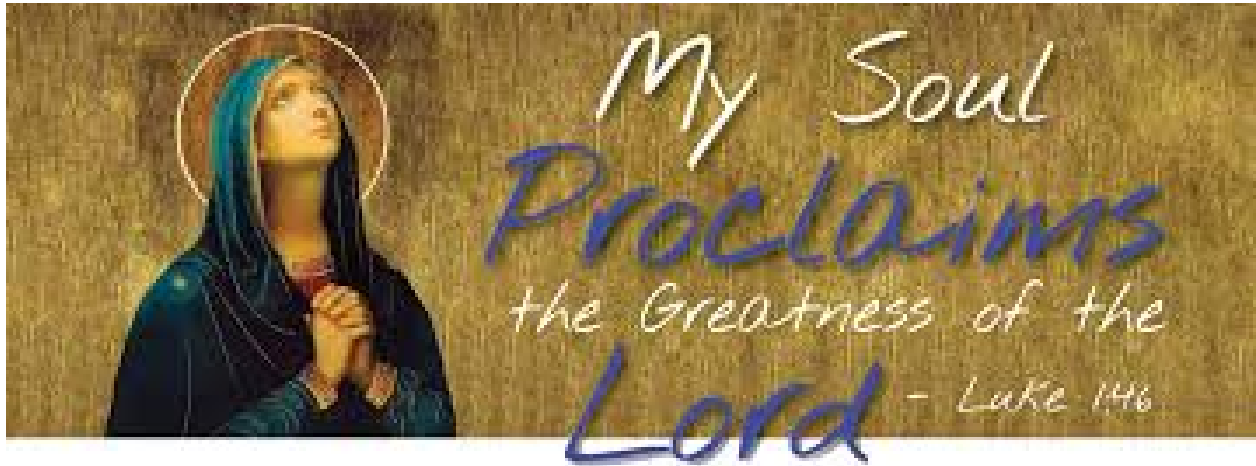


# PERTH AMBOY CATHOLIC SCHOOL

*Enriching Minds • Nurturing Faith*

## Parent/Student Handbook 2024-2025



### Perth Amboy Catholic School Parent/Student Handbook

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**Perth Amboy Catholic School Parent/Student Handbook**

Revised August 2024

## MISSION STATEMENT

*The mission of Perth Amboy Catholic School is to enlighten, inspire, and nurture the minds, hearts, and souls of the children entrusted to our care with Gospel Values and Academic Excellence.*

## PHILOSOPHY STATEMENT

Perth Amboy Catholic School acknowledges and accepts the Gospel of Jesus Christ and its expression through the Roman Catholic faith with its Scripture and Tradition as the foundation of our Christian community. Ministering to a culturally and economically diverse population, and sensitive to its needs, Perth Amboy Catholic School exercises an “option for the poor” in bringing the Good News of Jesus to all. It recognizes the uniqueness of the individual as a child of God. This knowledge is used to enhance the child spiritually, academically, socially, and physically through the daily curriculum and enrichment activities.

The primary concern of this school is the formation of a mature Christian, who is empowered by the values of a quality education. The student is encouraged to think clearly, to develop problem solving strategies, and to be an active participant in the learning process. Perth Amboy Catholic School is committed to the formation of the complete student who is able to interact harmoniously with others who is both competent and self-disciplined, and who will continue to grow in personal holiness in the Spirit of Christ.

Perth Amboy Catholic School provides a safe, nurturing environment conducive to learning, where curiosity and creativity are recognized and promoted. *The curriculum of study adheres to the guidelines of the Diocese of Metuchen and the state of New Jersey.* The instruction of the students follows a logical progression of skills development that is age and grade appropriate. The integration of technology is encouraged. Students are guided in the use of the Internet as an information source. Resources and learning activities that reflect cultural diversity are utilized.

Responsible citizenship is valued and nurtured. Students are provided activities which broaden their knowledge of the civic community on all levels. Students are instructed with respect to individual civil rights and obligations. Patriotism is fostered and leadership qualities emphasized. A strong commitment to the founding principles of our country as “one nation under God” is daily affirmed.

Procedures and practices that develop the students’ minds and bodies are maintained throughout the curriculum. Students receive instruction in the value and importance of positive health habits and attitudes. The school administrator and the principal work collaboratively with the Perth Amboy Catholic School Board to ensure proper implementation of diocesan and state policies and procedures. The faculty maintains a high standard of professional excellence by blending modern and traditional teaching techniques. Teachers develop curricula and instructional programs that include appropriate technology. Teachers share the Ministry of Evangelization through their Christian witness, daily prayer, and the instruction of Catholic Christian Doctrine.

Perth Amboy Catholic School, together with parents/guardians, strives to develop an enlightened, tolerant and self-reliant student instilled with Christian values, including honesty, charity, social and personal responsibility. Each student has the opportunity to witness God’s work in action through daily school activities and outreach programs. Hand-in-hand with the

clergy, lay, and religious leaders of our Roman Catholic parishes and a faculty committed to excellence, the students learn the value and significance of peace and justice, self-respect, and commitment to Christian ideals. With Jesus as the Master Teacher, students are encouraged to strive for personal success in all areas of learning and to achieve the competencies necessary to meet the challenges of the future.

ACCREDITATION

Perth Amboy Catholic School is **Cognia** accredited.

PURPOSE AND USE OF HANDBOOK

The handbook exists to foster the efficient operation of Perth Amboy Catholic School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the administrator and/or 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 the student or parents/guardians. Rather, in order to help each child grow in self-discipline, this parent/student handbook is provided as a policy and guide.

AMENDMENTS TO THE HANDBOOK

This handbook is subject to change at any time when determined necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

ADMINISTRATION

- Administrator:
- Principal: Anacelis Diaz
- Faculty: Introduced every September at Back to School Night
- School Board: Administrator, Pastors, Principal, Lay Members
- Home/School Association: Administrator, Principal, Teachers, Parents/Guardians

All parents/guardians with students currently enrolled are members of the Perth Amboy Catholic School Home/School Association. (*See Home and School Association below*).

ADMISSIONS

**NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

*Perth Amboy Catholic School 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. It does not discriminate on the basis of race, color, national and ethnic*

*origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.*

Whenever available spaces are limited in any given grade level, preference will be given to registered parishioners of the parishes of Perth Amboy Catholic School and students transferring from other Catholic schools.

A waiting list is maintained for one academic year only. Registration is required for all students for each succeeding academic year.

A birth certificate must be submitted for proof of age. Catholic applicants are to provide a Baptismal Certificate and the verification of the reception of any additional sacraments.

- The Pre-kindergarten 3 child must be three years old on or before October 15 of the upcoming academic school year.
- The Pre-kindergarten 4 child must be four years old on or before October 15 of the upcoming academic school year.
- The Kindergarten child must be five years old on or before October 15 of the upcoming academic school year.
- The First Grade child must be six years old on or before October 15 of the upcoming academic school year.

Students transferring to Perth Amboy Catholic School are to have transfer notification and the most recent report card and standardized test scores. Registration forms must first be filed with the School Office. Parents/guardians and students are to interview with the principal before acceptance is made final. All new students are accepted on probation for a period of 45 school days. *(See letter of probationary acceptance).*

### TUITION

Perth Amboy Catholic School has an established tuition rate for the school. The tuition rate meets the minimum tuition amount defined annually by the Office of Schools. The family tuition rate for a family with multiple children in the school will be determined according to diocesan guidelines. Perth Amboy Catholic School reserves the right to cancel the registration of any student whose family fails to meet tuition requirements. *(See Appendix 1).*

### IMMUNIZATION REQUIREMENTS

According to New Jersey State Law, all students attending school in New Jersey must receive the following immunizations:

Diphtheria/Pertussis/Tetanus (DTaP)-5 Total

Tdap-All students in the 6<sup>th</sup> grade who are 11 years or older. If a student's birthday is after the start of the school year, he/she can wait until they are age eligible. Appointment to receive the vaccine should be within two weeks after birthday.

Polio- 4 doses

Measles/Mumps/Rubella(MMR)- 1 does given after 12 months of age and one dose before

entering Kindergarten (Total-2 doses)

HIB- at least one dose

Hepatitis B -3 doses

Varicella- 1 dose given after 12 months of age

TB test- recommended- required if entering school from certain countries. Please call the nurse with this information.

Meningococcal Vaccine- All students in the 6<sup>th</sup> Grade who are 11 years or older. (Student should be age eligible-see note with Tdap)

**All immunizations must be completed and documentation given to the school nurse before the child will be permitted to enter school in September. Student will be excluded until immunizations are completed.**

**DPT:** four doses minimum

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

**MEASLES** vaccine: one dose administered on or after the first birthday.

**RUBELLA** vaccine: administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

**MUMPS** vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

**IMMUNIZATIONS FOR ALL SIXTH GRADE STUDENTS BORN ON OR AFTER JANUARY 1, 2008**

The first vaccine is a **tdap booster**: students must have received one dose after the age of ten.

The second vaccine is the **meningococcal (meningitis) vaccine**:

One dose is required for students meeting the above criteria.

The website for information is [www.nj.gov/health/](http://www.nj.gov/health/)

*An applicant whose immunization record is incomplete will NOT be admitted to school.*

**HEALTH REQUIREMENTS**

All students entering Pre K, Kindergarten and transfer students in all grades are required to have a physical exam and follow-up exams every three years thereafter by a private physician. If a student is participating in a school sport, a yearly check-up or a doctor's release form is required.

A variety of nursing services are provided during the school year. All students in grades K through 8 are given vision, hearing, height and weight checks. Students in grades 5 and 7 are given scoliosis screening. Any child can be exempt from these exams with a written request from the parent/guardian.

Communicable illnesses MUST be reported to the school nurse. A written statement from a doctor is required for readmission to school.

A child who has pediculosis (head lice) must be excluded from school until his/her hair is free

from lice and nits. The child MUST be seen by the school nurse upon returning to school. In the event of minor illness or injury, the child will be treated by the school nurse, principal, or other designee. If a health situation is determined to be more serious, the parent/guardian will be notified immediately.

*It is very important that the school emergency form be accurate and up to date. It is the responsibility of the parent/guardian to notify the school immediately and in writing of any changes in names, addresses, telephone numbers or emails on the school emergency form.*

**A health packet is sent home by the school nurse at the beginning of each academic year. It is the responsibility of the parents/guardians to notify the school of any medical conditions that the child may have or develop e.g. nut or food allergies, asthma or heart conditions.**

PLEASE NOTE: Perth Amboy Catholic School is a peanut-free environment.

#### COUNSELING

Perth Amboy Catholic School provides recommendations for counseling. (Catholic Charities)

#### MEDICATION

Perth Amboy Catholic 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:

- The parent/guardian comes to school and personally administers the medication. If this arrangement is not possible, the school nurse, principal or 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.
- The parent/guardian and the student's physician must complete and sign an *Authorization to Administer Medication in School* form which is available from the school.

#### POLICY ON ADMINISTRATION OF EPINEPHRINE

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for the emergency administration of epinephrine via epi-pen for anaphylaxis.

##### ***Parent/guardian Authorization and Agreements Regarding Liability:***

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

##### ***Administration of the Epi-pen by the School:***

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

#### PARENT/GUARDIAN RESPONSIBILITIES



Parents/guardians are the primary educators of their children and, as such, are recognized as an integral part of the school and are valued contributors to the school community. It is their interest and involvement in the spiritual, academic and social processes of their children, expressed through cooperation with the administration, teachers, and the Home School Association, which contribute to the total education of their children.

When parents/guardians choose to place their child(ren) in Perth Amboy Catholic School there is an implied contract to abide by the rules of the school and to cooperate with school authorities in carrying out the educational process. Parents/guardians who consistently fail in their obligation and/or who are continually at odds with school officials, have defaulted on their contract and so have forfeited their right to a Catholic education for their child(ren). Such parents/guardians may be asked to withdraw their child(ren) from Perth Amboy Catholic School.

Therefore, parents/guardians who choose to send their child(ren) to Perth Amboy Catholic School are expected to: Participate weekly with their families in the celebration of Mass, frequent the sacraments, support their parish and exemplify Christian living to their child(ren). If not Catholic, they are encouraged to worship in the church of their choice.

- Foster daily prayer within the home.
- Instill the values of self-discipline and personal responsibility in their child(ren) by modeling these qualities themselves.
- Supervise and assist in their child(ren)'s homework and study.
- Uphold the uniform policy of the school.
- Participate and support all Home School Association activities.
- Abide by the terms and conditions of the contract with the school.

Should a difficulty arise between a student and a teacher, or principal or the administration, parents/guardians are to settle the issue *privately* with the teacher, principal or administration. Any derogatory statements made in the presence of the child, in public or on social media are inappropriate, further complicate the issue and lessen the child(ren)'s respect for authority.

### **STUDENT RESPONSIBILITIES**

The spiritual, academic, social, and physical growth of each child is best realized within the school when the principles taught there reinforce and expand those taught at home, and when the child cooperates fully in the teaching and learning process.

Therefore, the students of Perth Amboy Catholic School are expected to:

- Develop morally and spiritually, and to deepen their relationship with God through positive cooperation with the total education program.
- Acquire the knowledge and skills related to the subjects in each class through conscientious class work, homework and study habits.
- Use technology in accordance with the *Ethical Use of Technology* policy.
- Appreciate the uniqueness of each person and to act as well as speak in a respectful manner at all times, ever mindful of each individual's rights and dignity.
- Refrain from any actions which would harm or destroy school property or the property of another person.
- Act in a manner befitting a student of Perth Amboy Catholic School at all times.
- Support and participate in school related activities.
- Be neatly attired according to the dress code as specified in the handbook.

- Have class materials and chrome books all times and carry them in appropriate book bags. The loss or damage of textbooks and/or workbooks will necessitate payment for their replacement.
- Know and follow the rules contained in the handbook.
- Adhere to uniform code.

## TRANSPORTATION

Cars are to follow the directions outlined in the appendix to drop off and pick up students from the cafeteria entrance. **Cars are NOT to drive up to the cafeteria door. (See Appendix 4).**

## SCHOOL HOURS

The school is open from 7:15 a.m. to 4:00 p.m.

- Students are not to be dropped off on school property before 7:15 a.m.
- Students are to enter the school building through the cafeteria door.
- **A.M. Care** for all students is from 7:15 a.m. until 7:45 a.m.  
\$2.00 fee per child for the first two children, the third child is free *per family*.
- Students may enter the auditorium and be in line for prayer at 7:45 a.m., when for the safety and security of the students, faculty and staff, the cafeteria door is locked.
- Morning Prayer begins at 7:45 a.m.
- Students arriving after 7:45 a.m. are late and **MUST** enter the building through the front entrance on State Street to sign in.
- Lunch and recess for all grades takes place between 11:15am - 12:00pm (PK - 4) and 12:15pm - 1:00pm (5th - 8th)
- General dismissal is at 2:30 p.m (PK -8th)
- Classes are escorted through the cafeteria to the parking lot or to the auditorium in inclement weather. Teachers are required to see that all students are safely dismissed or admitted to clubs or **Aftercare**.
- Students are to be picked-up or know in advance that they are to walk home promptly after dismissal. Students walking home or traveling with someone other than their designated escort must have a permission slip to do so. Students not picked up by 15 minutes after dismissal are enrolled in **Aftercare and billed accordingly**.
- Students waiting for siblings in after school activities are enrolled in **Aftercare**. Students staying for extracurricular activities are supervised at dismissal by teachers who determine extracurricular dismissal times in advance. Students not picked up at the predetermined times are also enrolled in **Aftercare and billed accordingly**.
- Faculty meetings are usually scheduled for the first Wednesday of each month. Dismissal on these days is 12:00 NOON for the entire school with no lunch program. Other diocesan professional days may also be scheduled for which notification will be sent home in advance. Unless otherwise noted, **Aftercare** is available on these days.

## WEATHER/EMERGENCY NOTIFICATIONS AND INFORMATION UPDATES

In the event of a weather or other emergency, parents/guardians are notified of school closings through *School Messenger, school website, and social media platforms*. It is the general policy of the school to stay open once the school day has begun unless an emergency warrants

immediate closing.

- Although the school attempts to notify every parent in such an event, it is the responsibility of the parent/guardian to make emergency pick-up arrangements.
- It is imperative that all school records be current and accurate.
- Parents/guardians are requested to notify the school office of changes in addresses and/or telephone numbers at home or work, or a change of family doctor or contact person in case of an emergency.

#### FIRE DRILLS/CRISIS MANAGEMENT

By law, Perth Amboy Catholic School is required to conduct one fire drill and one emergency drill each month, except in severely inclement weather. Students participate in the drills according to the protocols learned and implemented.

Perth Amboy Catholic School has a Crisis Management Plan that includes emergency lockdown, shelter in place and evacuation procedures on file with the Diocese of Metuchen and the Perth Amboy Police Department. Procedures are practiced with the cooperation and supervision of the Perth Amboy Police Department.

#### VISITORS TO SCHOOL

For the safety and security of the students, faculty and staff, ALL VISITORS must enter through the front entrance of Perth Amboy Catholic School on State Street. Visitors must then report immediately to the school office to sign in and receive a visitor's badge. Prior authorization is required for visitors to enter any classroom or approach any student on school grounds. Visitors must also surrender their badge and sign out before leaving.

*Any schoolwork, lunches or clothing brought to school by a parent/guardian is to be left in the mancage located through the main entrance.*

#### AUTHORIZATION FOR STUDENT RELEASE

For the safety of each student, a form is provided for the name(s) of the person(s) authorized to take the child from school other than the parents/guardians. The *Authorization of Release* form is to be kept up to date by the parents/guardians as necessary.

A student leaving school with someone other than the person(s) listed on the *Authorization of Release* form must inform the school office of this arrangement *in writing* that morning.

In the event of separation or divorce, Perth Amboy Catholic School will permit only the custodial parent, or his/her designee **named 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. In an emergency, a clearly defined, **one-time** telephone call **may** be acceptable.

#### RELEASE OF STUDENT

**A student may be released from school during the day only to the parent/guardian or the designee named on the Emergency Information Card.**

In complying with this policy, the following procedures shall be observed:

- The school will call the parent/guardian of the student to inform them why the student is being released early.
- The school will release the student when the parent/guardian as prior identified in student registration/emergency contact form, or person designated on the school

### Emergency Information Card has arrived at the school office to transport the student.

- School staff must ask for and receive proper identification before releasing a student to a designated person other than the custodial parent/guardian. Proper identification means, for example, a driver license or other photo identification. A student may be released to a non-custodial parent/guardian unless a legal written document, such as a restraining order or child custody order, expressly prohibits such release. The school will call to inform the custodial parent/guardian when a child has been released to a non-custodial parent/guardian.
- A student may not be released to an older sibling unless the sibling's name appears on the Emergency Information Card.

### CUSTODIAL AND NONCUSTODIAL PARENTS

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order that outlines the non-custodial parent's rights of access to the child, restraining orders, etc. The custodial parent must provide an updated court order at the beginning of each school year. The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

### ATTENDANCE/ABSENCE

Prompt, regular attendance is absolutely essential to academic success. Parents/guardians are expected to foster these good habits in students both for the benefit of the students' current academic achievements and to encourage mature adult behavior in the future.

- A student who is not present for Morning Prayer, gathered either as a school or in class is considered late. A student who is late must enter through the main door on State Street and sign in. Habitual lateness disrupts classes already in session and impedes a student's academic progress.
- Parents/guardians must call the school office to report a student's absence no later than 9:00 a.m.
- If no call or email is received by 9:00 a.m., the school nurse or school secretary will make a reasonable effort to reach parents/guardians to verify the legitimacy of the absence.
- This procedure represents a mutual effort to account for the presence of the student during school hours.
- A student not present for at least four instructional hours for any reason will be marked for a full day's absence.
- Upon returning to school after an absence, the student must present a written excuse from the parent/guardian and/or a physician. The note is to include the student's name, dates and reason for absence. Any absence not documented is marked as an "unexcused absence" on the student's permanent record.
- If a student is to be absent for an extended period of time, three or more instructional days, the parent/guardian is to inform the teacher and principal *in writing, in advance* as soon as possible.
- Students whose illness or injury would require two or more weeks of absence may qualify for home instruction.

- If a student is absent from school because of illness or disciplinary action, s/he will not be permitted to take part in extracurricular or athletic activities that same 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 extracurricular and athletic participation.
- So that a student's academic progress is not impeded, it is recommended that vacation plans coincide with school holidays listed on the school calendar. For this reason, vacations while school is in session are discouraged. However, if a student needs to be absent for an extended period of time, it is the responsibility of the student to make up work missed upon his/her return.
- Teachers will not provide lessons ahead of time.
- Make up tests will be scheduled at the teacher's discretion after working with the student upon his/her return.
- Standardized tests can only be administered according to a predetermined schedule; therefore, students are to make every effort to be present when these exams are given.
- A student who is consistently late and/or deliberately avoids coming to school contrary to the wishes of the parent/guardian is considered truant and will be reported to the appropriate authorities.

#### APPOINTMENTS WITH SCHOOL PERSONNEL

**Parents/guardians who wish to meet with the teacher, principal or any member of the school staff must contact the school office to arrange a mutually convenient time. Impromptu meetings during Morning Prayer or dismissal conflict with teaching and supervisory duties. Therefore, for the sake of good order of the school, parents/guardians may not approach faculty members during the school day or at dismissal without arranging an appointment beforehand.**

Faculty members who wish to communicate with the parent/guardian of a student may do so by phone, letter or e-mail to schedule a mutually convenient appointment.

When appointments are made, both the parent and the faculty member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

It is important that there be complete unity in authority between parent/guardian and teacher. It is a good policy to withhold judgment on what appears to be a grievance until all the facts are known.

The following guidelines are recommended in solving difficulties of this nature:

- Get the facts from the proper person(s) i.e. teacher, student.
- As middle school policy, students are to complete a pink slip detailing their concern during the hours of homeroom, lunch, or after school only.
- Arrange to meet with the classroom teacher as soon as mutually convenient.
- Discuss the situation with the proper person(s) as soon as possible.
- If necessary, contact the principal.
- Resolving difficulties should be a private matter that respects all parties involved, therefore public disclosure by discussing with other, non-involved, parents/guardians or posting on social media is strongly discouraged.

#### REGULAR COMMUNICATION WITH PARENTS/GUARDIANS

Perth Amboy Catholic School will communicate regularly with all parents/guardians. Students will hand deliver notices, announcements and work indicating progress. Most communications sent home require acknowledgement by the parent/guardian with a signature and returned to

school in a timely manner.

- Parents/guardians are requested to check backpacks daily.
- The School Messenger system may also be used for the communication of important information.
- **PowerSchool** enables parents/guardians to check student progress regularly.
- The school website has links to all faculty members.
- The school is also on **Facebook and Instagram**.

Folders containing test papers, compositions and other graded work are kept in the classroom for inspection at times of conferences. Each teacher, however, is encouraged to send students' work home at regular intervals.

CURRICULUM/ACADEMIC POLICIES

The school curriculum is designed to develop the physical, psychological, emotional, intellectual and spiritual growth of the child. Perth Amboy Catholic School follows the curriculum guidelines of the Diocese of Metuchen and New Jersey curriculum standards.

Report cards are issued three times a year in Kindergarten and four times a year in grades 1-8. Student progress is always available on **PowerSchool**.

All students must complete the designated course of study designated for each grade. This includes meeting the minimum requirements in reading, language arts and mathematics as well as science and social studies. Failure to meet minimum requirements in two subjects or if the student is struggling with the work of the grade; retention in the same grade or fulfilling a summer school obligation is possible. A student may not be promoted if it is the consensus of the parent/guardian, teacher and administration that the student's maturation is inappropriate. Perth Amboy Catholic School will advise parents/guardians throughout the year if this is a possibility. With the best interests of the student paramount, Perth Amboy Catholic School may also recommend that withdrawal from the school may be necessary.

GRADING SYSTEM

|                          |    |     |                               |
|--------------------------|----|-----|-------------------------------|
| 97-100                   | A+ | O   | outstanding                   |
| 93-96                    | A  | VG  | very good                     |
| 89-92                    | B+ | G   | good                          |
| 85-88                    | B  | S   | satisfactory                  |
| 80-84                    | C+ | N   | improvement shown             |
| 75-79                    | C  | I   | needs improvement             |
| 70-74                    | D  | U   | unsatisfactory                |
| 69-below                 | F  |     |                               |
|                          |    | M   | medically excused (P.E. only) |
|                          |    | N/A | not applicable                |
|                          |    | +   | exemplary performance         |
|                          |    | x   | area in need of improvement   |
| Grades 1 and 2 use only: |    | O   | outstanding                   |
|                          |    | S   | satisfactory                  |
|                          |    | I   | improvement needed            |
|                          |    | U   | unsatisfactory                |

Grades 3 to 8 use both O S I U and letter grades based upon numerical equivalents.

**PowerSchool** uses numerical grades.

Academic achievement is recognized every marking period with an honor roll in grades 3-8. Students in all grades are recognized monthly for academic performance and personifying Gospel Values.

Students participating in extracurricular or athletic activities in Perth Amboy Catholic School must maintain a C, satisfactory or better in all subjects. Failure to do so may result in not being permitted to participate in extracurricular or athletic activities. This determination is at the discretion of the principal.

#### PARENTAL RIGHTS TO SCHOOL RECORDS

A parent/guardian has the right to view his/her child(ren)'s academic record, standardized test results, health records and emergency form. These records can be made available upon request. Records attached to publicly funded services provided through the Middlesex Regional Educational Services Commission are the property of the Commission. A parent/guardian who wishes to examine these records or obtain additional copies for personal use must apply to the MRESC. The school is NOT permitted to distribute this information to anyone, not even to a parent/guardian.

In the event of a transfer, transcripts of academic and health records may NOT be given directly to the parent/guardian. A request for transfer of records by the receiving school with authorization from the parent/guardian must be submitted in writing to Perth Amboy Catholic School. Transcripts will be sent directly to the receiving school upon receipt of an official request.

#### HOMEWORK REQUIREMENTS

In accordance with the principles of good education, it is the policy of Perth Amboy Catholic School to give homework to all grades each day. Homework is generally not assigned on Fridays unless there is a special project or if extra reinforcement is deemed necessary. Homework takes priority over extracurricular activities and may take the following forms:

- Written assignments
- Work not completed in class
- Reading assignments
- Study and review assignments
- Long term projects

It is expected that students in Kindergarten and their parents/guardians review each day's activities, papers and assignments together. The amount of homework given by the teachers in other grades is age and grade appropriate.

All students are to be prepared with the appropriate books and supplies. All students should have book bags or backpacks that, for safety reasons, DO NOT HAVE WHEELS. Soft pencil cases are required. All hardcover textbooks and workbooks are to be neatly covered and clearly marked with the student's name. Composition notebooks are required for each major subject.

Reimbursement for lost or damaged books is the responsibility of the student and parent/guardian.

#### RELIGIOUS EDUCATION AND RELIGIOUS SERVICES

The non-Catholic student is welcome at Perth Amboy Catholic School. The non-Catholic student is expected to understand and agree that Perth Amboy Catholic School exists to educate in the



framework of Catholic values. Non-Catholic students must participate in religion classes, school prayer and liturgical services scheduled for students throughout the year. All students and their families are expected to support and participate in community outreach activities that promote universal peace and social justice.

Final preparation and reception of sacraments for Catholic students are completed at the students' home parishes.

### TECHNOLOGY

Perth Amboy Catholic School is committed to a loving, Catholic environment in which the students can develop knowledge and skills to enable them to achieve their highest potential, thus becoming responsive and productive citizens who will work for peace and social justice. In order for students to make a positive difference in an ever-changing world, they need to be technologically literate, self-reliant, resourceful and responsible problem solvers and motivated life-long learners.

### TECHNOLOGY ACCEPTABLE USE POLICY

The purpose of school-provided technology, including Internet access and email, 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 law and religious mission of Perth Amboy Catholic School.

All technology hardware is to be handled carefully. No student is permitted to use school technology to access or send inappropriate information or materials.

A permission form signed by the student, parent/guardian and teacher is required before any student is provided with Internet access privileges.

### CELL PHONES & Smart Devices not limited to watches

Students are allowed to bring cell phones to school if the parents/guardians deem it necessary and only if the parents/guardians sign a document indicating that they agree to the limitations set forth by the policy of the school.

**Personal cell phone use to call or text anyone, lend or allow anyone else to use the phone, take pictures or make recordings is prohibited during the school day and at all times in which the student is subject to school rules and regulations.**

Students who bring cellphones to school are to turn them off and hand them in to their homeroom teacher upon arrival. They are stored during the day and returned at dismissal. If a student violates this policy, the school reserves the right to take the cell phone from the student and request that the parent/guardian retrieve the cell phone from the school office. If any situation should occur during the course of a school day where the student, parent/guardian or school personnel must be contacted, **all communication must go through the school office.**

### STUDENTS BRINGING CASH TO SCHOOL

Money sent to school should be placed in a sealed envelope and identified with the student's name, class, the amount enclosed and separated according to the purpose (lunch, Aftercare), along with appropriate forms when applicable. For large amounts, especially for trips, fees and fundraisers, checks made payable to Perth Amboy Catholic School are preferred.

### CAFETERIA



Cafeteria services are available to students on days of full session. There are no services on any half-day sessions. Payments for school lunch are made on a weekly basis, using an envelope with the student's name and class. Out of respect for the cafeteria manager and in fairness to all who participate in the lunch program, no student should expect to eat hot lunch if s/he has not paid in advance. If money is owed, students will be asked to bring lunch from home until payment is made in full.

Students remaining in **Aftercare** on half-days must bring their own lunches. Lunches are to be brought to school in lunch bags or boxes, clearly labeled with the student's name. No glass bottles are allowed.

All students are expected to follow cafeteria rules. Please keep in mind that Perth Amboy Catholic School is a **PEANUT FREE SCHOOL. Students are allowed 1 water bottle/clear container. Prime drinks are prohibited. Sealed juice boxes or pouches are permitted.**

### CLASSROOM PARTIES

Birthdays and other celebrations are limited to treats, shared by the class during lunchtime. Bagged treats may be distributed at the end of the day. There are no birthday parties in the classrooms. Celebrations in the primary grades are age and grade appropriate. All food must have a peanut free label. (No homemade baked goods)

### UNIFORMS/PERSONAL GROOMING

Students are expected to arrive at school clean and properly attired in clean and pressed uniforms. They are to conform to the dress code as specified by grade at all times during the day and whenever they are representing Perth Amboy Catholic School.

All students are expected to dress appropriately, *especially on gym days, when sneakers, not school shoes, are to be worn.*

On "dress different" days students are permitted to wear clothes other than their school uniforms. Pending the occasion, it is expected that safety, modesty, good taste and Christian values should prevail in the choice of clothing. If at the discretion of the teacher and/or principal, a student is considered to be inappropriately dressed, the student may be sent home to change, or may not be permitted to participate in the current or in a future activity. **(Ripped jeans, shorts above the knees, crop tops, strapless or spaghetti straps, slippers, Crocs, Yeezys, flip flops, all UGGs are prohibited)**

Perth Amboy Catholic school provides a detailed list of proper uniform attire and a Dress Code for students. *(See Appendix 3).*

### FIELD TRIPS/EXTRACURRICULAR ACTIVITIES

On occasion, Perth Amboy Catholic School will sponsor and conduct field trips for the educational enrichment of the students. No student may participate in a field trip unless a signed and notarized (when applicable) parent/guardian permission slip, provided by the school, for the specific event, is submitted to school. If medication is to be administered during a field trip, the school is to be notified and the rules regarding the administration of the medication apply. (See MEDICATION above.)

Walking trips may be taken throughout the school year. A general consent form will be sent home for parent signature.

Participation in field trips is a privilege, not a right. If a teacher, for sufficient reasons, deems it

necessary to exclude a child from any field trip, unless accompanied by the parent/guardian, the administration will support the teacher. Any parent/guardian accompanying a student for any reason must be certified See: **PARENT/GUARDIAN VOLUNTEERS/CHAPERONES** below.

Participation in extracurricular activities is also a privilege, not a right. Academics and conduct are primary concerns of the school and failure to meet academic or behavioral standards may deny a student's privilege of participating in extracurricular activities including field trips, clubs and sports.

#### HOME SCHOOL ASSOCIATION

Upon registration, all parents/guardians are members of the Home School Association. The purpose of the H S A is to support the efforts of the school to provide an optimal learning environment for all its students. Parents/guardians and teachers promote the cause of Catholic education and collaborate to convey the message of the Gospel and build the community of the Church. They also collaborate with the school administration and diocesan leaders to achieve the mission of the Catholic Church as it relates to Catholic Schools. Parents/guardians and teachers provide, at home and at school, a learning environment that promotes personal and spiritual growth with sensitivity to social issues and global awareness. This collaboration takes place under the direction of the principal and the administrator.

Parents/guardians unite to promote activities that enable the school to meet the financial responsibilities implied in the modern-day operation of Catholic schools. Parents/guardians are to attend all school meetings, support and participate in H S A fundraising efforts.

#### ATHLETIC ASSOCIATION

The Athletic Association runs the sports program for the school and is responsible for the teams entered into the Diocesan League. The Athletic Association is conducted by the parents/guardians of the students enrolled in Perth Amboy Catholic School and all parents/guardians are welcome to join.

Anyone working with students must meet the diocesan requirements with regard to fingerprinting and the established ***Protecting God's Children*** policy. Coaches must have the appropriate certification.

The conduct of parents and students is to exemplify the values and standards of Perth Amboy Catholic School.

#### PARENT/GUARDIAN VOLUNTEERS/CHAPERONES

Volunteers (parents/guardians, eligible siblings, family members) who provide auxiliary services to the school as needed, and who receive no compensation for their services are welcome at Perth Amboy Catholic School. The principal and teachers are responsible for providing requirements pertaining to the activity, information regarding students and the supervision of students and volunteers. No matter the duration or location of service, for example, one event or day such as Halloween or Field Day, ***ALL*** volunteers are required to complete the ***NJ Department of Education Criminal History Review and Virtus Awareness Training***. All volunteers are also to adhere to the ***Pastoral Code of Conduct*** and keep any confidential information learned in the strictest of confidence.

#### PUBLICITY

Positive publicity is necessary and essential. Members of the Perth Amboy Catholic School community are encouraged to submit good news (contest winners, awards, presentations,

assemblies/visits, community outreach activities) to the school and diocesan websites, as well as *The Catholic Spirit* and secular newspapers. Submissions to all media are to be reviewed by the administration **FIRST** for content and accuracy.

### USE OF SCHOOL LOGO

The design of the school logo must remain intact. No alterations, additions or deletions to any part of the logo are permitted. Any individual, organization or company wishing to use the logo for any purpose must first obtain permission to do so from the principal and the pastor/administrator.

### USE OF STUDENT PICTURES/INFORMATION

Perth Amboy Catholic School reserves the right to use, reproduce and publish photograph(s) or video(s) of the students, including student image and likeness for school, parish or diocesan publications, advertising, websites and Facebook posts, or any other purpose and in any manner and medium, to alter the same without restriction and to copyright the same.

A form indicating permission or objection to use student images is required every September.

### **DISCIPLINE**

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Perth Amboy Catholic School. *Students are expected to act with courtesy and respect toward one another, faculty and 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 order of the school or violate a policy or regulation will have to accept the consequences of those irresponsible choices. Accountability for uncooperative, disruptive or unsafe behavior may result in warnings, misconduct referrals, corrective assignments, denial of privileges, detention, in-school or out-of-school suspension, or expulsion.

Actions which violate the law, threaten or cause harm to other students, teachers or staff, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a parent/guardian, student/principal 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 prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

Students may not wear or bring to school any item that may be considered inappropriate, disruptive, or distracting including anything that might be construed as a weapon. Graffiti is a form of destruction. The willful destruction of school or other property by a student will not be tolerated. Parents/guardians may be required to pay the full cost of repairs, as well as students subject to suspension or expulsion.

**Students in grades Pre-K and Kindergarten have many modalities and accommodations put into place for self regulation, refocusing, and safety of self and others. If students develop behavioral challenges beyond the school's and family's control, the school may implement a disciplinary and safety action. This may be in the form of requesting students to follow up**

**with a pediatrician and make counseling arrangements before returning to school. In the case that a student isn't responding to the school's accommodations, or hasn't shown improvements, placement at Perth Amboy Catholic School may be forfeited. For the safety of the student and their peers, the student may need to be placed in a different school setting with better resources to best meet their needs.**

#### SEARCH AND SEIZURE POLICY

In order to protect the safety, health, property, values and welfare of the members of the school community, the school reserves the right to call for a search of the student's locker, book bag, desk, automobile, any other object on the school property or the person. Such searches will be with reasonable cause, in the sole opinion of the school administrator, that contraband, illegal substances, or inappropriate objects are concealed. Any unauthorized items found may be seized. *Additionally, student desks and lockers, which are at all times under the joint control of the school and student to whom the desk or locker is assigned, may be searched by the school administrators at any time, for any reason, or for no reason at all.*

#### ANTI-BULLYING POLICY

The students of Perth Amboy Catholic School are expected to be respectful of others and their property, be obedient to authority, be orderly, cooperative, act appropriately and behave in a manner that reflects the teachings of the Roman Catholic Church.

In accordance with the mission of Perth Amboy Catholic School and its expectation of the students, New Jersey State Law and the Diocese of Metuchen, the school has an anti-bullying policy. Perth Amboy Catholic School also utilizes the APP **STOP!T** to report any bullying or inappropriate incidents. *(See Appendix 2 for complete anti-bullying policy).*

#### CYBER-BULLYING

Cyber bullying includes, but is not limited to threatening physical harm, verbal abuse, intimidation and defamation of other students or any school personnel OR posting an inappropriate picture of the student him or herself or of another student via email or social media. These acts shall be considered a violation of school policy whether the cyber bullying occurs on or off campus.

If the school finds a student involved in any of the aforementioned activities, the local police department may be notified, as per Article 4.13 of *Memorandum of Agreement*; parents will be notified of such action and appropriate disciplinary action will be taken.

Due to the provisions of the Memorandum of Agreement, Perth Amboy Catholic School must implement the disciplinary actions outlined below when behavioral infractions occur.

Parents/guardians will assist their child(ren) by helping them to realize the consequences of misbehavior in an ever changing and challenging society.

#### MODIFIED MEMORANDUM OF AGREEMENT

*Perth Amboy Catholic School conforms to the discipline policy promulgated by the Department of Education and the Diocese of Metuchen which is reprinted below:*

*“Students who choose to disrupt the order of the school, violate policies or regulations, or infringe on the rights of other students, interfere with the teaching or supervisory duties or staff, must accept the consequences of these choices.*

Students are expected to be respectful of others and of others' property; be obedient to authority; be orderly; cooperate with students, teachers and all others within the school; act in an appropriate manner and behave in a fashion that reflects the teachings of the Roman Catholic Church.

Failure to meet these standards of conduct shall result in the application of the following disciplinary actions:

School authorities shall follow the procedures outlined in the *Memorandum of Agreement* which has been entered into by the Diocese of Metuchen, the school and local law enforcement agencies. The behaviors cited below are a mere summary of the behaviors cited in the *Memorandum of Agreement* and are not intended in any way to supplement, revise, or supersede the specific language of that document.

- Physical violence or the threat of physical violence
- Bringing weapons to school
- Bringing drugs to school
- Threatening another person with weapons, drugs, and/or violence
- On-going bullying and/or even one instance of bullying the presents an imminent danger to others
- Bringing to school toys or other objects that can be dangerous or used as weapons

If a student engages in any one of the aforementioned acts, the *Memorandum of Agreement* requires the principal or his/her designee to:

- Call the local police department immediately upon being informed of the student's violation of this policy
- Call the parents/guardians to inform them of what has transpired
- Call the appropriate administrator in the Catholic Schools Office
- Suspend the student during the course of the police investigation

During the course of the suspension, the principal is required to collaborate with the Catholic Schools Office.

Policy of the Catholic Schools Office requires that the school inform the parents/guardians that the parents/guardians must:

- Arrange to have the student interviewed by a certified psychologist and
- Present a letter signed by the psychologist to the school principal to consider re-instatement to the school."

#### SEXTING POLICY

**The mission of all Catholic schools is to bring students closer to Jesus Christ by teaching and living the Gospel message in an environment where the unique value of each person is recognized, protected and respected. Certainly, issues of morality demand a strong partnership between the school and the family to protect students from dangers they do not foresee. The Catholic Church believes and teaches that human bodies are gifts from God and temples of the Holy Spirit. The Church defines chastity as the "successful integration**

**of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.” (CCC2337)**

**Educators, when teaching the first, sixth, eighth, and ninth commandments, are called upon to include the use of social media as a significant part of the instruction they give. As our schools partner with families to model Catholic Social Teachings emphasizing the dignity of the human person takes on a new and different meaning while discussing sexting and related issues. In teaching our children about human sexuality within the framework of God’s plan, we provide opportunities for moral decision making based on solid Catholic teachings.**

**The Diocese of Metuchen prohibits acts of harassment, intimidation or exploitation of all students. Each school must ensure a safe environment that reflects the Gospel and is conducive to student learning. With more students having access to phones and social media accounts, it is becoming easier for them to send and receive explicit messages and images. All students are expected to refrain from any and all conduct involving sexting. They are to respect the dignity of others and of themselves at all times. Sexting shall not be tolerated on school property, on the school bus, at any school sponsored function or off school grounds.**

In complying with this Policy, the following must be considered:

- Sexting is the production, possession or dissemination of sexual materials, including sexually suggestive text messages, nude/semi-nude photographs, or videos of themselves or others via cellular telephone or the internet by students on school property or at any school sponsored function. Sexting does not fuel committed, eternal love as God desires for us. It stands in opposition to God’s plan for us, and for that reason it is wrong.
- Pornography consists in removing real or simulated acts from the intimacy of the partners, in order to display them deliberately to third parties. It offends against chastity because it perverts the conjugal act, the intimate giving of spouses to each other. It does grave injury to the dignity of its participants (actors, vendors, the public), since each one becomes an object of base pleasure and illicit profit for others. It immerses all who are involved in the illusion of a fantasy world. It is a grave offense. (CCC2354).
- Creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law when they take an explicit photo or video of themselves or a friend; share an explicit image or video of a child, even if it is shared between children of the same age; or, possess, download or store an explicit image or video of a child, even if the child gave his/her permission for it to be created. Images covered under the law include, but are not limited to, naked pictures, photos of intimate body parts, including topless photos of girls, any sex act and any sexually suggestive image, which includes photos of a person in undergarments/underwear. If it is found that a child under the age of 18 is in possession of any of these, has been sending them or taking these types of photos, the police can record it as a crime and the offender may be prosecuted.

In complying with the Policy, the following procedures must be observed:

- All reported incidents of sexting shall be dealt with immediately.

- The school will take immediate measures to protect the victim and others involved in the incident.
- Report to the Diocese of Metuchen Diocesan Response Officer.
- Report immediately to the Office of Schools, either the Superintendent or Assistant Superintendent.
- Report immediately to the local Police Department.
- Secure all cell phones, computers or other electronic devices that may contain or have disseminated sexual materials, including sexually suggestive text messages and nude or semi-nude photographs. Cell phones should be placed in Airplane mode to preserve the evidence.
- Secure all potential witnesses.
- Contact the parents of all students involved in the reported incident.
- Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may face some of all of the listed consequences:
  1. Temporary removal from the classroom;
  2. In-school or out-of-school suspension;
  3. Parent conference;
  4. Deprivation of privileges;
  5. Suspension from sports participation;
  6. Removal from After-School programs;
  7. Counseling;
  8. Therapy;
  9. Expulsion.

FEDERAL, STATE AND DIOCESAN COMPLIANCE

**CHILD ABUSE:**

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 with the school office, as required by the Federal Hazard Emergency Response ACT (AHERA). This document is available for examination upon request.

**HAZARDOUS SUBSTANCES;**

L.L. 7, c.364 requires that notice of any construction or other activities involving the use of any hazardous substance be posted on the bulletin board in school.

## PEST MANAGEMENT:

The school's pest management plan is on file in the school office as required by the State of New Jersey. This document is available for examination upon request. *Appendix 1*

## SCHOOL TUITION

*All parishes and schools shall establish an annual minimum tuition rate for the school. The tuition rate shall meet the minimum tuition amount defined annually by the Office of Schools. The family tuition rate for a family with multiple children in the school will be determined according to Diocesan guidelines.*

In complying with the above Diocesan policy: Perth Amboy Catholic School will systematically bill the parents for tuition during the school year using the FACTS program.

This company allows a parent to pay once a month directly by using the parents'/guardians' bank information. Full tuition for the first child, 75% of the full amount for the second child and 50% of the full amount for the third child. Any other children will not be charged tuition.

If a family neglects to pay tuition, the student(s) may be dismissed up until the end of the third quarter of the school year.

The school may refuse the privilege to sit for end-of-semester examinations and/or any extracurricular activities or celebrations to any student(s) whose family is in financial arrears. If a student has been dismissed by the end of the third quarter, a grade of "INComplete" will be placed on the student's record. If the student has been permitted to complete all four quarters and s/he maintains a passing grade, the student will receive a passing grade on his/her transcript.

According to Diocesan policies, a school is not compelled to register a student if a family is in financial arrears to the school. The Diocesan policy also gives the school the right to cancel the registration of any student whose family fails to meet tuition payments to the school. *Appendix*

## ANTI-BULLYING

**HIB "Harassment, intimidation or bullying"** is defined as any gesture or written, verbal, or physical act that takes place, and that is motivated by:

- a) an actual or perceived characteristic such as race, color, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability
- b) by any other distinguishing characteristic
- c) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming the student/staff member or damaging a student's /staff member's property, or placing the student/staff member in reasonable fear of harm to his/her person or damage to his/her property or
- d) has the effect of insulting or demeaning any student, group of students or staff member in such a way that it creates a hostile educational environment by interfering with the learning/teaching process or by severely or pervasively causing physical or emotional harm.

**Bullying is categorized as, but not limited to:**



**PHYSICAL:** hitting, kicking, spitting, choking, pushing, tripping, slapping, poking, hair pulling, biting, fighting, unwanted touching, threatening gestures, theft and written harassment including oppressive notes and e-mail and posts on social media. Bullying behavior also includes sexual harassment, gang or group initiations, hazing, artwork and/or photography.

**VERBAL:** insults, vulgar, violent or profane language, taunting, degrading teasing, name calling, threats, slander, passing blame, defaming and blackmail.

**PSYCHOLOGICAL:** (often called indirect or social bullying) social ostracism, rumors, shunning, intimidation, extortion, manipulation, character assassination, or threat to do harm.

Any of the above delivered by any electronic device is considered CYBER-BULLYING.

- Any person victimized by a bully will receive immediate attention in the form of protection, counseling and coping skills.
- Bystanders are considered persons who witness bullying and do nothing. They will be looked upon as contributing to the bullying incident and will be subject to appropriate consequences.
- Counseling will be provided.
- The Anti-Bullying Policy of Perth Amboy Catholic School is disseminated to all members of the school community by publication in this handbook and on the school website [pacatholicschool.org](http://pacatholicschool.org).
- Perth Amboy Catholic School will continue to administer the New Jersey Child Assault Prevention Program (NJ CAP) to all students in grades Kindergarten through grade 8.

False reports of, or retaliation for, reporting harassment, intimidation, or bullying constitutes a violation of the Anti-Bullying policy and will result in immediate suspension.

## **ACTIONS AND CONSEQUENCES FOR BULLYING BEHAVIORS**

*The principal reserves the right to use discretion in all disciplinary matters.*

### **Pre kindergarten through grade 3: Our focus remains on Conflict and Resolution**

*Behavior: Teasing and/or exclusion*

- First time: Verbal behavior reminder
- Second time: Privilege loss up to two days, Parent call, Reflection
- Third time: A student improvement plan will be designed in collaboration with administration and parents.

*Behavior: Physical bullying*

- First time: Verbal behavior reminder, Privilege loss of one day, Parent call, Reflection
- Second time: In person conference with parents
- Third time: Recommendation for Counseling

*Behavior: Severe physical bullying, Threats of serious violence or Severe harassment*

- First time: Office referral, Suspension, Police contact

Second time: Office referral, Suspension, Police contact, Modify individual plan with behavior support professionals

Third time: Expulsion

### Grades 4-8

- Student referral to principal, parents notified, a behavior plan will be determined.
- This action may be repeated up to three times.
- A conference with parents/guardians, teacher(s) and principal will be held.
- Student will incur an in-school suspension and adhere to an improvement plan.
- Student will receive recommendations for counseling.
- Student will incur an out-of-school suspension with proof of mandatory counseling.
- Police intervention will be sought. Possible expulsion from school will result. *Appendix 3*

### **UNIFORM DRESS CODE**

So that our students may not only do their best but look their best, everyone is asked to abide by the following uniform code:

Clothes are to be clean and pressed. Gym uniforms must be washed after each gym day.

Shoes and shoelaces must be in good repair. All items of clothing must be labeled with the students' name. A complete list of uniform items is available from Flynn & O'Hara.

#### **Daily Wear**

- The Perth Amboy Catholic School dress uniform is to be worn each day. When the weather is cool or cold, the school uniform sweater is included. No other sweaters or hoodies (non-uniform) are permitted.
- Boys' dress shirts and polos are to be tucked in their shorts or slacks, which are not to sag below the waist or drag on the ground. Belts are to be worn at all times and ties are always worn with dress shirts.
- Dress socks must be dark, crew length or longer.
- Girls' blouses are to be tucked in their slacks, jumpers, skirts, or skorts, which are to reach the knee. Navy or white knee socks or tights are to be worn.
- Dark rubber soles shoes, (ties, buckles or loafers) or black sneakers. No high-top sneakers, sandals, high heels, ballet flats, flip-flops or boots are permitted. If outdoor boots are worn for inclement weather, they are to be removed upon arrival and proper shoes worn during the day.
- Girls may wear one pair of stud earrings. For safety reasons, no hoops or dangling styles or bracelets. Boys may not wear earrings. Crosses, religious medals, watches, school rings and medical alert bracelets are permitted.
- Girls may wear clear or pale nail polish. Exaggerated length, colors/patterns or gels are not permitted for daily wear. With parent/guardian notification, a girl may have her nails done for a special family occasion.
- Cologne and perfume are discouraged with respect to the allergies and sensitivities of others.
- Hair should be clean and well groomed. Extreme hair dye is unacceptable also including but not limited to wearing make up.
- The optional warm weather uniform is worn September/October and May/June only.
- The uniform is to be worn with school shoes, black or white sneakers.

## **Gym Day**

- Students come to school on gym days dressed in uniform gym clothes appropriate for the season.
- White or black sneakers properly tied with crew socks are worn.
- No jewelry is permitted in school on gym days with the exception of medical alert bracelets.
- Medical alert bracelets are to be taped in place.
- Students wearing glasses, braces or retainers must wear appropriate safety gear.
- Newly pierced ears must be covered with band-aids. Scheduling ear-piercing during the summer is encouraged.
- Long hair is to be tied back. *Appendix 4*

## **PARKING, DROP OFF/PICK UP PROCEDURES**

**For the safety of our students, faculty, staff and visitors:**

- ALL cars are to enter via the Mechanic Street entrance CLOSEST to Buckingham Avenue ONLY.
- Proceed SLOWLY to the DROP OFF area NEAR the school building.
- CARS ARE FORBIDDEN TO PULL UP TO THE SCHOOL CAFETERIA DOOR.
- Turn left past handicap and teacher parking.
- Turn left again past the telephone pole to the exit CLOSEST to DeKalb Avenue ONLY.
- Parent/guardian and visitor parking is available between the entrance and exit lanes. It is highly recommended that you park your vehicle and escort your child to the door.

## **ACKNOWLEDGEMENT AND RECEIPT**

I acknowledge receipt of the Parent/Student Handbook and Appendices containing the policies, rules and regulations for Perth Amboy Catholic School. I have read the handbook. I understand and agree that the handbook is binding on the students and parents/guardians for the duration of their stay at the school. I understand and agree that the administration of Perth Amboy Catholic School will have the authority set

forth in the handbook.

I understand that the policies, rules and regulations contained in the handbook are established for the welfare and benefit of all students. I accept my responsibility to support Perth Amboy catholic in the policies it has established, and to see that my child (ren) adhere (s) to the rules and regulations set forth in the handbook.

Please complete, sign and detach the form below and return to the school office.



Name (s) of Student (s) and Grade (s)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

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

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

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

Perth Amboy Catholic School

500 State Street

Perth Amboy, NJ 08861

732-442-9533

**RECONOCIMIENTO Y RECIBO**

Acuso recibo del Manual para padres y estudiantes y los Apéndices que contienen las políticas, reglas y regulaciones de la Escuela Católica Perth Amboy. He leído el manual. Entiendo y acepto que el manual es vinculante para los estudiantes y los padres/tutores durante su estadía en la escuela. Entiendo y acepto que la administración de la Escuela Católica Perth Amboy tendrá la autoridad establecida en el manual.

Entiendo que las políticas, reglas y regulaciones contenidas en el manual están establecidas para el bienestar y beneficio de todos los estudiantes. Acepto mi responsabilidad de apoyar a Perth Amboy Catholic en las políticas que ha establecido y de asegurarme de que mi(s) hijo(s) cumpla(n) con las reglas y regulaciones establecidas en el manual.

Complete, firme y separe el formulario a continuación y devuélvelo a la oficina de la escuela.

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Nombre(s) del(los) Estudiante(s) y Grado(s)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Firma del padre/tutor: \_\_\_\_\_

Firma del padre/tutor: \_\_\_\_\_

Fecha: \_\_\_\_\_

Escuela católica de Perth Amboy

500 calle estatal

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