the right to use the computer network services.**

## School Year 2023 -2024 Acknowledgment and Receipt

**I ACKNOWLEDGE RECEIPT of the Handbook containing the policies, rules and regulations for Saint Rose of Lima Academy. I have read the Handbook or will read it as soon as possible.**

I understand and agree that the Handbook is binding on the students and parents. I understand and agree that the administration or the School will have the authority set forth in the Handbook

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

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(Name of Student(s) and grade)

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(Name of Student(s) and grade)

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(Print Family Name)

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(Parent Signature)

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(Date)

**Please sign and return this form to your student's homeroom teacher within ten days.**