



## **STUDENT-PARENT HANDBOOK**

# **Saint Joseph Academy**

*"Middle States Accredited"*

*Member of*

*National Junior Honor Society*

**131 EAST FORT LEE ROAD  
BOGOTA, NJ 07603-1301**

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**SAINT JOSEPH ACADEMY**

131 East Fort Lee Road

Bogota, NJ 07603-1301

201-487-8641

Dear Parents,

This handbook is offered as a means of communication between the school and home. There are many policies, regulations, and services presented on these pages. Please read the Handbook and keep it readily available throughout the year.

Many of your questions and concerns have been anticipated in some detail. If you need further clarification on any topic, please call the school office.

A close cooperation and reinforcement between the home and school are essential to promote a quality Catholic education where academic excellence is integrated with and anchored in the teachings of Christian values.

This is an awesome responsibility we share as educators of the children of Saint Joseph Academy. The diligent way in which these policies and regulations are followed will greatly help in the academic, spiritual and personal development of your child. Let us pray for one another, that we will be faithful to this commitment.

Sincerely,

The Principal,  
Faculty & Staff

Email: [myschool@stjosephbogota.org](mailto:myschool@stjosephbogota.org)

Website: [www.sjabogota.com](http://www.sjabogota.com)

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## **SAINT JOSEPH ACADEMY MISSION STATEMENT**

The administrators, faculty, and staff of Saint Joseph Academy minister to the spiritual and academic needs of its students and provide a supportive environment where students become proactive in their Catholic faith. Saint Joseph Academy fosters successful, confident, and self-motivated learners in a complex technological society, as well as active contributors to the world community.

We believe that:

- Students must live out the Gospel message of service to others and become stewards of God’s creations.
- The spiritual growth of students occurs through prayer, the sacraments, and various religious experiences.
- Students who develop a life-long love for learning will be successful in a challenging, technological society.
- Varied teaching strategies, methods, and materials help promote academic success for students with different learning styles.
- A challenging curriculum helps to prepare students for future academic achievement.
- Students with atypical learning styles are encouraged and supported in order for them to reach their highest potential.
- Students have an appreciation and sensitivity to the diversity in our school and its positive impact on society.

We believe that the faculty and staff of Saint Joseph Academy endeavor to “live” these beliefs on a daily basis, thus serving as models to the entire school community.

## **PHILOSOPHY OF SAINT JOSEPH ACADEMY “The Kingdom of God is now.”**

The Philosophy and Objectives of our school are clear and concise, giving us a clear vision of the purpose of our parish school.

Being fully aware that these are God’s children, the community of Saint Joseph Academy believes in educating and challenging our children. We strive to develop our children spiritually, morally, intellectually, emotionally, socially, and physically for their future, yet allowing them to be children in the present.

### **GOALS**

1. To impart, according to Christ’s teachings, values which will influence each child’s personal salvation and participation in social justice.
2. To provide a curriculum which strives for academic excellence, stressing communication skills, motivating creativity, fostering critical and logical thinking, and instilling a love for learning.

### **OBJECTIVES**

1. To affirm one’s self worth, one’s dignity as an individual and a child of God, and to stress peace with all those with whom one comes in contact particularly other students during class, at prayer, and in play activities.
2. That teachers show their accountability to parents and children by reporting to them frequently and, as necessary, acknowledging the truth that parents are responsible for the nurturing of their child’s spiritual, moral, intellectual, and social development.
3. To have the students write creative, well-planned, logical and grammatically correct sentences and paragraphs.
4. To provide varied opportunities to verbally communicate at public functions such as assemblies, liturgies, and in classrooms.
5. To have the students demonstrate logical and critical thinking skills.
6. To provide for individual differences and learning abilities by utilizing test results.

### **NON-DISCRIMINATION POLICY**

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

### **PURPOSE AND USE OF HANDBOOK**

This handbook exists to foster the efficient operation of Saint Joseph 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.** This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

### **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 promptly. A copy of any change will be sent home and will be updated on the website.

# ADMISSIONS

## REGISTRATION REQUIREMENTS

### General:

The following items are required at the time of registration:

1. Birth Certificate (copy for the school to keep)
2. Baptismal Certificate (copy for the school to keep)
3. Immunization Records – Pre-kindergarten has additional immunization requirements
4. Non-refundable registration fee, according to the Budgetary Commission of the Archdiocese of Newark.

### Technical:

1. Age: A birth certificate must be submitted for proof of age. *The following is a listing of birth date guidelines:*

The Pre-kindergarten child must be three (3) or four (4) years of age on or before October 1.

The Kindergarten child must be five (5) years of age on or before October 1.

The First Grade child must be six (6) years of age on or before October 1, if the prospective student has not satisfactorily completed a licensed Kindergarten program.

**N.B.** The key date, which controls age requirements, is the date designated by the Bogota Board of Education.

2. Immunization

**DPT:** a minimum of four doses; one dose must have been administered on or after the fourth birthday.

**OPV:** a minimum of three doses; provided at least one dose is given on or after the fourth birthday.

**Measles Vaccine:** one dose live vaccine given on or after the first birthday. All children must have a second (2<sup>nd</sup>) dose of measles vaccine before entering Kindergarten.

**Rubella Vaccine:** one dose on or after the first birth-day; children immunized before the first birthday are to be re-immunized.

**Mumps Vaccine:** one dose on or after the first birthday; children immunized before the first birthday are to be re-immunized.

**HIB:** all children entering school must provide proof of HIB vaccinations appropriate to the child's age.

**Hepatitis B** – all children must provide **proof of 3** doses.

**Varivax (chicken pox)** – **all** children must provide **proof** of vaccination. If a child had chicken pox prior to immunizations, date of illness **must be provided.** Including any new policies/directives from the Department of Health.

**An applicant whose immunization record is incomplete will not be admitted.**

3. Health requirements:

Saint Joseph Academy requires new students to have a complete physical exam before applying for admission to the school. All serious health conditions, including known allergies, must be reported to the school nurse.

The school relinquishes responsibility for any situation that may arise, as a result of the parent/guardian not reporting the above-mentioned conditions.

4. Catholic applicants:

A Baptismal Certificate and verification of reception of any additional sacrament(s) is required.

5. Transfer students:

In addition to all of the above items, a transfer notification, a copy of the most recent report card, and a copy of standardized test results from the previous school are required.

**No transfer student will be accepted** for any grade after the beginning of the second trimester, unless student is moving into the area at that point.

**N.B.** Student registration is complete only after all records are received and the tuition contract is signed. All financial policies and obligations are contained in a separate tuition contract signed by each student's parent/guardian.

## WITHDRAWAL PROCEDURE

Parents are asked to notify the school, in writing, in advance of the date of transfer. The following information should be given:

- Name, grade and age of child.
- Reason for transfer.
- New address, if transfer is due to change of residence.
- Name and address of the school the child will attend.
- Last date the child will attend St. Joseph's.

After parents sign the necessary release and financial obligations have been satisfied, our school office will forward the appropriate information and records.

## **TUITION & FINANCIAL OBLIGATIONS**

Tuition rates are announced annually. The rates, all financial policies, and obligations are described in the tuition contract and the annual (Re) Registration Letter, which is signed yearly by parents/guardians. The tuition contract is a legal document and the parent/guardian signature constitutes full agreement of the terms set forth.

Tuition payment status will be checked **periodically**. If tuition payments are in arrears, there may be an interruption in student services until arrangements for the tuition **payment** are made.

## **FEDERAL & STATE FUNDED PROGRAMS**

Students in Saint Joseph Academy benefit from several state and federally funded grants and programs, which provide developmental academic services, examination and classification, technology, security, transportation, and textbook grants.

# **ATTENDANCE**

## **IMPORTANCE OF ATTENDANCE**

Prompt, regular attendance is 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. Regular appointments with doctors or dentists should be scheduled after school hours, Saturdays or school holidays.

Early dismissals are granted only in case of illness, emergencies or upon written request from the parent or guardian. The written request should include the student's name, the date, the time, and the reason for the early dismissal. Students granted permission must be picked up at the school office and signed out by the parent or other delegated authority.

## **STUDENT ABSENCE**

A parent/guardian must call the school by 8:30 a.m. to report a student's absence. If no call has been received by 8:30 a.m., the school secretary or designee will make a reasonable effort to reach a parent/guardian by phone to verify the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

With twelve weeks of vacation time a year, we feel it is unnecessary to remove your child during school sessions for a vacation. Please plan accordingly since such absences effect your child academically.

Students are expected to make up class work, homework, and tests that are missed due to absence. The teacher will determine a reasonable amount of time for this to be accomplished.

When the child returns to school, he/she must present to the teacher a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absences. An absence of five (5) **consecutive** days or after a communicable disease requires a doctor's note. After ten (10) absences, a parent conference will be required.

## **PARTICIPATION IN AFTER-SCHOOL ACTIVITIES**

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

If a student is absent from school for a reason other than illness or disciplinary action, the principal reserves the right to make an individual judgment regarding same day extra-curricular and athletic participation.

## **SCHOOL HOURS AND SUPERVISION**

For students in grades PreK-8, school begins at 7:50 a.m. PreK- 3 and PreK-4 dismiss at 2:50 p.m. K-3 dismiss at 2:50 p.m. Grades 4-8 dismiss at 3:05 p.m. Students are supervised on the school premises from 7:45 a.m. to 3:05 p.m. Supervision on a half day is from 7:45 a.m. to 12 Noon.

The administration and faculty bear no responsibility for students who arrive on school premises before 7:45 a.m. or remain after dismissal unless the student is involved in a supervised extracurricular activity or unless they registered for Before Care/After Care. Students who are not picked up on time at dismissal will be placed in Extended Day After Care, and parents will be responsible for the fee incurred.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **ARRIVAL**

The parent/guardian is responsible for the safe arrival of their child to Saint Joseph Academy. All students, with the exception of PreK- 3 and PreK-4, should be dropped off in the church parking lot and walked to the school.

Unfortunately, if you choose to drop your child off on Crestview, First or Second Place, rather than the church parking lot, which is the safest area, be mindful that these areas are not monitored by a crossing guard.

Students are to be in the schoolyard by 7:50 a.m. for prayer. The schoolyard is not supervised by a faculty member until 7:45 a.m. Students arriving before 7:45 will be placed in Before Care at the parent's expense.

As a convenience for the pre-school parents, we have created a “Drop Off” system on Fort Lee Road, where we ask the parents to **pull up to the curb and let their children out**. We have 8<sup>th</sup> grade students available to assist the youngsters in exiting the car. Our goal is to create a safe discharge and to move the cars out of the drop-off area as quickly as possible to allow other parents to have access to the area.

### **DISMISSAL**

Pre-kindergarten students are dismissed at 2:50 p.m. PreK-3 will be dismissed from the double doors closest to Crestview Place (Saint Joseph Academy sign). PreK-4 students will be dismissed from the PreK doors (nearest the rectory). Older siblings will also be dismissed at these locations.

There is a staggered dismissal. Grades K-3 will be dismissed at 2:50 p.m. Parents/guardians may pick-up students in the schoolyard. Parents are to park their cars in the church parking lot and walk up to the schoolyard to pick up their child/ren. Grades 4-8 will be dismissed at 3:05 p.m. following the same procedure. (Students will be released only to their parent/guardian unless the school has received written instructions from the parent otherwise.)

For the safety of your child and all students, DO NOT double park on East Fort Lee Road at any time.

### **LATENESS**

Students arriving after classes have lined up in the gym for Morning Prayer must report to the school office for a late slip. ***Three late slips per trimester will warrant a detention.*** Excessive lateness will necessitate a conference with parents, student, and principal.

### **EXTENDED DAY CARE PROGRAM**

Saint Joseph Academy offers an Extended Day Before & After Care Program for our students to meet the needs of parents whose children require supervision beyond regular school hours. This includes before school care from 7:00 a.m. to 7:45 a.m. and after school care from 3:00 p.m. to 6:00 p.m. A fee schedule is available at the office. Student cell phones may not be used during Before or After Care hours.

### **EMERGENCY CLOSINGS**

Emergency closings and delayed openings of school due to inclement weather will be posted on our website, [www.sjabogota.com](http://www.sjabogota.com). Saint Joseph Academy follows the Bogota Public School decision. In addition there will be the automated “School Messenger” telephone chain (“Reverse 911”) system in place to notify parents.

## **MISCELLANEOUS ADDITIONAL REGULATIONS**

### **BOOKS**

Students are responsible for books issued each year for their use. They are to be covered and kept in good order. ***If a book is damaged or lost, the expense of a new purchase will be the responsibility of the student.***

### **PERSONAL PROPERTY**

The school cannot assume responsibility for damage to or loss of personal property. Please label student’s personal property (clothing, lunch boxes, etc.) with the student’s name.

### **COMPUTER NETWORK ACCEPTABLE USE POLICY**

Saint Joseph Academy is pleased to offer its students access to our computer network, which includes the ability to use the Internet.

Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

While the purposes of this school are to use Internet resources for constructive educational goals, students may find ways to access other materials. Saint Joseph Academy has taken precautions to restrict access to controversial websites. However, on a global network, complete control is impossible. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration far exceed the disadvantages. Therefore, it is expected that students will comply with school standards and the specific rules listed below.

#### **Rules:**

1. Students shall exercise good judgment in visiting Internet websites. Visit only those sites that are relevant to the topic you are researching. Some sites contain objectionable material. **DO NOT VISIT THEM.** If you have any questions about the appropriate nature of a site, ask a teacher for permission to visit the site.
2. Students shall be polite and use appropriate language in on-line communications. Profanity, abusive language, and cyber-bullying will not be tolerated, whether it is generated inside or outside of school.
3. Students shall not reveal their last name, home address, or phone number, or those of others over the Internet.
4. Students shall respect the property of others. Never change or access a file belonging to another person.
5. Students shall report any misuse of the Internet or computer equipment to a teacher immediately.
6. Students shall handle all computer hardware and software in a responsible manner.

7. Students shall not bring disks from home or download a file of any type without the express permission of a teacher. This will minimize the chances of a virus infecting the network.
8. Students shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas, writings, or works of others and presenting them as if they were your own.
9. Students shall never access, keep, or send anything that they would not want their parents or teachers to see.

The Computer Network Contract must be signed by each student in Saint Joseph Academy, as well as by his/her parent or guardian. This contract will be kept on file in the school office.

## **LUNCH**

Children may bring their lunch to school and eat in the cafeteria. Students have the option to buy lunches provided by **Nu-Way Concessionary**. Monday through Thursday. On Fridays, students have the option of buying lunch sponsored by the individual classes. A letter of explanation will be sent home at the beginning of each school year. A monthly calendar of lunches is sent home in the brown envelope at the beginning of each month.

If not purchasing from the food services, the student must come into school in the morning with their lunch. There will be no "lunch drop-offs". Also, if you are sending your child with a hot meal, it must be in a heat-contained thermos. Meals will not be warmed up in school. Please be mindful of providing your child with a nutritional lunch. Cookies and fruit roll ups should be given as a dessert not a meal. There are times when a student does not have an appetite. Their food will be wrapped and returned. We will not force a child to eat their meal.

Lunch aides supervise the children while they eat and at recess. Recess will be held outdoors except in inclement weather. Children are to dress accordingly.

The lunch period is 50 minutes for all classes. The first 30 minutes will be used for eating and the remaining 20 will be used for recess.

No child is allowed to leave the school grounds at lunchtime without a parent request, principal permission, an adult escort, and completion of the school sign-out procedure.

### **Procedure for First 30 Minutes**

All classes are assigned specific tables. Students may select their seat; however, they are to remain in their chosen seat unless given permission to change their chosen seat. There is a **peanut free** table in every lunch period.

The first 30 minutes are designated for **eating only**. ALL toys, big or small, are not to be played with at this time even if your child has finished eating. This procedure is in place to avoid accidents at the table and to give consideration to those students who have not finished their meal. Large toys such as stuffed animals, dolls, action figures, balls etc. are to be placed in a specific area (to be determined) before students begin eating. Conversational tone is encouraged, yelling is not. Students will be given a 5- minute 'heads up' informing them that their eating time is almost over.

### **Lunch Recess**

The final 20 minutes of the lunch period is designated for recess. Four squares, hand ball, hula hoops, jump rope and sidewalk chalk will be available to the children. Students may bring their own items if they choose. Please label students' personal items brought to school. These items, big and small, will be placed in the designated area during the first 30 minutes of the lunch period.

Nerf balls, soccer or football, will be allowed, however if this form of play becomes aggressive and is no longer 'fun', it will be reevaluated. Basketball will not be allowed. Students are extremely competitive and many have been injured.

### **Inclement Weather**

Because of the lack of space in the gym only four squares, jump rope and hula hoops will be allowed. No child is allowed to leave the school grounds at lunchtime without a parent request, principal permission, an adult escort, and completion of the school sign-out procedure.

## **HOME & SCHOOL COMMUNICATION**

### **APPOINTMENTS WITH SCHOOL PERSONNEL**

Parents who wish to meet with the principal, a teacher, or any member of the school staff must contact the teacher or school office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents should not approach staff members during the school day without arranging an appointment beforehand.

### **HOME-SCHOOL ASSOCIATION**

The Home-School Association membership is comprised of pastor, principal, faculty, and the school parents/guardians of Saint Joseph Academy. The functions of the HSA shall be:

- To provide parents the opportunity to become fully informed of the content and style of the school's educational program by attending the quarterly HSA Meetings, where this information is shared.
- To foster frequent and positive parent-teacher-child interactions as they effect the religious and general education of the children.



- To encourage specific areas of parental support that the teachers need in order to make their classroom teaching more effective, and thus ensure a quality Catholic school education.
- To help reinforce the religious education of the children in the home.
- To clarify the specific responsibilities of parent, teacher, student, principal, pastor, and Home-School Association for achieving the school's educational goals.
- To act as a communication group in making the work and achievements of the school well known to the parish and community.

General HSA meetings are held four (4) times throughout the year. Notice of these meetings will be indicated on the monthly calendars in addition to the letter that is sent in advance by the Home School Association to school families.

### **CHILDREN BRINGING MONEY TO SCHOOL**

Money (either cash or checks) that is sent to school should be placed in a sealed envelope and **identified with the child's name, grade, and its purpose**. All attempts should be made to have the exact amount enclosed.

### **COMMUNICATION**

Monthly calendars are sent home at the beginning of each month indicating activities and events for that month.

Every Thursday an envelope is sent home with letters and other pertinent information. If a response is required, it is to be returned by the indicated date.

Information is also available on our school website [www.sjabogota.com](http://www.sjabogota.com) along with the opportunity to have a direct e-mail link available to all teachers and the principal.

### **CELL PHONES**

Cell phones and other electronic devices are **not** permitted to be used on school property. Student cell phones are to be kept in their lockers during school hours.

Important phone calls to home or from home are to be made or received through the school office phone. Disciplinary action will be taken if this rule is broken.

## **CUSTODIAL & NON-CUSTODIAL PARENTAL REGULATIONS**

### **SCHOOL RECORDS**

No one has a right to a child's records other than the custodial parent or legal guardian.

### **COURT ORDERS**

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 information, which may be useful to the school in fulfilling its obligations.

### **PICK-UP FROM SCHOOL**

The school will permit only the custodial parent, or his/her designee, to pick-up the child(ren) 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.

## **ACADEMIC POLICIES**

### **COURSE OFFERINGS**

The following is a list of major subjects which must be successfully completed by every student for promotion to the next grade:

Religion/Family Life	Reading
Language Arts	Mathematics
Social Studies	Science

The basic curriculum is complemented with:

Art	Computer *
Music	Foreign Language
Physical Education	

\* Saint Joseph Academy has a Computer Network

Acceptable Use Policy and a Computer Network Contract that must be read and signed by each student and their parent/guardian. If the rules and policies of the contract are not adhered to, serious consequences will result.

Instrumental lessons are available for additional fees.

## RELIGIOUS EDUCATION & RELIGIOUS SERVICES

The non-Catholic student is welcome at Saint Joseph Academy, but he/she is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and are expected to attend the liturgical services scheduled for the students during the year.

## HOMEWORK

Homework assignments supplement and reinforce classroom learning. Parents are expected to assist students with homework and to sign it or the assignment pad when requested. Incomplete homework assignments can result in a classroom or school detention, a progress report, and a lower academic and personal development mark on the report card.

## REPORT CARDS

Report cards are distributed three times per year for grades K through 8. A parent or guardian must sign and return the report card envelope to school. The report card and grading procedures have been issued by the Archdiocese of Newark School Office. Preschoolers receive an evaluative summary two times a year.

## PROGRESS REPORTS

Progress reports will be sent home with every student in grades K-8 midway through each trimester. This will inform parents and guardians of their child's progress and provide an opportunity for improvement or signal a concern in a specific area. Pre-kindergarten parents will be made aware of any concerns by the teacher on a one-to-one basis with parents/guardians. Progress reports are kept on file in the office.

## POWERSCHOOL

Parents will be issued a password to the POWER SCHOOL website in order for them to access information pertaining to their child(ren)'s quizzes and tests. Parents are encouraged to log in weekly to be certain they are fully aware of their child(ren)'s progress.

## GRADING

### Grades 1-3

E = Exceeds

S = Secure

D = Developing

B = Beginning

N = Not Yet Performing

### Grades 4-8

A+ = 97-100

A = 92-96

B+ = 88-91

B = 83-87

C+ = 78-82

C = 73-77

D = 70-72

U = Below 70 –failure

The grading codes for grades 1-3 are given for academic subjects. The letter grades are given for academic subjects in grades 4-8.

Marks for personal development and special subjects use the following standard:

U	Unsatisfactory
I	Improvement needed
S	Satisfactory
O	Outstanding

The kindergarten has a **skills acquisition** based report card. Check marks will indicate the development level of each skill.

## HONOR ROLL

Saint Joseph Academy Honor Roll applies to grades 6 through 8. Honor Roll status will be calculated according to the following system:

Principal's List: All {A+}'s

First Honors: All {A}'s

Second Honors: More {A}'s than {B}'s

To be eligible for the honor roll, a student may not receive any mark lower than "Satisfactory" where this grading system applies.

## NATIONAL JUNIOR HONOR SOCIETY

All 7<sup>th</sup> and 8<sup>th</sup> graders are eligible for induction to the National Junior Honor Society, as well as 6<sup>th</sup> graders who have completed the first trimester of school. In addition to rigorous academic standards, the NJHS has six (6) criteria standards with regard to scholarship, service, leadership, character, citizenship, and spirituality that must be met. Once inducted, all criteria must continue to be met or membership will be "suspended" until the next trimester's evaluation of candidates. Induction ceremonies occur once a year.

## PROMOTION AND RETENTION

Promotion and retention are determined by the teacher with the approval of the principal. Both are based on the academic achievement and maturity level of the child. Every effort should be made by both the school and parents to meet the student's needs, utilizing special services where they are required.

A child in the primary grades, lacking a mastery in foundational literacy and/or math skills, will be evaluated for retention. Students in grades 4-8 in danger of failing one or more subjects will be required to successfully complete a summer school course in that subject(s) before being promoted to the next grade.

If the school realizes that it can no longer service the particular needs of the student, after consultation with the parent, a transfer will be requested.

## CONFERENCES

Formal parent-teacher conferences will be held **after the first and second progress reports**. Notices will be sent home to choose times and days. Additional conferences may be scheduled when a child's academic performance or behavior warrants it.

## RECORDS AND TRANSCRIPTS

### Viewing Records:

A parent/guardian has the right to view a student's academic and health records, the emergency contacts sheet and the academic standardized test results. Records are available upon request.

### Government Records:

Records attached to publicly funded services provided through the local Board of Education, such as Child Study Team Reviews, Compensatory Education, Speech, English as a Second Language, etc., are the property of the Bergen County Special Services Board of Education. A parent/guardian who wishes to examine these records or to procure copies must apply to the Board.

### Transcripts:

Transcripts of academic and 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 school to school 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 transcript from the "sending" school.

### Privacy of Records:

All student records are maintained in confidence by the personnel of Saint Joseph Academy.

## TESTING

An Archdiocesan testing program is administered annually for Grades 2 to 8, usually the first week in March. Grade 8 takes the High School Placement test in November. **It is critical that the students be in attendance during this time unless they are ill.**

All students will be administered tests on subject matter taught during the year. Final examinations will be administered to students in grades 6-8 before the close of the third trimester. These examination grades will be calculated into the third trimester average and are weighted at 20% of the third trimester average.

## CODE OF CONDUCT

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Saint Joseph 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 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, disrespectful, or unsafe behavior may take any of the following forms: misconduct referrals or warnings, denial of privileges, detention, suspension, or expulsion.

Actions, which violate the law, threaten or cause harm to other students or staff members, or disrupt or impede the welfare and progress of 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 may 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 denied re-admittance to the school.

Age-appropriate discipline is at the discretion of the teacher in consultation with the principal. Such serious actions or severe violations of school rules which could lead to suspension and/ or expulsion include:

- Prolonged disruptive behavior
- Overly aggressive behavior to other students or staff members
- Continued fighting or bullying (\* see Anti-Bullying Policy)
- Bringing concealed weapons to school
- Substance abuse; use of cigarettes, alcoholic beverages, or controlled / illegal drugs (\* see Substance Abuse Policy)
- Possession of illegal drugs with the intent to distribute or sell (\* see Substance Abuse Policy)
- Destruction of school property
- Excessive use of profanity
- Sexual harassment

If a possibility of danger or criminal activity exists to persons or property within the Saint Joseph Academy building or grounds, the principal has the right to search contents of any / all students' possessions and lockers or tell students to empty their pockets / purse / backpacks. At such time the principal and/or a designee will be present. Any threat against persons or property is considered a "Terrorist threat". (NJS2C:12-3).

Any student who threatens the safety of other students, adults, or the building will be brought to the principal's office, and the Bogota Police Department and parents will be immediately notified. If anyone brings or threatens to bring a weapon to school, Bogota Police and the child's parents will be immediately notified. Further disposition is at the discretion of the principal and/or the pastor.

### **DETENTION**

Detention may be issued for infractions of school and/or classroom rules. Detention issued by a teacher will be served on a day determined by the teacher. The teacher will send home a written notice in the brown envelope, informing the parent of the reason for the detention and the date the detention will be served. Parents are to sign and return the form the following day. Students will serve their detention with the teacher who issued the detention.

If the student's behavior does not improve after two (2) infractions, a principal, parent, teacher, student conference will be scheduled. Should additional actions be necessary, it is at the discretion of the principal.

### **FIELD TRIPS**

On occasion, Saint Joseph Academy will sponsor and conduct field trips for the educational enrichment of the students. Field trips are arranged and planned by the teachers with the approval of the principal.

**Participation in the field trip is a privilege.** Students with a history of poor conduct may be refused the right to participate. 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 permission slip form is provided to the parent/guardian by the school. Students denied participation or who choose not to participate will remain in the school.

### **FLAG DISPLAY**

The United States flag is displayed on school grounds and in each assembly room or classroom during school hours. All are expected to stand, salute, and repeat the oath of allegiance every school day.

## **USE, POSSESSION, AND DISTRIBUTION OF CONTROLLED DANGEROUS SUBSTANCES**

### **DEFINITIONS:**

**Controlled Dangerous Substances** are defined in section I through V of the NJ Criminal Code. They include but are not limited to: marijuana, 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 s/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.

**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 s/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 a 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

#### **POLICY:**

- 1) A student shall be considered in violation of school policy if s/he is observed:
  - a. to be under the influence,
  - b. in possession,
  - c. engaged in distribution, or
  - d. have possession of a controlled dangerous substance
- 2) Such a student shall be subject to the following provisions and to the general discipline policy stated in the Handbook:
  - a. when a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the principal **MAY** refer the matter to local law enforcement officials
  - b. when a student is identified as “distributing” or “in possession with intent to distribute” a controlled dangerous substance, the principal **MUST** refer the matter to local law enforcement officials;
- 3) A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible.
- 4) If the principal determines that there:
  - a. was no violation of policy, the student will be permitted to return to school
  - b. was a violation of policy, the principal may discipline the student according to the general discipline policy stated in the Handbook up to and including expulsion
- 5) The principal may require the student to participate in an appropriate treatment or counseling program as a condition of the student’s eventual return to the school.
- 6) When violation of this policy involves “distribution” or “possession with intent to distribute” the discipline imposed will normally be expulsion.

## **HEALTH & SAFETY**

### **HEALTH SERVICES**

A nurse is available at the school on a daily basis. If the nurse is not on duty, an injured or sick child is sent to the office. Among the services provided by the nurse are eye, hearing and scoliosis screening as well as provisions for Dental Screening.

School policies from the school’s Health Office regarding issues such as “over the counter” drugs, etc. must be adhered to. No medication may be given without a prescription from the physician and the Medical Authorization Form completed by the physician and signed by the parent. This goes for over-the-counter medication as well.

### **EMERGENCY CARDS**

Emergency cards are kept on file in the Nurse’s office and are updated annually. ***It is the parent’s/guardian’s responsibility to notify the school office of any change in phone numbers or emergency contacts. The emergency contact person(s), indicated on the card, must be able to pick up the child within 15 minutes of notification.***

### **ILLNESS OR INJURY**

When a child becomes ill or is seriously injured at school, the parent/guardian will be notified. No child may be sent home by himself/herself. The parent/guardian must come into the building and sign the child out. No child may leave the school without an adult.

No care beyond emergency first aid (defined as the immediate temporary care given in case of an accident or sudden illness) may be given by any school personnel. In an emergency, the Bogota Ambulance Unit will be contacted. An official accident report will be completed by the school.

## **POLICY ON ADMINISTRATION OF MEDICATION**

Saint Joseph 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:

- A parent/guardian should come to the school and personally administer the medication.
- If this arrangement is not possible, the school nurse or the principal (or his/her designee) will administer the medication under the following conditions:
  1. The medication must be given to the school nurse or principal by the parent/guardian;
  2. The medication must be in the *original* pharmacy-labeled container;
  3. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school.

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 from the school.

## **EMERGENCY ADMINISTRATION OF EPINEPHRINE POLICY (Severe Allergic Reaction)**

Current law (section 4 of P.L.2007, c.57 (C.18A:40-12.6a) now requires schools to provide emergency epinephrine for individuals who may be experiencing anaphylaxis. Anaphylaxis is a severe allergic reaction which can occur after exposure to an allergen, an insect sting or even (rare) after exercise. Without immediate administration of epinephrine and summoning Emergency Medical Services (911), death could occur. This applies to all students with known allergies as well as those having an anaphylactic reaction for the first time.

It is the policy of St Joseph Academy to provide and make readily available at least two (2) doses of auto-injectable epinephrine (hereinafter called "unassigned or stock epinephrine"). The epinephrine will be administered by a school nurse, or school employee who has been authorized and properly trained in its' administration, to any student believed to be having an anaphylactic reaction on school premises during the academic day. The parents or guardians of the pupil shall sign a statement acknowledging that the school shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

## **SUDDEN CARDIAC EVENTS / AUTOMATED EXTERNAL DEFIBRILLATORS**

St. Joseph Academy is committed to ensuring the health of the school community. Consistent with this commitment, the school will have an automated external defibrillator (AED) located in a central location for the purpose of responding to a sudden cardiac arrest (SCA) in students, staff members, or any other adults on the school premises. Sudden cardiac arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm. The AED is to be used on victims who are unconscious, without a pulse and without signs of circulation or normal breathing. The AED will then analyze the heart rhythm and advise the operator if a shock able rhythm is detected. If a shock able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The Principal and School Nurse shall establish and implement an emergency action plan for responding to a sudden cardiac event including, but not limited to, an event in which the use of an automated external defibrillator (AED) may be necessary. The Safety Coordinator will, if available, assist. The plan shall include:

1. A list of five or more school employees who hold current certification from the American Red Cross, American Heart Association or other training recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and use of a defibrillator. The list shall be kept current in the Main Office.
2. Detailed procedures on responding to a sudden cardiac event including, but not limited to:
  - a. Identification of persons responsible for responding,
  - b. Calling 911,
  - c. Starting cardio-pulmonary resuscitation,
  - d. Retrieving and using the AED,
  - e. Assisting the emergency responders.

## **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.'

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 23602363, 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 counseled 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.

1www.usccb.org/beliefs-and-teachings/whatwebelieve/catechjpsjcatechismofthecahojc churchlepub/

## **FIRE DRILLS & EMERGENCY PROCEDURES**

In keeping with State Law, fire drills and school emergency drills are conducted twice a month. Teachers also review the fire drill and other emergency procedures with their classes, and these procedures will be practiced twice a year. Evacuation drill occurs once a year.

## **VISITORS**

For the safety of our children, *all visitors (including parents) must report to the school office*, at which time they will "sign in" and be issued a badge to wear while in the school. When leaving, visitors are to "sign out".

## **ASBESTOS MANAGEMENT PLAN**

Saint Joseph's "Asbestos Management Plan" is on file in the school office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

## **STUDENT INSURANCE**

Saint Joseph students are covered by the Student and Sport Accident Insurance purchased by the Archdiocese of Newark. In the event that a student is injured when participating in a supervised activity, the Archdiocesan policy will help pay expenses incurred for medical treatment that are in excess of benefits payable under any other insurance covering the student. *Claim forms may be obtained from the school nurse.*

## **SUSPECTED 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.

## **DRESS CODE**

The full Summer Uniform (optional) from September to November 1 and April 1 to June consists of:

### **GIRLS & BOYS (GR: K-8)**

Beige Bermuda Shorts (Boys & Girls or Beige Skorts for the Girls)

**(The shorts/skorts must reach down to the knee.)**

Green Golf Shirt with School Logo

Brown Belt

White Ankle or Crew Socks

White low-cut sneakers (Keds Type)

If this is not adhered to, then your child will be required to wear the regular winter uniform.

The full Regular Uniform consists of:

### **GIRLS (GR: K-5)**

Plaid Jumper

Yellow Blouse (rounded collar)

Plaid Tie

Dark Green Knee Socks (Green Tights in Winter)

Dark Green Sweater

Dark Green Uniform Slacks (Optional for Winter). If worn, no jumper will be worn.

Black Uniform Shoes

### **GIRLS (GR: 6-8)**

Plaid (Kilt-Style) Skirt (**Length-Middle of the Knee**)

If not adhered to, then JDM Associates Dark Green Slacks must be worn.

Yellow Long Sleeve Button-Down Shirt with School Initials (initials optional)  
Dark Green Sweater  
Black Tights/Opaque Stockings  
Black Uniform Shoes

**BOYS (GR. K-5):**

Dark Green Trousers (properly fitted to the waist)  
Yellow Shirt  
Plaid Tie  
Long Sleeve Yellow Golf Shirt (**K-3 only**)  
Dark Green Sweater  
Black Belt  
Black Socks  
Black Uniform Shoes

**BOYS (GR. 6-8)**

Dark Green Trousers (properly fitted to the waist)  
Yellow Long Sleeve Button- Down Shirt with School Initials  
Plaid Tie  
Dark Green Sweater  
Black Belt  
Black Socks  
Black Uniform Shoes

In addition to the green uniform sweaters, the gym uniform sweatshirt with the school logo (purchased through the school) may be worn to and from school and during outdoor recreation. Sweatshirts are not to be worn in the classrooms unless it is their gym day. For additional warmth, the school sweaters or fleece may be worn in the classroom.

All uniforms are to be purchased from JDM Associates, which is located in Lodi. **There will be no variations in the Dress Code.**

**Pre-Kindergarten** students will wear the gym uniform as their daily uniform. This mini line of gym uniforms are to be purchased through JDM Associates, Lodi, NJ.

**GYM UNIFORM**

All students grades K-8, wear gym uniforms (which are purchased at JDM Associates) to school on gym days. **The regulation gym uniform (no exceptions) consists of the following:**

**Mandatory**

- Gold T-Shirt with Logo
- Green Sweatpants with Logo
- All white low-top sneakers
- All white athletic socks

**Optional**

- Green Mesh Shorts with Logo (permitted in warmer weather)
- Green Sweatshirt with Logo

**ACCESSORY ITEMS**

No more than one set of stud earrings or **small** hoops may be worn only in girls' ear lobes. Boys are not permitted to wear earrings. No make-up is permitted. Only clear nail polish is permitted for girls (no artificial nails, etc.). Hats are not to be worn in school. Hair is to be kept well groomed. Boys' hair is to be conservatively cut; out of the eyes and above the shirt collar. *Unusual trends in hair fashions are not permitted for boys or for girls.* Student's hair is not to be dyed/ highlighted. **The administration reserves the right to make final decisions in this regard.**

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