

**ALL SAINTS CATHOLIC ACADEMY
19 WEST 13TH STREET
BAYONNE, NJ 07002
201-443-8384**

**STUDENT/PARENT HANDBOOK
2009-2010**

**ACCREDITED
MIDDLE STATES ASSOCIATION OF COLLEGE AND ELEMENTARY SCHOOL**

PURPOSE AND USE OF HANDBOOK

The Handbook exists to foster the efficient operation of the school. 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.

NON-DISCRIMINATION POLICY

All Saints Catholic 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. The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

FAMILY SPIRITUALITY COMMITMENT

As members of All Saints Catholic Academy,, we believe that Catholic Education is an integral extension of Christ's mission to proclaim the Good News. By enrolling our children in All Saints Catholic Academy, we affirm the threefold purpose of Catholic Education: to teach, to build community and to serve. Faithful in this educational mission, parents of students at the Academy commit to actively support and model the following spirituality commitment:

As God's children, we recognize all that we are and all that we have is gift from God, our Creator, and that we are called to continually deepen our relationship with our God.

As primary educators of our children, we are responsible for the spiritual formation of our children.

As a family, we participate regularly in the weekly celebration of the Eucharist, break open the Word, receive the Sacrament and live God's message.

As fully responsible parishioners, we made a commitment to faithfully participate in the sacrificial giving program in our parish. Parishioner status is determined at the parish level.

As members of this faith community, we volunteer our time and talent in support of the ministries of the parish.

Worshipping as members of a parish provides ongoing opportunities for spiritual development for each member of the family. As parents of children enrolled in the Academy, it is the clear expectation that regular participation in Sunday liturgy is the means for spiritual nourishment, growth and renewal. Empowered by the Spirit, we are disciples rooted in God's Word and Sacrament

ADMISSION OF NEW STUDENTS

Our first and main criterion for admission to the school is active participation in the life and mission of the Catholic Church in our respective parishes as defined in our Spirituality Commitment. This criterion takes precedence over every other item of priority in our admission policy.

Students applying for admission to the school will be accepted in order of the following priority:

1. Active parish families with children already enrolled in the Academy.
2. Children from an active parish family who participate by worshipping weekly at Sunday Eucharist and offering freely to their parish their time, talent and treasure.
3. Children of new parishioners who are transferring from a Catholic School, or from an area where a Catholic School was not available.
4. Children of non-parish families who are members of another parish without a Catholic School.
5. Children of non-parish families.

We maintain a waiting list for children not immediately accepted. The waiting list is valid from the time of application until the opening of the application process for the next school year.

We welcome students with varied abilities; however, in justice to the child, we may not be able to adequately implement a child's mandated Individual Educational Plan (IEP) and special needs. These children will be reviewed and considered on an individual basis.

Registration

We begin the application process in March of each year.. The dates are announced in the Sunday bulletins of each of the Bayonne Catholic Churches, on the school calendar, and on the school website.

Children registering for Pre K 3 must be three years of age on or before October 1 of the year to be spent in Pre K 3 Program.

Children registering for Pre K 4 must be four years of age on or before October 1 of the year to be spent in the Pre K 4 Program.

Children registering for Kindergarten must be five years of age on or before October 1 of the year to be spent in Kindergarten. There are no exceptions.

Children registering for First Grade must be six years old on or before October 1 of the year to be spent in First Grade. There are no exceptions.

Students transferring into all other grades will provide additional academic information and information regarding the reception of any other Sacrament.

At registration, the following items are required:

- * A copy of the student's birth certificate.
- * Verification of the student's social security card.
- * A copy of the Baptismal Certificate
- * Transfer students applying for admission submit the most recent progress report from their current school, results of standardized testing and report cards from the last two years.
- * In the case of a separation/divorce, parents present copies of the custody papers and anything relating to the safety of the child.
- * New students are to have a physical examination before the school year begins and provide required immunization records.

Financial Obligations

At registration, the following financial obligations are required:

- * The non-refundable registration fee of \$150.00,
- * Book/Computer fee of \$100.00 per child is due.
- * Parents sign a tuition agreement (FACTS Management Form Annually) that indicates their parishioner status, tuition amount, and their method of payment for the tuition.
- * Ten tuition payments are due: June 1, July 1, August 1, September 1, October 1, November 1, December 1, January 1, February 1, and March 1.
- * Tuition issues should be referred to the Business Manager and the Principal. As per Archdiocesan policy, the school reserves the right to transfer students for non payment of tuition for services rendered.
- * Parents also sign the HSA Commitment Agreement which indicates their acceptance of their commitment to fundraise through various projects.

Immunization Mandate

A child entering school as a new student is required to comply with the immunization requirements set forth by the State of New Jersey. An applicant whose immunization record is incomplete will not be admitted.

“No child shall be admitted to a school without proper proof that the child has been immunized as required by the laws of the State of New Jersey, N.J.3.A. 26:1A-9. Proper immunization is a condition of admission to the school. No request for religious exemptions will be considered.”

Policy on Admission of Students

For all students making application to fill available slots in class enrollment in grades 1-8, acceptance to the school will be based on the following considerations:

1. Receipt of student records from current school: grades and standardized test results. A student interview and testing will also be conducted by the school prior to acceptance to the school.
2. Results of the department teachers' interview of student and parent to discuss the discipline and academic expectations of the school: does the child agree to follow the school's code of conduct and does the parent agree to support the school in its policies and procedures?
3. Review of academic and/or psychological/educational testing: can instruction and/or classroom management techniques be adjusted sufficiently to meet the child's needs?
4. Results of conversations with the child's current teachers: what academic and behavioral interventions have been successfully applied? Is it likely that the student will be able to adjust to the school's academic and behavioral expectations?

No transfers will be accepted after January 1 except in the case of relocation into the area or special need as determined by the Academy's Administration.

ATTENDANCE

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

A parent/guardian calls the school no later than 9:00 AM to report a student's absence and the reason for the absence. The call is to come from the parent/guardian. Notification by a brother/sister is not acceptable. Communication by email is not acceptable. If no call 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 absence. These procedures represent a mutual effort to insure the safety of the child and account for the presence of the student during school hours.

The Student Attendance record is marked as follows:

2:45 Dismissal Day

Arrive	8:05 to 9:30	marked as late
Arrive	9:30 to 1:00	marked as half day absent
Arrive	1:00 to 2:45	marked as full day absent
Leave	8:15 to 9:30	marked as full day absent
Leave	9:30 to 1:00	marked as half day absent
Leave	1:00 to 2:45	marked as present

12:15 Dismissal Day

Arrive	8:05 to 9:15	marked as late
Arrive	9:15 to 11:15	marked as half day absent
Arrive	11:15 to 12:15	marked as full day absent
Leave	8:15 to 9:15	marked as full day absent
Leave	9:15 to 11:15	marked as half day absent
Leave	11:15 to 12:15	marked as present

Absence Due to Illness

A student who is absent for an entire day, must bring the teacher a written letter of explanation when he/she returns to school. The letter must contain the parent's signature, therefore communication by email is not acceptable. The letter must state the student's name, the dates and reason for the absence. An absence of three or more consecutive days for illness requires a doctor's note.

***** **Please**, if your child is not feeling well in the morning, do not send the child to school. A sick child in school becomes more susceptible to other illnesses and puts others in jeopardy of illness.

Parents can request books the day of the absence and pick the books up in the school office after the dismissal bell. When the student returns, the teacher will provide the other missed assignments. Teachers will use discretion on what work the student is responsible to complete.

Absence Other than Illness

The scheduling of doctor/dental appointments during the school day is not appropriate and disrupts the child's learning. Should unavoidable situations or an emergency arise:

- a. Send a note to the homeroom teacher and the school office.
If at all possible the note should be sent one day prior to the appointment.
- b. Come into the school office to sign out the child.
- c. Upon returning, come into the school office with the child to sign him/her back into school.

Vacations: Family vacations do not constitute legitimate absences. Upon a student's **return**, missed work will be provided by the teacher; however, it is the parents' responsibility for preparing their child to complete missed class work and homework. Missed tests will be made up. All make up work and tests will be completed within one week of the student's return. Any project due while the student is away must be handed in **before** the student leaves.

Truancy: A student, who deliberately avoids coming to school contrary to the wishes of his/her parents/guardian, is considered truant. Habitual truancy will be reported to the appropriate authority. A student who is chronically truant will be subject to disciplinary action.

Absence and Participation in Activities

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

Lateness/Tardiness

A child is considered late after the bell at 8:05 AM. Late students must report to the office for a late slip to be admitted into class. After having been late five times in a quarter, the student and their parents will meet with the Principal.

Arrival and Dismissal Procedures

For the safety of the children, parents follow the traffic patterns for arrivals and dismissals as directed by the supervising school personnel and safety patrol during arrivals and dismissals.

Arrival Procedure

7:00-7:45 Before School Care

Parents are to drop their child(ren) off on 13th Street in front of the Main Entrance. Students in grades K thru 8 remain in the gym with school personnel.
Students in Pre K also go to the gym.

7:45- 8:05 Student Drop off Procedure (Grades K-8)

Parents drive into the schoolyard from 13th Street and carefully move thru the schoolyard in a single car line. Students should be ready to exit the car on the passenger side. Kindergarten, Pre K 3 and Pre K 4 children may be dropped off with their older siblings. Parents exit the schoolyard onto 14th Street. There should be on continuous flow of traffic. Parents do not park in the schoolyard. Student Safeties and teachers will be in the schoolyard to assist. Students

move into the schoolyard thru the red door closest to 13th Street and move directly to their classrooms where their teachers will be on duty.

Students who walk to school enter the building using the main entrance on 13th Street.
Parents who walk their child to school are asked not to congregate near the driveways.

8:30 Pre K 3 and Pre K 4 Drop off
Parents with a Pre K 4 child without a sibling should plan to drop their child off following the same procedure mention above at 8:30. Pre K 4 children will enter the school through the red doors

Parents with a Pre K 3 child without a sibling should plan to drop their child off following the same procedure mention above at 8:30. Pre K 3 children will enter the school through the door to their classroom.

Dismissal Procedures: No cars will be admitted into the schoolyard at dismissal
Parents must park their car on the street and walk to the schoolyard.

2:15 Pre K 3 children will exit through their classroom door.
Pre K 4 children will exit the school through the main entrance on 13th Street.
Pre K 3 & 4 children with a sibling may remain in their classroom until Grades 1-8 dismiss.

2:45 Students in grade K- 8 will be dismissed in the following order:
Students in grades K-3 may be picked up by their older sibling before dismissal (2:40)

Students in the After Care Program will move to the Cafeteria.

Bus Line: Students will exit the building thru Main doors on 13th Street

Line One: Students in grades 1-4 will walk to 13th and Avenue C
Students will exit the building thru the Main doors on 13th Street

Students in grades 5-8 will walk to 14th and Avenue C
Students will exit the building thru the 14th Street doors.

Line Two: Students in grades 1-4 will walk to 13th and Broadway.
Students will exit the building thru the Main doors on 13th Street

Students in grades 5-8 will walk to 14th and Broadway
Students will exit the building thru the 14th Street doors.

Line Three: All remaining students will line up in the schoolyard
Students will exit the building thru the RED DOOR into the schoolyard.

3:00 Students who have not been picked up by this time will be placed in the After School Program and the fee will be applied.

School Hours and Supervision

School hours are from 8:05 AM until 2:45 PM on regular dismissal days and 12:15 PM on early dismissal days. Any student not picked up by 3:00 PM on regular dismissal days will be sent to the After Care Program and fees will be applied. There is no After Care on early dismissal days.

The school's responsibility for students begins at 7:45 AM and ends at 2:45 PM (or 12:15 PM). For children enrolled in the After School Program, the responsibility for supervision begins at 2:45 PM ending at 5:45 PM.

Pre K 3 and Pre K 4 hours differ slightly in an effort to stagger arrival and dismissal times.

Pre K 3 and Pre K 4 have lunch at 12:00-12:45

Kindergarten and First grade have lunch at 11:00- 11:45..

Grades 2, 3 and 4 have lunch at 11:30 -12:10.

Grades 5, 6, 7, and 8 have lunch at 12:00-12:40.children.

Students are supervised at lunchtime by teachers and volunteers both in the cafeteria and on the playground. For the safety of the students, students may not leave the school grounds during lunch time.

Emergency Closings/Delayed Openings

It is the policy of the Academy to follow the decision of the Bayonne School District regarding school closings and delayed openings due to inclement weather. In the event of a closing or delayed opening, please listen to the announcement over the local radio station. You will receive notification from the Academy via the Honeywell Instant Alert System.

Or log on to <http://www.ascabayonne.org>

Or call the school telephone 201-443-8384 after 7:00 AM.

A delayed opening means students report to school by 10:00 AM.

Teachers will be on duty at 9:45 AM. Please do not bring your child to school before this time.

There will be no Pre K 3 or Pre K 4 half day program on a delayed opening day.

After the school day begins every effort will be made to remain open for the duration of the day. However an emergency closing due to inclement weather is also possible. Be aware of the weather predictions for the day so that you and your child are prepared for such a decision. In the event that an emergency weather closing or other emergency situation is necessary, parents will be notified via the Honeywell Instant Alert System. It is the parent responsibility to update the system with current telephone numbers and/or email addresses. We will also notify the local radio stations and post the information on the web sites to announce the emergency closing. It is of utmost importance that your child knows where to go and what to do, that he/she has a pre-arranged alternate place to go should you not be at home if such a situation arises. There is no After School Program when there is an emergency closing.

HOME AND SCHOOL COMMUNICATIONS

The school will communicate weekly with parents/guardians. Parents are asked to read all communications and respond as needed.

Parents are welcome to email teachers or school staff. Email links are located on the website. Emails should be used to clarify questions or to request a meeting with the teacher to discuss concerns. Please note that email is not read until the end of the school day. Any same day communication must be via telephone or written note.

Parents/Visitors are welcome into the school at any time. Parents/Visitors are asked to call the school office at least 24 hours in advance of your visit to your child's classroom. Parents, visitors and volunteers must register in the school office on arrival and upon leaving the building. The school secretary is always on duty to take care of any business or messages.

Appointments with School Personnel

Parents who wish to meet with the Principal, Vice Principal, a teacher, or any member of the school staff must contact the office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents may not approach staff members during the school day (7:45 AM to 2:45 PM) without arranging an appointment beforehand. Staff members who wish to communicate with the parents of a student may do so by phone, letter, email, or at a mutually convenient appointment. Teachers will not schedule an appointment that could conflict with teaching or supervisory duties.

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.

Cell Phones and Electronic Devices

Students are not permitted to bring electronic devices to school. The list of such devices includes, but is not limited to; cell phone, portable CD player, camera (except for disposable cameras that are permitted on field trips, MP3 players, IPODs, and memory sticks. If a student brings an electronic device to school it will be confiscated and a parent must pick up the device. Requests to have a cell phone in school can be made in writing by the parents to the Principal. All requests will be reviewed on an individual basis.

Children Bringing Cash to School

Money sent to school for a specific event or purpose should be placed in an envelope and identified with the child's name and grade section, the amount enclosed and its purpose.

Home School Association

Every family that has children enrolled in the Academy becomes a member of the Home School Association. The faculty and administration are included in the membership. The HSA provides a channel of communication and creates better parental awareness by encouraging parental involvement. The HSA is not a board of education. Specific concerns relating to school policies and procedures should be directed to faculty and/or administration. HSA meetings are announced at the beginning of the year and parents should make every effort to attend and support the activities and projects of this organization.

School Records

Only the information about students which is essential to promoting their welfare and accomplishing the educational objectives of the school shall be collected and maintained under the general supervision of the school administration. The school maintains a cumulative record for each student from entrance into the school through eighth grade. No records are released to anyone or any school without a written authorization from the parent.

The school abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon written request the school will provide the non-custodial parents with access to the student's essential academic 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 “custodial section” of the divorce decree if it contains information useful to the school in fulfilling its obligations. Custodial parents have an obligation to provide the copies of student’s report cards, progress reports, notices of parent/teacher conferences and other relevant material to the non-custodial parent.

Pick Up From School

The school will permit only the custodial parent, or her/his designee (designated in writing), 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.

ACADEMIC POLICIES

Faith Formation/Religious Education

The moral and religious formation/education of a student has its roots in the home. The purpose of the Catholic School is to build on Christian home life by giving formal religious instruction in school.

At All Saints Catholic Academy we are committed to the spiritual growth and development of each child. Our purpose is not only to teach Catholic doctrine, but to help our students learn to live it. To accomplish this, the students have classroom instruction given by certified catechists, preparation for the Liturgy, and active participation in the liturgical celebrations. In addition, all students are encouraged to live out what they have learned and celebrated by participating in various service projects during the school year.

As a Catholic School, we are committed to the religious development of each child. The school’s first priority is the religious program which brings coherence and meaning to learning and living. Students, parents and guardians understand and agree that the school exists to educate in the framework of Catholic values. All students, regardless of their religious affiliation, participate in the Religion classes and liturgical services scheduled for students during the school year.

Academic Curriculum

The school provides a comprehensive academic preparation for its students by concentrating on basic skills, critical thinking skills, problem solving skills, concepts, techniques and enrichment programs. The curriculum is based on Archdiocesan requirements which follow the New Jersey Core Curriculum Standards emphasizing the quality of learning. It is structured to provide continuity and to promote creativity. Our program provides instruction in Religion, Integrated Language Arts, Math, Science, Social Studies, Health/Physical Education, Spanish, Music, Art and Computers.

Promotion/Retention

Students must pass all major subjects (minimum 70% average) in order to be promoted to the next grade. Any student who has a “U” average in a major subject at the end of the year must attend summer school and/or receive tutoring approved by the administration in order to earn a passing grade. The paperwork and grade must be submitted to the school office before the student is admitted to be next grade.

A student who fails two or more major subjects for the year will not be promoted to the next grade.

Eighth grade students must pass all subjects in order to receive a diploma at graduation. If the student fails one subject, he/she will receive a diploma only after successfully completing the subject in summer school. The student may not participate in graduation activities.

Physical Education

All students at the school are required to participate in weekly Physical Education Classes. The prescribed gym wear is to be worn for all gym classes. Should a student need to be excused from a class, a written request from the parent/guardian stating the reason must be presented to the teacher. Notes are filed for a one-year period. To be excused from two or more classes a note from the physician stating the reason is required. Students who are unprepared for gym class will have this "lack of preparation" reflected in their grade.

Homework

Homework is an important part of the learning process. The objective of home study is to develop habits and techniques of independent, useful study. Home assignments supplement and reinforce the daily work in the classroom.

Parents play an important part in their child's home study. It is expected that parents:

1. Cooperate with the school in making home study effective by providing suitable conditions (workspace, light, supplies, etc.).
2. Encourage your child, but avoid undue pressure. Students are expected to complete all assignments in a clear, and accurate manner. Parents are requested to check the work their child is doing at home. This is a positive way to keep abreast of what is being taught. Some assignments are long-range and require planned study for their completion.

Each student must come to realize that homework is his/her responsibility. The primary source for all homework assignments is the Assignment Notebook. All students are required to write down their homework assignments each day in an Assignment Notebook. Parents should regularly check the Assignment Notebook.

The following is a minimum amount of time for daily assignments.

Grades 1-2	15-20 minutes
Grades 3-4	30-40 minutes
Grades 5-6	50-60 minutes
Grades 7-8	60-75 minutes

Students are responsible for knowing their individual teacher's policies regarding homework. When a student is absent, it is the student's responsibility to consult with the teachers regarding make-up work.

Forgotten Materials

Any forgotten materials such as textbooks, homework/projects or gym attire will not be delivered to students during the school day. The only exception will be glasses or lunches. Our children need to develop personal responsibility for gathering their schoolwork the night before and being prepared. A student may return to the classroom after dismissal for a forgotten item, as long as the school office is open and they are accompanied by authorized school personnel.

Technology Acceptable Use Policy

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. Such resources are used to enrich and enhance the learning experience and environment for students. Use of these resources must always be in conformity with the religious mission of the school and the law. No student is permitted to use technology to access or send inappropriate information or materials.

In agreeing to the articles in this Handbook, parents acknowledge they have read the following policies on technology and have discussed them with their child(ren) and know that their child is bound by the policies. The policy covers every grade level.

Policies

1. The student will use the school's technological resources for educational purposes, and only under adult supervision.
2. The student will exercise care and respect in the use of all school computer hardware and software.
3. The student will not reveal addresses or phone numbers, photographs or other personal information to individuals whom they contact through the school's technological resources.
4. The student will not disclose personal password(s) or access code(s) assigned to them or use any other person's password(s) or access code(s).
5. The student will make responsible use of school supplies such as paper, electronic media, and printer ink and toner.
6. No unauthorized student will alter, install, modify, upgrade, repair or remove any school software or hardware, including but not limited to computers, interface cards, monitors, printer, scanners, modems, wiring or cabling, mouse or other accessories.
7. Students who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.
8. The student will not develop, acquire, display or transmit any material by electronic means or hardcopy that is considered by the school policy as obscene, racist, abusive, degrading, or demonic. Intolerance, prejudice, harassment, or insult toward any individual or ethnic or religious group will not be tolerated.
9. The student will not trespass in another's folders, sub-directories, work or files.
10. The student will not use school technological resources to support candidates for public or elected office, nor use the network for commercial purposes.
11. The student will not violate any copyright laws regarding print, electronic or visual information.
12. The student will not meet in person any individual whom he/she may contact through the school's technological resources without first informing the adult supervisor in charge, the school administration, and the child's parents, or legal guardian.
13. The student will report any message received through the school's technological resources which makes them nervous or uncomfortable to the adult supervisor in charge and the school administration.
14. Students should not access their own accounts while on the Internet.

If the student does not adhere to these policies, the student could lose computer privileges or have these privileges restricted. If deemed necessary, the student could also be subject to disciplinary proceedings.

Exams

Students in grades 6-8 take Final Exams (May/June). These exams are comprehensive reviews of the subject matter covered during the term. Exam schedules will be given to the student in time to prepare for exams. Students need to be involved in on-going preparation throughout the year. Results of the examinations are 20% or 1/5 of the 3rd trimester average..

Standardized Testing

The school participates in the Standardized Testing Program in compliance with the directives from the Archdiocesan Schools Office of Education. All students in grade 8 take the COOP Exam in November. Students in grades 4 and 7 take a Writing Assessment Test in November. Students in grades 1-7 take a national standardized test in the Spring. Results of the tests are usually available to parents in May.

Records

A parent/guardian has the right to view his/her student's official academic record. A parent must call the school to request an appointment with the Principal to review a child's records. Records attached to publicly funded services provided through the Bayonne Board of Education such as Child Study Team Reviews, Comp Ed and Speech are the property of the Board. A parent who wishes to examine these records or procure additional copies must apply to the Board of Education. The school is **not** permitted to distribute this information, even to parents.

Transcripts/Transfers

Transcripts of academics and health records are not given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in writing 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 transcripts from the sending school. The transferring student will be issued a Transfer Card to present to the Principal of the new school. We have a "per diem" policy of tuition reimbursement to handle student withdrawals during the school year.

Progress Reports/Report Cards

Progress reports are issued for each student in grades 1-8 half way through each trimester.

Report cards are distributed three times to students in Kindergarten through Eighth grades. Parent Teacher Conferences are held at the end of the first trimester.

Grading System for Kindergarten

- C Consistently Observed
- S Sometimes Observed
- √ Satisfactory
- N/A Not assessed during this marking period

Grading system for Grades 1, 2 and 3

Explanation of Marking Code and Code for Social Development and Study Skills:

- | | | |
|----|------------|--|
| E= | Exceeds | High Understanding
Students demonstrate a high level of skill, knowledge and performance. |
| S= | Secure | Understanding Demonstrated
Student has a solid understanding of concepts, skills and knowledge. |
| D= | Developing | Growth Demonstrated
Student demonstrates progress but lacks full understanding. |
| B= | Beginning | Beginning Stages
Student demonstrates an emerging interest in concepts being taught. |

N= Not yet Performed Assistance Required
Student lacks understanding and requires teacher support.

The marking code for the subcategories under Religion, Communication Arts, Mathematics, Social Studies and Science is:

E=	Exceeds	High Understanding
S=	Secure	Understanding demonstrated
D=	Developing	Growth demonstrated
B=	Beginning	Beginning stages
N=	Not yet performed	Assistance required

The marking code for Art, Health, Introduction to World Language, Music, Physical Education and Technology is:

E=	Exceeds	High Understanding
S=	Secure	Understanding demonstrated
D=	Developing	Growth demonstrated
B=	Beginning	Beginning stages
N=	Not yet performed	Assistance required

Grading system for Major Subjects Grades 4-8

A+	97-100	C+	78-82
A	92-96	C	73-77
B+	88-91	D	70-72
B	83-87	U	Below 70 Failure

The subcategory code is:

+	Strength
√	Satisfactory
=	Weakness

Grading system for Ancillary Subjects Grades 4-8

Art, Health, Introduction to World Language, Music, Physical Education and Technology

O	Outstanding
G	Good
S	Satisfactory
I	Improvement needed
U	Unsatisfactory

Students in grades 5 – 8 earn Principal's List by attaining all A grades in all subject areas, an O, G or S in all specials with no checks in the conduct/behavior section

Students in grades 5 – 8 earn Honors by attaining all A and B grades in all subject areas, an O, G or S in all specials with no checks in the conduct/behavior section.

To earn a Presidential Award at graduation, a student must have attained a composite score of the 90th percentile on the year's standardized achievement test and a B+ (89-92) cumulative average in grades six and seven and for the first semester of eighth grade.

FIELD TRIPS

On occasion, the school will sponsor and conduct field trips for the educational/cultural enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The permission slip is provided by the school. Parents will be informed of the cost, transportation arrangements and all pertinent details. All grades shall be accompanied by the teachers and additional adults. Children who do not take part in a class trip are considered absent for the day and should remain at home.

DISCIPLINE

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at the school. 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 Administration. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; out-of-school suspension; or expulsion.

If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal/Parent/Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

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.

MUTUAL RESPECT POLICY

At All Saints Catholic Academy, the daily interaction among students is based on mutual respect. Students are expected to be polite, supportive and encouraging to one another. If and when conflicts arise, students are to inform their teacher, an administrator or their parent of the problem so that the issue can be resolved in a peaceful, Christ-like and timely manner.

Parents, who are the primary educators, guide their child with developing character traits and skills for maintaining positive relationships. Parents listen objectively to hear what their child is saying. Parents encourage their child to develop good leadership skills and conflict resolution skills. Parents help their child know when to walk away and feel very good about themselves. Parents help their child differentiate between unkind words or inappropriate actions that hurt their feelings and on-going, persistent, intentional and hurtful words or actions. Parents continue to guide their child to handle the hurts that will happen in life.

The Administration, Faculty and Staff of All Saints Catholic Academy work together with the parents to share our Catholic faith with the children by helping them to realize more and more each day that

God loves them. The gospel values emphasize respect, appreciation and care for all of God's Creation. Each person in this school is a beautiful creation of our God. Each person is unique, gifted, valued, has the right to feel accepted, and is an important part of our school community. It is not acceptable to make any comments regarding another's religion, race, nationality, gender, age, size, physical characteristics or intelligence. We need to prepare them for the real world as compassionate, caring people with values and morals built on our Catholic faith and a willingness to share their time and talents with others.

The following behaviors or similar behaviors not specifically listed will not be tolerated:

1. Any type of physical contact or violence will not be tolerated. Fighting will result in immediate suspension.
2. Name calling, verbal put downs, teasing or taunting, threats, language referring to one's race, religion, color, nationality, gender, age, physical characteristics or intelligence, being the persistent butt of jokes, mimicking, being laughed at and/or be made fun of will not be tolerated.
3. Willful exclusionary behavior such as: ignoring, excluding, isolating and/or alienating will not be tolerated.
4. Spreading rumors, gossiping, hiding or damaging personal property will not be tolerated.

Behaviors that are not respectful will be handled immediately with a Parent Teacher/Administration Conference to determine an appropriate, effective plan of action.

WEAPONS

The possession of weapons or explosive/destructive devices is an extremely serious offense which will be grounds for immediate expulsion and possible criminal prosecution. Weapons or explosive/destructive devices of any kind are prohibited on school grounds, school transportation or during any school activities. Weapons will be defined in a very broad sense and not limited to the New Jersey Statutes Annotated. A weapon "look a like:" is also prohibited. The final determination as to what constitutes a weapon or explosive/destructive device shall rest with the Principal. Seizures of weapons and explosive/destructive devices shall be immediately reported and turned over to the Bayonne Police Department.

HEALTH AND SAFETY

The school strongly discourages the administration of either prescription or non-prescription medication in school or on school-sponsored activities. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- A. A parent/guardian should come to school and personally administer the medication.
- B. If this arrangement is not possible, the School Nurse or Principal (or his/her designee) will administer the medication under the following conditions:
 - The medication must be given to the School Nurse or Principal by the parent/guardian;
 - The medication must be in the original pharmacy labeled container, and
 - 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 Nurse.

For the purpose of this policy, "medication" means any prescription drug or prescribed over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin, cough drops or

any ointments, lotions, etc.

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 Nurse.

Children are not permitted to carry any medicine, even aspirin, and take it themselves or give it to others. **All medicines must be kept in the school health office.**

Parents are advised to keep the school nurse and the teacher updated as to their child's medical conditions.

Illness and Injury

If a child becomes ill or injured, every effort will be made to notify parents immediately. The child will remain in the health office until parent/guardian arrives to pick up the child. It is expected that the child will be picked up within an hour of notification. Sick children must be picked up at school via the procedures noted on the emergency form. **Please do not send your child to school if you believe he/she is not well.** This often necessitates our calling the parent for pick-up shortly after the child arrives at school.

CHILDREN MUST BE FEVER FREE FOR 24 HOURS **WITHOUT FEVER REDUCING MEDICATION** BEFORE RETURNING TO SCHOOL.

Students returning to school wearing an orthopedic device such as a cast, sling, brace or using aids such as a cane or a crutch must present a doctor's certificate to the school nurse. This certificate must stipulate that the student may safely return to school with such a device and has been instructed in the use of the device. It must also indicate the diagnosis, any specific limitations particularly physical education and the approximate length of time the aid/device will be required.

Administration of the Epi-Pen by the School

The school nurse shall have primary responsibility for administration of the epi-pen. In the absence of the school nurse, another school employee designated and trained in administration of the epi-pen by the school pursuant to New Jersey Law may administer the epi-pen.

Health Services

Health services provided by the school include the following:

- height/weight screening (grades K-8)
- hearing screening (grades K-8)
- scoliosis screening (grades 5-8)
- visual screening (grades K-8)
- blood pressure screening (grades K-8)

Physical Examination: It is the policy of the school that a new physical examination is required for all students entering Kindergarten and all new students to the school.

Children who are not up to date with immunizations will be excluded from school.

FOOD ALLERGIES

Parents notify the school nurse and the teacher of any food allergies. Parents will be notified of classroom celebrations and are asked to send in a food their child can eat. Student birthday celebrations occur throughout the year. Parents of children with food allergies may send in a "safe"

food for their child for the day of the celebration.

SAFETY DRILLS

In compliance with both New Jersey Law and Archdiocesan Policy, and the School Crisis Management Plan, the school conducts periodic safety drills. The objective of these drills is to ensure the safety of our children in case of an actual emergency. Fire equipment is inspected in accordance with state law requirements.

STUDENT ACCIDENT INSURANCE

The Academy provides an insurance program for all children. This plan protects the child during school hours and during participation in school activities. This insurance is not the primary plan but is used along with the family insurance plan.

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.

ASBESTOS MANAGEMENT PLAN

The school'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.

DRESS CODE

Uniform

For students in K-8 uniforms are purchased from Coed Uniform Company, 100 Broadway, Elmwood Park, New Jersey, 07407 (201-796-4220). If you would like to order on line the school code is 094. Unless excused by the Principal, students wear the uniforms on all school days. The prescribed uniform will be worn at all times.

GIRLS K-4

GLEN PLAID JUMPER OR BLACK DRESS SLACKS - May be worn all year long with:

1. Short or Long Sleeve White Blouse (Peter Pan collar)
2. White Turtleneck with ASA Logo
3. White Knit ASA shirt (short or long sleeve)
4. BLACK Uniform Sweater with ASA Logo

BLACK WALKING SHORTS – May be worn with White Knit ASA shirt
(May be worn from September 1 to October 15; and from April 1 to the end of school year)

BLACK OR WHITE SOCKS OR TIGHTS

GIRLS 5-8

GLEN PLAID SKIRT OR BLACK DRESS SLACKS - May be worn all year long with:

1. Short or Long Sleeve White Blouse (Pointed collar)
2. White Turtleneck with ASA Logo
3. White Knit ASA shirt (short or long sleeve)
4. BLACK Uniform Sweater or Vest with ASA Logo

BLACK WALKING SHORTS or SKORTS – May be worn with White Knit ASA shirt
(May be worn from September 1 to October 15; and from April 1 to the end of school year)

BLACK OR WHITE SOCKS OR TIGHTS

BOYS – K- 8

BLACK UNIFORM DRESS PANTS - May be worn all year long with:

1. White Knit ASA shirt (short or long sleeve)
2. White Oxford shirt
3. White Turtleneck with ASA Logo
4. BLACK Uniform Sweater or Vest with ASA Logo

BLACK WALKING SHORTS – May be worn with White Knit ASA shirt
(May be worn from September 1 to October 15; and from April 1 to the end of school year)

BLACK OR WHITE SOCKS

SHOES: Boys are to wear black rubber soled shoes
Boys are to wear black or white sneakers with the uniform shorts and gym uniform.

Girls are to wear black rubber soled tie, loafer style, or Mary Jane style shoe
Open back, open toed, high heeled, clogs are not safe and are not to be worn.

Girls are to wear white sneakers with the uniform shorts and gym uniform.

Gym Uniform: Black sweat pants, and sweatshirt with the ASA logo may be worn to school on the day gym class.

Students may wear the black school gym shorts with the ASA t- shirt only.
(May be worn from September 1 to October 15; and from April 1 to the end of school year unless otherwise notified by the school office)

Hair

Students hair must be clean, neatly groomed and his or her natural color. A neat hairstyle of reasonable length; bangs at or above the eyebrows for both girls and boys and above the collar in back for the boys is required. No eccentric styles, shavings, colorings, cuts, tails etc are permitted. Hair violations will be corrected the same day.

Jewelry/Cosmetics

A wristwatch, a ring, post earrings or hoops no bigger than dimes (one in each ear) and a necklace or religious medal/cross may be worn. Long or dangling earrings are in violation of the dress code. Boys are not permitted to wear earrings. Girls are not permitted to wear nail polish or make-up.

AFTER SCHOOL PROGRAM/BEFORE SCHOOL CARE

In an effort to respond to the varying needs of our school families, All Saints Catholic Academy offers an After School Program (ASP). We are proud of our extended day program and the safe, healthy, nurturing environment we seek to create. Under the watchful eyes of faculty and staff, children work and play together. More than extended care, we are extended family, sensitive and responsive to the children, whether doing homework, playing ping-pong, drawing a picture, or doing a puzzle. Our parents are confident that ASP works!

ASP operates from the first full day of school until the last full day of school unless otherwise indicated on the monthly school calendar or school website. The hours are from dismissal until 5:45 PM daily.

Our Before School Care (BSC) program is available from 7:00 AM to 7:45 AM. There is a fee for this service.

The ASP serves school families with children in Pre K through Grade 8. Specific fees are charged for the use of the program. Late fees are incurred when children are picked up past 5:45 PM.

All children must be signed out by an individual specifically named on the Pick-Up Authorization Form. Children will not be released to anyone not authorized, in writing, by parents.

If a child is not picked up from an after school activity at the designated ending time, the teacher may send the child to ASP. Parents will be charged a full day's rate regardless of how long the child is there.