

St. Rose of Lima Academy
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Principal: Mrs. Diane Pollak

2009-2010

PHILOSOPHY

The Mission of St. Rose of Lima as a Catholic academy is the development of the whole person through a community experience embodying a synthesis of culture and faith and of faith and life. We firmly believe that within a Catholic community setting each student will:

- * be recognized with the dignity worthy of one created by God and for God, regardless of age, background or achievement;
- * be given the opportunity to develop, according to talents and needs, as a unique human person;
- * experience an integrated system of Catholic truths and personal values;
- * be challenged to use his/her special gifts in the service of others.

In compliance with the threefold aim of Catholic education – teaching doctrine, building a faith community, and serving others - we will:

- * design our educational program to provide for the spiritual, psychological, intellectual, physical and social needs of students;
- * evaluate regularly the content, methods and materials of our program in order to guarantee a quality Catholic education;
- * express, through a life of faith by faculty, administrators, students and parents, the peace and joy that come in witnessing the Gospel message;
- * work in close association with parents and the local community, utilizing their talents to enhance the total development of St. Rose of Lima students;
- * engage students in service activities that are meaningful to their age level and that demonstrate the responsibilities involved in personal growth and development.

MISSION STATEMENT

The purpose of St. Rose of Lima Academy is to develop the whole person through a community experience of faith, academics, and life. Through this integrated experience each student will develop respect for and responsibility to oneself and others. Each student is challenged to use his or her special gifts in the service of all God's people.

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 authority to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook.

This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

Affiliation and Charter

St. Rose of Lima Academy is part of the elementary school system of the Archdiocese of Newark. All policy promulgated by the Office of the Superintendent of Schools of the Archdiocese of Newark is implemented. The school is ultimately responsible to the Vicar of Education and the Archbishop of the Archdiocese.

Accreditation

Saint Rose of Lima Academy is accredited by the Middle States Association of Schools and Colleges.

Admission Policies

It is the hope that all children enrolled will continue to graduation.

Preference in admission is as follows:

1. Returning school families who currently have children in the school or wish to enroll other siblings;

2. Registered parishioners of St. Rose of Lima Parish. N.B. Newly registered families (within one year of desired registration) outside the geographic confines of St. Rose of Lima Parish proper will be required to pay out-of-parish tuition for one year trial membership period;

3. Catholic students registered in parishes other than St. Rose of Lima Parish who currently have siblings in the school;

4. Catholic students registered in parishes other than St. Rose of Lima Parish without siblings currently in the school;

5. Non-Catholic students.

Waiting lists are maintained for one academic year only; re-registration is required for the succeeding academic year.

The Pastor and Principal reserves the right to review all applications for admission prior to notification of status.

Non-Discriminatory Policy

St. Rose of Lima Academy admits students of any race, color, national, religious, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Rose does not discriminate on the basis of race, color, national, religious, or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, or any extra-curricular school administered program.

Application Process

The following items are required to be submitted by the application deadline in order for the student to be considered for admission. Failure to include any of these items will result in the return of the application packet.

Birth Certificate: a copy of the child's birth certificate must be submitted for proof of age. The mandatory age requirement is designated by the Millburn Board of Education and is strictly adhered to at St. Rose of Lima Academy. A child applying for the 3 or 4-year-old program must be 3 or 4 years old on or before October 1 for his/her application to be considered. Similarly a child applying for kindergarten must be 5 years old on or before October 1 for his/her application to be considered for the Kindergarten program. The child must be 6 years old on or before October 1 to be

considered for First Grade.

Baptismal Certificate: For all Catholic candidates a copy of the child's baptismal certificate and verification of reception of any additional sacraments are required,

Immunization:

DTP: a minimum of 4 doses

OPV: a minimum of 3 doses, including at least one dose given on or after the 4th birthday

Measles Vaccine: one dose administered on or after the 1st birthday

Mumps Vaccine: one dose administered on or after the 1st birthday; children who were immunized before the 1st birthday are to be re-immunized.

An applicant whose immunization record is incomplete or not included in the admission packet will not be considered for admission.

Health Requirements: New students are required to have a complete physical examination as part of their admission requirement. Additionally, returning students in Kindergarten, 4th, and 7th grades are required to have a complete physical.

Immunization -

Pre-School DPT- a minimum of four doses, the last dose must be given on or after the first birthday: Polio - a minimum of three doses. MMR (Measles, Mumps, Rubella) one dose administered on or after the first birthday; (children immunized before the first birthday are to be re-immunized) HIB - either three or four doses, the last dose to be given on or after the first birthday. Varicella - one dose must be given after the first birthday, or history provided of child already having the chicken pox disease. Flu Vaccine - one dose administered between Sept 1st and Dec 31st of the current school year.

Kindergarten - Booster DPT - one dose given after fourth birthday Booster Polio - Booster MMR - Hepatitis B - three doses

Grade 6 - DT Booster - Meningococcal Vaccine –

Saint Rose of Lima Academy maintains a nut free environment.

Previous School Records: Most recent report card and standardized test scores are required as part of the admission packet for students entering grades 1 through 8. Parents are also required to sign a release form in order for St. Rose to acquire the student's records from the previously attended school. No transfers will be accepted during the final year before graduation.

Attendance Policies

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.

Absences

A parent/guardian must call or email the school no later than 9:00 AM to report a student's absence. If no communication has been received by 9:00 AM, the school secretary will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

In addition to the phone call, when a student returns to school after illness or for any other reason, state law requires that a note stating the reason for the child's absence be brought to school. This note must be signed by a parent or guardian. A doctor's note is required after hospitalization. If your child has a headache, fever, rashes, stomach ache, sore throat, or a runny nose, please keep

him/her at home. Please make certain that the principal or the secretary knows when a child is being taken out of school for any reason by sending a written note that day. When a child leaves during the day, he/she must be signed out and picked up at the secretary's desk. The school will permit only the custodial parent, or his/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 written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable

School Day Appointments

Physical, orthodontic, or dental appointments should not be made during school hours except for extensive or immediate care. Please refrain from scheduling doctor appointments on school time.

Dismissal During the School Day

No child may be sent home without the expressed permission of his/her parent or parental designee. Students who must leave school early due to illness must be accompanied by an adult. No student will be permitted to leave school with a classmate and/or the classmate's parent without a note of permission from his/her parent.

Vacations

Family vacations while school is in session are seriously discouraged. Long-term assignments will not be given. Please do not request assignments from the teachers.

Extensive Absence/Tardiness

Excessive or prolonged absence or tardiness will necessitate evaluation of a student's preparedness for promotion. If excessive/prolonged absence/tardiness results in poor academic performance or is a manifestation of a lack of commitment to the education process, summer school, retention, or withdrawal will be recommended.

Truancy

A student will be considered truant if he/she deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian. Truancy results in immediate suspension and notification of parent/guardian. Chronically truant students will be expelled.

Extra-curricular Activities

If a student is absent from school because of illness, doctor appointment, or disciplinary action, he/she will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.

School Procedures/Protocols/Policies

Daily Time Schedule

Kindergarten to Grade 8

7:30 AM	Registered Before Care Students Only
8:00 AM	Student Supervision Begins
8:10 AM	Morning Prayer
8:15 - 8:25 AM	Homeroom Period
8:25 - 9:10 AM	Period 1
9:10- 9:55 AM	Period 2
9:55 - 10:40 AM	Period 3
10:40 - 11:25 AM	Period 4
11:25 - 12:05 PM	Period 5(Lunch/Recess - K to 3)
12:05 - 12:45 PM	Period 6 (Lunch/Recess - 4 to 8)

12:45 - 1:25 PM	Period 7
1:25 - 2:05 PM	Period 8
2:05 - 2:45 PM	Period 9
2:45 - 2:50 PM	Homeroom Period / Dismissal

If students are tardy, a note must accompany them or a phone call must be received in the school office. Notification does not result in an excused late. A student is considered tardy after 8:15 AM. Students arriving after 8:15 AM must stop at the secretary's desk for a late pass. Excessive tardiness will be handled on an individual basis.

Preschool

8:10 AM	Early Caretaking Begins
8:25 AM	Classes Begin
11:30 AM	Classes Dismiss
	"Poppins" Begins
2:30 PM	"Poppins" Concludes

Students in preschool may be brought directly to the school gym. A teacher aide will be on duty to care for these children. If students arrive at school at 8:25 AM, parents are to accompany them to the classroom. Preschool students will be dismissed from the parking lot. Parents are asked to follow all car line procedures. In inclement weather children will remain in the church and teachers/aides will bring them to the cars.

Appointments

Parents who wish to meet with the principal, a teacher, or any member of the school staff must contact the school office to arrange a mutually convenient meeting time. When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared. When in doubt regarding some regulation, procedure, or activity, parents should contact the homeroom teacher or school office for clarification rather than calling other parents.

Busing

Bus transportation has been suspended by the Millburn School District for the 2009-2010 school year due to low ridership. Students who qualify will receive a cash reimbursement. Parents are responsible for submitting their bus transportation forms to their local Board of Education Office if submitted after the deadline for St. Rose.

Communication

Understanding and communication between home and school are of great importance in the development of the child. St. Rose of Lima employs effective, consistent channels of communication. They are the daily planner, student folders, and the E-mail communications.

Parents are asked to sign the daily planner each day. This allows the homeroom teacher to ensure that all important notices are taken home. Parents are asked to work with the child's homeroom teacher when trying to follow through in implementing these policies.

Daily communication between teacher and parents takes place through the planner used by all students in kindergarten through grade 8. Parents are asked to look at the day's assignments, check to see that homework has been done, respond to any messages from the teachers, and sign the planner each night. Any messages of a confidential nature will be sent home in an envelope or communicated to parents by phone/email.

Parents are asked to do likewise. Teachers check planners every morning for parent signature and any notes.

A bimonthly E-mail message will be sent by the Home School Association. All notices should be

read and responded to promptly if necessary.

The process of keeping a daily planner and being responsible for communicating messages is a life skill that all students must possess. It is of paramount importance that our students recognize that this is their responsibility and act accordingly.

Delayed Opening/Emergency School Closing

When the school will not be open because of inclement weather, the families will receive a phone call through an automated phone message (School Reach, Inc.). The phone call should reach the homes at approximately 6:00 AM.

In the event of an emergency closing during school hours, a phone call will be made through an automated phone message. If the weather promises to be threatening, then parents are requested to inform their children, caretakers, and the school office as to the dismissal procedures to be followed.

When the school will have a 2-hour delayed opening, the same procedures will be followed. Families will receive a phone call through an automated phone message. The School day will begin at 10:10 AM and will end at 2:50 PM.

Always keep the School Emergency Information updated. If addresses and/or phone numbers change, please inform the school office immediately.

Dismissal

Students who are picked up by car will be walked to the parking lot by their teachers. Only students who live within walking distance and walk home will be dismissed from the Front Office exit. They will be walked by a teacher to the crossing guard. Students taking the bus will be walked to the parking lot by a teacher.

No children are to be picked up at the front office at the end of the school day. Parents who must pick up students for appointments must report directly to the front office. The school secretary will call for your children.

If there are any changes in the normal dismissal procedures, then a note must be sent to the child's teacher in the morning. Parents are not to call the school office to change the dismissal procedures for their child unless there is an emergency.

Parents are asked to adhere to dismissal policies as described above. Deviations only serve to detract from the overall smooth operation of the school. Students may use the school phone for emergencies only. Play dates are to be scheduled from home.

Emergency Cards

The School Emergency Card has been eliminated. Registration forms will now serve as Emergency Information Cards. Due to the important nature of the information on the Emergency Information Card, any change should be directed to the school secretary. The school office will refer to those individuals authorized to call for the child on the Emergency Information Card in the event that we are unable to contact a child's parents. Children will only be dismissed from school with someone cited by parents as an emergency contact.

Enrichment/Extra-Curricular Programs

The Home School Association has arranged for a variety of After-School Enrichment Programs, such as Science Adventures, Yoga, Ceramics, Fencing, Knitting, Cooking, Digital Photography, Circuit Training, and Tae Kwon Do. These programs are designed for students in kindergarten through grade 8. Each program requires a fee from each student.

Under the auspices of the Home School Association, the Athletic Committee offers a variety of sports programs for the students in kindergarten through grade 8. Among the sports offerings are Boys and Girls Basketball, Soccer, Cross County, Track and Field, Wrestling, and Cheerleading.

All communication from the school office and Home School Association goes home via the internet.

It is every parent's responsibility to check their email often.

Please inform the school office if you have an email address change.

The faculty and staff of St. Rose of Lima Academy offer a number of extra-curricular activities as well. Students are eligible to participate in Forensics, Yearbook, Newspaper, Theater Club, Spring Musical, Readers' Theatre, Mock Trial, and Student Council.

Field Trips

On occasion, educators plan and conduct field trips to enhance the curriculum. These trips are solely for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip (provided by the school for the specific event) is submitted to the school.

General Discipline

A spirit of Christ-like charity, respect, and mutual cooperation are essential elements of the learning environment at St. 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 learn to live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation 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.

Actions which violate the law, threaten, or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit 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 his/her 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.

Homework

Homework has a value as a process; it teaches a child to organize time, work independently, use good study skills, and to develop self-discipline. Homework is an extension of the school experience designed to enrich/reinforce concepts learned in the classroom and contribute toward the development of responsibility.

Homework may be in the form of studying, writing, reading, or problem solving. No new concepts are assigned as homework. All homework is expected to be neat and punctual. Occasionally, if class work is incomplete, it becomes homework.

Each student in first through eighth grades is given a Planner. This Planner should be a centralized source of communication between home and school. Parents are expected to sign their child's Planner every night. Homework is only truly effective when parents are supportive and

cooperative with teachers.

It is estimated that the time assigned for homework should equal ten minutes times the grade level (e.g. First Grade = ten minutes, Second Grade = 20 minutes, etc.).

Homework assignments may be limited over weekends and holidays.

Honor Roll

Students in grades 6 to 8 are eligible for inclusion on the Honor Roll.

High Honors: A+ or A in all subject areas

Second Honors: A+, A, or B+ in all subject areas

Honorable Mention: A+, A, B+, or B in all subject areas

An I or U in any academic, effort, or personal development area will disqualify a student from the Honor Roll.

Excessive tardiness or absences may affect a student's status on the Honor Roll.

Lunch

All students in kindergarten to grade 8 remain in school for lunch. Maschio's Food Service provides the lunch program for our school. Students may choose a hot or cold lunch on a daily basis. Students may also elect to bring lunch from home.

Part of the lunch period each day is allotted for recess. During lunch recess students may go outside in good weather or remain indoors for study or computer research. Students will not go outside in cold weather when the temperature or wind chill factor is below freezing.

All students may bring in a snack and water for themselves so that they may have some nourishment during the morning classes.

Medication Administration

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

- All medication, including over-the-counter items, must be sent to school with a note from home and dispensed from the Nurse's office.
- A parent/guardian should come to school and personally administer the medication.
- If it is not possible for the parent/guardian to come to school, the school nurse will administer the medication under the following conditions: a) the medication must be given to the school nurse; b) the medication must be in the original pharmacy-labeled container; and c) the parent/guardian and the student's physician must complete and sign and "Authorization to Administer Medication in School" form. This form is available in the school office.

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

School Bags

All students in preschool through eighth grade are required to have a school bag or knapsack in order to protect folders, important school announcements, workbooks, and textbooks on loan from the school.

School Visits and Return Information

Parents and visitors to the school must report to the office. No visitors should enter from the Devine Center.

Students should be responsible to make sure that they have everything they need for school before they leave in the morning. This is an important life skill which must be developed at this age. However, in the event that it is of paramount importance that a forgotten item be brought to school, parents should leave it with the secretary.

If a child is out sick and homework assignments are needed, parents must call before 11:00 AM with requests so that assignments can be ready at the secretary's desk after 3:00 PM.

Money, permission slips, and/or forms sent to the school from home should be placed in a sealed envelope and identified with the child's name, grade, and teacher's name, the amount enclosed, and the purpose.

Special Services

Diagnostic and remedial services are provided by the Essex County Commission of Educational Services who are contracted by the Millburn Board of Education. Funding for these services is granted through the State of New Jersey. The services offered are: Full Educational Evaluations, Remediation for Reading, Math, and Language Arts, Supplemental Instruction to support Individual Service Plans, and Speech Diagnosis and Therapy. A speech therapist and Supplemental/Compensatory Education teacher are provided by the Essex County Educational Services Commission. They are assigned to the school based upon need.

Student Academic Progress

Pupil progress is reported to parents in the following manner:

Parents may check your child's progress daily via Power School. You will be issued a pass code.

There is a link for Power School on The Saint Rose Academy web page.

- Report cards are issued on a Trimester basis in kindergarten to grade 8;
- Progress reports are issued midway through each trimester in grades 1 to 8;
- Parent/Teacher conferences (Preschool through grade 8) are scheduled prior to the conclusion of the first trimester;
- Conferences may be arranged by teachers or parents at any time during the school year to discuss academic progress;
- Preschool parents (PreK-3 and 4) receive a Developmental Profile for each child twice per year;
- Preschool parents informally conference with teachers on a daily basis.

Transcripts/Student and Government Records

Transcripts of academic or health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from one school to another when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the sending school.

St. Rose of Lima Academy abides by the provisions of applicable laws with respect to the rights of custodial parents to access of **Student Records**. If there is a court order specifying the rights and responsibilities 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 specific information which may be useful to the school in fulfilling its obligations to 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.

Government Records attached to publicly funded services provided through the Millburn Board of Education and delivered by the Essex County Commission, such as Child Study Team Review,

Compensatory Education, Speech, ESL, etc., are the property of the Millburn Board of Education. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the Board. The school is not permitted to distribute this information to anyone, not even a parent/guardian.

Uniforms/Dress Codes

All students in kindergarten through grade 8 are required to come to school in full uniform. Each student is expected to express pride and self-respect, along with consideration for others, by keeping his/her uniform clean and in good condition at all times. Uniforms are purchased from Flynn and O'Hara.

Each article of clothing must be marked with the child's name. Lost articles of clothing often turn up in the Lost and Found and can be easily identified when labeled.

A note from the parent should accompany a child who is out of school or gym uniform. Students consistently out of uniform (school or gym) without a note of explanation from home will be given detention.

Students may come to school "dressed down" on their birthdays. Summer birthdays should be celebrated on the half-birthday. Flip-flops, sandals, short shorts, and halter tops are never acceptable. Students must always wear socks/tights.

Hair styles for both boys and girls must conform to accepted school standards. They should be neat and trim. Girls may not wear make-up, nail polish, or dangling earrings in school. Boys may not wear earrings. Body Art is unacceptable.

Used uniforms in good condition are accepted and distributed through the H.S.A. uniform exchange.

Kindergarten - Grade 4

Boys:

Navy Uniform Slacks

White Short Sleeved SRL Polo (**until October 1st and after April 30th**)

White Turtleneck (with SRL logo) or White Oxford button-down /White long-sleeved golf shirt (October 1st to April 30th)

*School tie required at liturgies and special occasions

Girls:

Plaid jumper or navy slacks

White long/short-sleeve Peter Pan collar blouse with jumper

White Short-Sleeved SRL Polo (September and October) or White

SRL Turtleneck (October 1st to April 30th) with slacks

Boys and Girls:

Navy or white socks

Navy knee-highs (girls only)

Sensible, dark-colored shoe (navy, black, brown, cordovan)

Navy blue SRL sweater (October 1st through April 30th)

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Grades 5 - 8

Boys:

Navy Uniform Pants

White Short Sleeved SRL Polo (until October 1st and after April 30th)

White Turtleneck (with SRL logo) or White Oxford button-down/White long-sleeved golf shirt (October 1st to April 30th)

*School tie required at liturgies and special occasions

Girls:

Plaid Kilt with pin or navy slacks
White short-sleeve SRL Polo (Until October 1st and after April 30th)
White Oxford button-down blouse (October 1st to April 30th)
White Short-Sleeved SRL Polo (September and October) or White
SRL Turtleneck (October 1st to April 30th) with slacks

Boys and Girls:

Navy or white socks
Navy knee-highs (girls only)
Sensible, dark-colored shoe (navy, black, brown, cordovan)
Navy blue SRL sweater vest required (October 1st through April 30th)

Summer Uniform Option for Boys and Girls:

- Navy walking shorts
- For the 2009-2010 School year Khaki pants are an option. We will re-evaluate in the Spring for the following year.

Physical Education Uniform

Students in kindergarten through grade 8 wear their gym uniforms to school on days they are scheduled to have Physical Education classes.

Boys and Girls:

Navy SRL Shorts
Yellow SRL t-shirt
Sneakers (no sneakers with wheels)
White, heavy gauge athletic socks
Navy SRL sweatshirts and sweatpants (November 1 to April 15)

Preschool Dress Code

Although there is no uniform for preschool, parents are requested to send their children to school in sensible clothing for playing on the playground as well as for working with paints, clay, and other media in class. Children should wear socks and sneakers or sensible shoes. Sandals without socks are not appropriate due to safety regulations for the playground and classroom.

The School sweat and gym suit is also an option.

***Use, Possession, and Distribution of
Controlled Dangerous Substances***

Definitions:

Controlled Dangerous Substances are defined in sections I through V of the NJ Criminal Code. They included but are not limited to: Marijuana, cocaine, heroin, and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the Influence: A student is judged to be under the influence whenever she/he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances, whether incurred or observed on or off school property.

Possession is defined as knowingly or purposely obtaining or possessing, actively or *constructively, a controlled dangerous substance or drug paraphernalia:

- a) on or off school property;
- b) on the person;
- c) in an accessory (including but not limited to purse, book bag, gym bag or knapsack:

- d) in a locker or desk; and
- e) in a privately or school-owned vehicle.

*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if she/he does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling, or dispensing a controlled dangerous substance:

- a) on or off school property;
- b) with or without receiving payment; and
- c) to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute applies regardless of whether or not the student intended:

- a) to receive payment;
- b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and
- c) to distribute the controlled dangerous substance on or off school property.

Student Concerns

In setting forth a comprehensive policy regarding substance use, it must be remembered that a Catholic school desires to assist the student who may be involved in abuse to return to healthy living and the school community. Primary approaches advancing this belief shall center around preventive and therapeutic education including formal and informal discussions with staff, health education programs in the curriculum, and the utilization of referral and resource agencies.

The school may require students who have abused controlled substances to participate in appropriate professional counseling and/or rehabilitation programs before returning to the school community.

If a student is receiving treatment or rehabilitation from therapeutic agencies, the school will make a cooperative effort to be of assistance to those agencies in effecting the student's rehabilitation.

Addendum

Asbestos

St. Rose of Lima Parish's Asbestos Management Plan is on file in the principal's office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

Cellular Phones

Students may not have cell phones in their possession at any time during school hours.

If needed for after school these items should be stored with the homeroom teacher.

Text messaging and taking photos with a cell phone are prohibited. Students who may need to contact parents/guardians must use the school phone in the office.

Child Abuse

St. Rose of Lima Academy faculty members have been informed that 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.

Crisis Management Plan

St. Rose of Lima Academy has a Crisis Management Plan on file with the Millburn Police Department. Each year this Plan is reviewed with the school faculty and staff, parish staff, and parents. The Plan outlines the Chain of Command, Safe Haven, and Emergency Supplies. The Immediate Interventions are: building evacuation, building lockdown, attempted or actual suicide; fights, bomb threats, hostage situations, and fire drills.

Extra-Curricular Guidelines and Use of Buildings and Grounds

The following guidelines have been adopted by the Parish and School Administration in the interest of providing a healthy, reasonable, and successful extra-curricular program that takes into consideration the physical and emotional well-being, personal safety, and academic priorities of each participating student.

A. All activities for the students should be conducted within a reasonable timeframe.

1. Athletics: All athletic programs should arrange practices and games commensurate with students' ages.
 - a. Jr. Varsity and Varsity Sports should allow for no more than 3 games and/or practices in a week with no more than 2 during the school week (Monday-Thursday).
 - b. Grades 3 to 4 Sports should allow for no more than 2 games and/or practices in a week with no more than 1 during the school week (Monday-Thursday).
 - c. Practices for Jr. Varsity and Varsity Sports should not go beyond 9:00 PM during the school week.
 - d. Practices for Grades 3 to 4 should not go beyond 7:30 PM during the school week.
 - e. Whenever possible, all efforts should be made not to schedule games and/or practices on two consecutive nights.
 - f. Practice times should not exceed 1.5 hours.

* Games and practices should not be scheduled during Terra Nova testing week.

2. After-School Activities: All After-School Activities should be arranged dependent on students' ages and abilities.
 - a. After-school activities should be organized weekly.
 - b. After-school activity meeting times should not exceed 1.5 hours.
 - c. After-school activities that require additional weekly meetings should not exceed two meetings per week. (i.e., the Spring Musical practices, with the exception of the week prior to the production.)
 - d. All requests for additional time must be approved by the administration.

B. All activities must be supervised by adults.

1. Volunteers must be trained through the "Protecting God's Children" Program.
2. Volunteers must also be trained for their respective programs.
3. There must be two adults present at all times during all activities and practices. In the absence of a moderator or coach, a parent observer will suffice.
4. Volunteers must recognize the responsibility of training, supervising and caring for all students.
5. Volunteers should not leave following a program until all students have been picked up by a parent/guardian.
6. Volunteers must conduct all practices/activities following a Christian Code of Conduct.
7. Volunteers should insure that all student participants in the program conduct themselves following the Christian Code of Conduct.

C. Permission to use the building must be granted prior to any extra-curricular programs being scheduled.

1. All activities and requests for use of the buildings and grounds for H.S.A. sponsored activities, including sports programs, should be submitted in written format to the H.S.A. president and approved by the school administration before use.

2. Participants may only utilize the portion of the building reserved for the scheduled activity. The remainder of the building is Off-Limits to all participants. Under no circumstances should students

go into classrooms or any other rooms in the building (with the exception of the bathrooms).

3. On Tuesday and Wednesday evenings the school building will be available in limited capacity due to Catechetical classes. Although the gym will still be available, activities and teams utilizing the gym during these times should be respectful of the other groups using the building (i.e. avoid excessive noise).

Games should not be scheduled on the evenings Catechetical classes are held.

4. If a snow day is called on the day of a scheduled activity, that activity is automatically canceled.

5. Requests for permission to use the school building during vacation periods for basketball must be submitted in writing to the basketball scheduler who will secure permission from the Principal. Only pre-approved use of the building is permitted.

D. The building must be secured at all times.

1. The school building will be kept locked at all times.

2. Evening and weekend activities must be approved by the Principal and coordinated with Jorge Gamboa, Director of Building and Grounds, in order to have the building opened and secured.

3. For vital safety reasons, building doors should never be left unlocked and/or kept open with a doorstop. Failure to comply may result in a team or group forfeiting their right to participate in the program.

E. The building must be properly maintained.

1. The rooms being utilized must be secured with windows and doors closed and lights turned off upon completion of the activity.

2. All spaces utilized must be cleaned and garbage removed from the building.

3. Costs for any damages incurred during an activity will be billed to the particular group.

Insurance

Accident insurance coverage is offered to all St. Rose of Lima Academy families for a modest fee at the start of each school year. Applications are sent home during the first week of school. In the event of an accident to a student, parents who apply for this coverage are to notify the school secretary who will handle the details with the insurance company.

Parent Associations

Home School Association

The St. Rose of Lima Home School Association is an organization composed of volunteer parents/guardians, faculty, and clergy. It promotes the ideals of Catholic education by fostering community, providing educational enhancements, and providing the vehicle for open and continuous communication between the home and school. Additionally, the H.S.A. assists the school financially through various fund raising events.

Academy Advisory Board

The Academy Advisory Board is a committee that advises and counsels the school administration with regard to school policy, development, marketing, and recruitment/retention. It reports to the Parish Finance Council in all school building and financial matters. It is composed of elected and appointed parishioners. Monthly board meetings are held on the first Monday of each month.

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.

PLEASE SIGN AND RETURN TO THE ACADEMY OFFICE ASAP

**ACKNOWLEDGEMENT AND RECEIPT OF ST. ROSE OF LIMA
CALENDAR/POLICY HANDBOOK**

I acknowledge receipt of the St. Rose of Lima Calendar/Policy Handbook containing the policies, procedures, rules, and regulations for St. Rose of Lima Academy. I have read the Calendar/Policy Handbook or will read it as soon as possible. I understand and agree that the Calendar/Policy Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of St. Rose of Lima Academy will have the authority set forth in the Calendar/Policy Handbook.

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

Name of Student(s) (Please Print)

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date