

St. Rose of Lima Academy
Policies Handbook



Tina Underwood, Academy Principal
52 Short Hills Avenue
Short Hills, New Jersey 07078
973-379-3973

Index

- Page 1 Philosophy, Mission Statement, Purpose & Use Of Handbook
- Page 2 Affiliation and Charter, Accreditation, Admission Policies, Non-Discriminatory Policy
- Page 3 Application Process, Birth Certificate, Baptismal Certificate, and Immunization
- Page 4 Previous School Records, Attendance Policies, and Absences
- Page 5 School Day Appointments, Dismissal During the School Day Vacations Extensive Absence/Tardiness, Truancy, Extra-curricular Activities
- Page 6 School Procedures/Protocols/Policies, Daily Time Schedule
- Page 7 Appointments, Busing Communication
- Page 8 Delayed Opening/Emergency School Closing, Dismissal, and Emergency Cards
- Page 9 Enrichment/Extra-Curricular Programs, Field Trips, General Discipline
- Page 10 Homework, Honor Roll
- Page 11 Lunch, Medication Administration, School Bags
- Page 12 School Visits & Return Information, Special Services, Student Academic Progress
- Page 13 Transcripts/Student and Government Records
- Page 14 & 15 Uniforms/Dress Codes
- Page 16 Use, Possession, and Distribution of Controlled Dangerous Substances
- Page 17 Addendum Cellular Phones, Child Abuse, and Crisis Management Plan
- Page 18 & 19 Extra-Curricular Guidelines and Use of Buildings and Grounds
- Page 20 Insurance, Parent Associations, Academy Advisory Board, Amendments to Handbook
- Page 21 Policy on Bullying and Harassment

PHILOSOPHY

St. Rose of Lima is a Catholic academy where the development of the whole person through a community experience embodying a synthesis of culture and faith and of faith and life is an everyday experience. 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 mission 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.

All Pre-K students must be toilet trained.

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 Requirements: Written documentation for:

Preschool:

- DPT - 4 doses
- Polio (OPV) - 3 doses
- HIB - 1 dose after 12 months
- MMR - 1 dose after 12 months of age
- Varivax - 1 dose after 12 months of age
- Pneumococcal Vaccine - 1 dose on or after 1st birthday
- Influenza Vaccine - annually

Kindergarten:

- DPT - 4 doses with one dose after 4th birthday
- Polio - 3 doses with one dose after 4th birthday
- MMR - 2 doses after first birthday
- Hepatitis B - 3 doses
- Varivax - 1 dose after 12 months of age or labs

6th Grade:

- Meningococcal Vaccine and Tdap Booster

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. Returning students in Kindergarten, 3rd, and 6th grades are required to have a complete physical. The Universal Child Health Form is available on line.

Previous School Records: Most recent report card and standardized test scores are required 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.

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.

Homework Policy Make-Up For Excused Absences

If a child is absent for only one day, all make-up work will be given to the student when he/she returns to school the following day. We will not provide make-up work on the date he/she is absent for the following reasons:

If a child is too sick to come to school, he/she should be resting and recuperating.

Reading is always a standing assignment and should be done every day when possible.

Much of missed work is not replicable in the form of homework and must be adjusted by the teacher. Again, this is best done when the child returns. We will make sure that missed homework is given when the child returns and ample time is given to make up the work.

If a child is absent for an extended period of time (at least 2 days), homework can be sent to the office for the parent to pick up at the end of the school day (3:00 PM)

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	Before Care Students
8:00 AM	Student Supervision in the gym 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

8:00 AM	Student Supervision in the gym
8:25 AM	Classes Begin
11:30 AM	Classes Dismiss / Poppins / Lunch Bunch
12:30 AM	Lunch Bunch Concludes
2:30 PM	Poppins Concludes
2:30—6 :00 PM	Aftercare

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.

Before/ Aftercare

A before and aftercare program is offered on most school days. See the school website for details.

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.

Communication

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.

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 weekly Green Envelope 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.

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. 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, and Track and Field.

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, Spring Concert, Readers' Theatre, Christmas Concert and Student Council. If qualified students are invited to join the National Junior Honor Society at grades seven and eight.

Busing

Busing is determined on a yearly basis by each town that the student resides in. Decisions about busing or aid in lieu reimbursement are determined in August.

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 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 Assembly

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, and on the personal development side certain categories 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.

Simply Gourmet provides the lunch program for our school. Students may choose a hot or cold lunch on a daily basis by ordering on line in advance.

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 prescription or non-prescription medication at school. However, if it is 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 when possible.
- 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 on line.

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

Please note that summer and winter uniform dates are approximate and will be adjusted accordingly based on weather.

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 up" on their birthdays. Summer birthdays should be celebrated on the half-birthday. Students must always wear socks/tights and shoes must have a back strap. Dress must be appropriate at all times.

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.

Boy's K-6

Khaki uniform shorts with Navy short sleeve SRLA Polo shirt.

Khaki uniform slacks with Navy long sleeve SRLA Polo shirt.

Boys: 7-8

Khaki uniform shorts with Navy short sleeve SRLA Polo shirt .

Khaki uniform pants with White Oxford Shirt, Navy Vest and School Tie.

Girls: K-4

Plaid Jumper with White short/long-sleeve Peter Pan collar blouse.

Optional: White SRL Turtleneck with jumper.

Optional: Khaki uniform shorts with navy short sleeved SRLA Polo.

Khaki uniform pants with navy long sleeved SRLA Polo (October 16th through April 9th) Khaki uniform Skort may be worn year-round.

Girls: 5-8

Plaid Kilt with pin, Navy short-sleeve SRLA Polo .

Plain Kilt with pin, White Oxford button-down blouse or White Turtleneck with Navy Vest.

Optional: Khaki shorts with navy short sleeve polo.

Khaki pants with white Oxford and Navy vest

Khaki uniform Skort may be worn year-round.

Boys and Girls:

Navy or white socks , Eight graders may select a more colorful sock. Navy knee-highs or opaque navy tights (girls only)

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

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 SRLA Shorts, Grey SRLA T-Shirt.

SRLA Sweatpants or Track pants with Grey Long Sleeved SRLA T-Shirt.

Grey Uniform Sweatshirt or Navy zip-front SRLA fleece may be work in addition to the grey t-shirt.

Sneakers (no sneakers with wheels) White or Navy socks.

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 for PreK.

BOOTS ARE NOT TO BE WORN DURING CLASS TIME.

(On snowy days, bring a pair of shoes to change into)

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 Child Protection and Permanency (DCPP).

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.

If a student is out sick they can not participate in any evening activity.

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 Monday and Tuesday evenings the school building will be available in limited capacity due to Catechetical classes. 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.
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. Classrooms unless authorized are off limits
3. All spaces utilized must be cleaned and garbage removed from the building.
4. 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 fundraising 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 is composed of elected and appointed parishioners.

Meetings dates are available on the school calendar.

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.

**Saint Rose of Lima Academy
maintains a nut free environment.**

Policy on Bullying and Harassment

St. 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 School as a caring Christian community formed to proclaim and live the gospel of Jesus Christ.

Definition of bullying and harassment

Any behavior that takes away the rights of another and/or causes a person to not feel safe constitutes bullying, harassment and intimidation. This behavior can include, but is not limited to any gesture, verbal, written or physical set or electronic communication 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:

- 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, School 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. 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 students, staff and community members.

