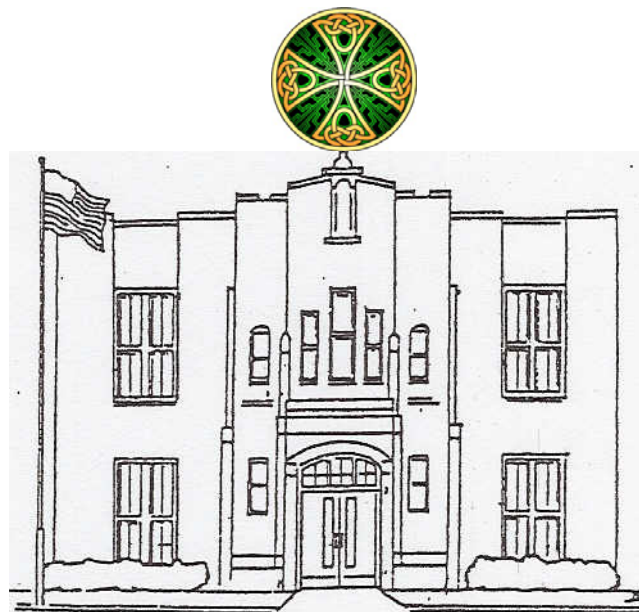


st. Patrick School Parent/Student Handbook 2010-2011



THE SAINT PAT'S ADVANTAGE

**Academic Excellence in a
Christian Atmosphere**

SAINT PATRICK SCHOOL

**45 CHATHAM STREET
CHATHAM, NEW JERSEY 07928
973-635-4623
FAX: 973-635-2311
E-MAIL: spschatham@aol.com
WEBSITE: www.st-pats.org**

PASTOR Rev. Robert J. Mitchell
PRINCIPAL Marian Hobbie, Ph.D.
FINANCIAL ADMINISTRATOR Virginia Donnellon

SCHOOL HOURS

Pre-Kindergarten

Almost 3	12: p.m. to 2:30 p.m.	Tuesday and Thursday
3 A	8:15 a.m. to 11:00 a.m.	Tuesday and Thursday
3 B	12:00 p.m. to 2:30 p.m.	Tuesday and Thursday
3 AB	8:15 a.m. to 2:30 p.m.	Tuesday and Thursday
	3 D	8:15 a.m. to 11:00 a.m. Wednesday
4 A	8:15 a.m. to 11:00 a.m.	Monday, Wednesday, and Friday
4 B	12:00 p.m. to 2:30 p.m.	Monday, Wednesday, and Friday
4 AB	8:15 a.m. to 2:30 p.m.	Monday, Wednesday, and Friday
4 C	8:15 a.m. to 2:30 p.m.	Monday through Friday
	4D	8:15 a.m. to 11:00 a.m. Tuesday and Thursday
Half Days	3 AB, 4AB, 4C	8:15 a.m. to 12:15 p.m.
	3 A, 3B, 4A, 4B	8:15 a.m. to 11 a.m.

Kindergarten

Half-day	8:00 a.m. to 12:15 a.m.	September through November
	8:00 a.m. to 2:25 p.m.	December through June
Full-day	8:00 a.m. to 2:25 p.m.	September through June

Grade 1	8:00 a.m. to 2:25 p.m.
Grades 2 to 5	8:00 a.m. to 2:30 p.m.
Grades 6 to 8	7:55 a.m. to 2:35 p.m.

LUNCH & RECESS HOURS

Pre-K	11:00 a.m. to 12:00 p.m.
Grades 4 & 5	11:15 to 11:55 a.m.
Grades 2 & 3	11:35 a.m. to 12:15 p.m.
Grades K & 1	11:55 a.m. to 12:35 p.m.
Grades 6, 7, & 8	12:15 to 12:50 p.m.

EXTENDED CARE PROGRAM

After Care	2:30 to 6:00 p.m.
-------------------	-------------------

TABLE OF CONTENTS

<i>Non-Discrimination Policy</i>		<i>p. 5</i>
<i>Purpose and Use of the Handbook</i>		
<i>Amendments to Handbook</i>		
<i>Diocesan School Policy</i>		
<i>School Accreditation</i>		
<i>Blue Ribbon Award</i>		
<i>Philosophy</i>		
<i>Mission/Vision Statement</i>		
<i>School Definition of Learning and Student Outcome</i>		<i>p. 6</i>
<i>School Goals</i>		
<i>Admissions Policy</i>		
	Preferences	
	Requirements	
	Health Requirements for All Students	<i>p. 7</i>
	Tuition/Fees	
	Fundraising	
<i>Attendance</i>		
	Importance	
	School Calendar	
	School Hours	
	Absence	
	Supervision	<i>p. 8</i>
	Lateness/Tardiness	
	Participation in School Activities	
	Absence Other than Legal	
	Early Dismissal	
	Emergency Closings	
	Emergency Forms/Change of Address	
	Transfers From the School	
<i>Home/School Communication</i>		
	Appointments with School Personnel	
	Communications	<i>p. 9</i>
	Bringing Money to School	
	Home and School Association	
	Volunteers/Protecting God's Children	
	School Records	
	Court Orders	
	School Pick-Up	
<i>Academics</i>		
	Curriculum	
	Religion	
	Religious Education and Services	<i>p. 10</i>
	Honors Math	
	Library	
	Band	
	Communication	
	Technology Policy	
	Posting of Information on the Internet	
	Support Services	<i>p. 11</i>
	Promotion/Retention	
	Graduation	
	Homework and Makeup	
	Power School/Progress Reports	
	Report Cards	
	Grading	
	Cheating	<i>p. 12</i>
	Honor Roll	
	Principal's List	
	Records and Transcripts	
<i>Field Trips</i>		

General Discipline

Discipline/Behavior Improvement Code
Detention
Suspension/Expulsion- *p. 13*
Suspension/Judicial Decision
Sexual Harassment/Violence
Harassment/Student Threats/ Violence/Bullying
Vandalism *p. 14*
Drug Abuse/Trafficking

Medication

Health and Safety

Arrival and Dismissal Procedures
Parking
Visitors
Fire/Evacuation/Safety Drills
School Nurse
First Aid *p. 15*
Illness or Injury
Student Accident Insurance
Suspected Child Abuse or Neglect
Asbestos Management Plan
Emergency Operations Plan

Dress Code

Uniform/Gym
Uniform Exchange
Dress Down & NUT Card Guidelines *p. 17*

Additional Regulations/Programs

Athletic Association
Bathroom Policy
Bus
Care of Books/Classrooms/Property
Education Council
Electronic Equipment/Cell Phones
Extended Care Program *p. 18*
Extra Curricular Activities
Forensics
Honor Society
Kindergarten Program
Lockers/Storage Areas
Lost and Found
Lunch
Milk
Parent Guidelines
Parties/Birthdays *p. 19*
Playground
Pre-Kindergarten Program
Programs/Performance
Pupil Assistance Committee
Smoking
Snacks
Student Government
Student Service
Supplies
Telephone
Weekly Magazines/Book Clubs

Leadership Chart

p. 20-22

Handbook Acknowledgment and Release/ Paterson Diocesan Technology Use Agreement/School Media Release

NON-DISCRIMINATION POLICY

St. Patrick 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. St. Patrick School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs and

athletic and other school-administered programs.

PURPOSE AND USE OF HANDBOOK

This Handbook exists to foster the efficient operation of St. Patrick 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 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.

DIOCESAN SCHOOL POLICY

St. Patrick School adheres to the School Policy of the Diocese of Paterson.

SCHOOL ACCREDITATION

St. Patrick School is accredited by the Middle States Association of Schools and Colleges.

BLUE RIBBON

St. Patrick School received the Blue Ribbon Award from the United States Department of Education in 2003 and five additional national awards.

PHILOSOPHY

We the clergy, faculty, staff, students, and families of Saint Patrick School celebrate God's creation and live the heart of Jesus through the core values of respect, compassion, and responsibility. We strive to create an atmosphere in which students understand and articulate their faith. Our commitment to the teachings of the Roman Catholic faith is evident in the handing on of the Gospel message. The faith of our community is experienced and nurtured through worship.

Our partnership with the families of each student is about celebrating the child spiritually and academically in order for him or her to reach his or her highest potential. We believe in the holistic development of each individual student. We achieve this through our professional development in keeping with researched-based, teaching strategies and educational standards. As Catholic educators, we also engage in personal catechetical formation in order to be witnesses to Christ.

A sense of community is fostered where an atmosphere of mutual trust, cooperation, and service prevail. We view each other, clergy, faculty, students, and parents, each as valuable members of the school family. We, the family of Saint Patrick School, promote an appreciation of and social justice for all persons, regardless of social, cultural, or religious heritage.

MISSION/VISION STATEMENT

Saint Patrick School, founded in 1872, is a Catholic School that is sponsored by the parish and serves students from grades pre-kindergarten to eight. The clergy, faculty, staff, students, and families of Saint Patrick School subscribe to the ongoing building and living of a faith community—not only as a concept to be taught, but as a reality to be lived. Through education, the school community strives to enable its students to assimilate the knowledge, attitudes, and values that prepare them to take their place as active members of society, while witnessing to the Gospel message.

The primary concern and responsibility of our Saint Patrick School community is to meet the challenges of educating the whole child to achieve his or her unique potential spiritually, morally, emotionally, intellectually, physically, and culturally. Acting as role models, the clergy, faculty, and staff communicate a personal love of Christ to the students and build in them an ever, deepening relationship and commitment to Him and a belief that they can achieve. The school sets advanced academic standards for all students while employing varied methodologies to reach each child at his or her own level in order to provide positive, learning experiences. The faculty and parents are expected to be supportive of one another in an on-going partnership that, through mutual respect and communication, works in concert for the continued growth and development of the child.

The expectation is that each student, nurtured within this faith community, attains high intellectual performance commensurate with his or her own ability and demonstrates moral integrity. Saint Patrick School expects the parents to exercise their responsibility for the education of their children and supports them by inviting parents to share in the programs and collaborate in the decision-making process of the school. Saint Patrick School recruits and employs teachers who have the necessary personal, religious, and professional qualifications, according to the norms established by the Diocese and consistent with the mission of the school.

Saint Patrick School is dedicated to the formation of Catholics who, by their faith commitment and their involvement in the school community, will create an educational environment permeated with the Gospel message of love, hope, and service to all.

SCHOOL DEFINITION OF LEARNING

Saint Patrick School's definition of student achievement is: through knowledge, skill, and critical thinking, we learn to be leaders who serve and celebrate God's creation. Evaluation will take place through standardized tests, social situations, leadership initiatives, and teacher observation.

STUDENT LEARNING OUTCOMES

- ❖ Realize their God-given potential and become life-long learners and faith-filled citizens
- ❖ Be creative, think critically, communicate effectively, and utilize technology
- ❖ Learn through an interdisciplinary approach with integration of reading and writing
- ❖ Work well independently and as part of a team in problem solving and inquiry

SCHOOL GOALS

1. To provide students with the ability to experience, understand, and articulate their faith, aided by competent and dedicated teachers who provide students with the essential teachings of the Roman Catholic traditions, especially as highlighted in the National Catechetical Directory and the Catechism of the Catholic Church.
2. To recruit and employ teachers who have the necessary personal, religious, and professional qualifications, according to the norms established by the Diocese.
3. To build a faith community among the faculty by providing opportunities to share prayer, vision, professional knowledge, ideas, and experience.
4. To provide an advanced curriculum which develops sound values and moral attitudes, and the knowledge and competencies necessary for the student's moral, spiritual, intellectual, social, emotional, and physical growth.
5. To graduate students who experience high school curriculum, peer ministry, and are confident in their leadership and abilities.
6. To integrate technology into the instructional program in order to provide a relevant and challenging curriculum that will enable each student to thrive in the 21st Century.
7. To develop, in all subjects, a conscious integration of religious truth and faith, and to encourage the development of the child's belief in his/her own self.
8. To cultivate in the student a personal love of God, participation in the Church, reverence and respect for all life, appreciation of freedom and responsibility, and a spirit of joyful service to others.
9. To provide parents with resources, leadership, and associations to highlight their vital influence on all aspects of the development of their children.
10. To involve parents in the faith community through participation in school liturgies and involvement in para-professional and volunteer services.
11. To secure a sound future for the school through planning methods which include finances and on-going student recruitment.
12. To demonstrate the vital relationship existing between parish and school through communication and joint projects, through liturgies and service projects.

ADMISSIONS POLICY

PREFERENCES

Whenever available spaces are limited in any given grade level, preference, in order, will be given to applicants of siblings of St. Patrick school students, children of alumni of St. Patrick School, registered parishioners who are re-applicants, registered parishioners of St. Patrick Parish, registered parishioners of Corpus Christi, parishioners of other Catholic churches, and non-Catholics. Waiting lists are maintained for one academic year. Re-applicants will be given preference; re-application is required for the succeeding academic year. All completed applications, submitted during the application period, will be given equal weight. All requirements must be fulfilled before application is considered complete.

REQUIREMENTS

The following are the requirements for application: a birth certificate, a Social Security number, a Baptismal Certificate, verification of additional sacrament(s), a family interview, a record of completed immunizations, a health history, a physical examination, a signed transfer records release form, the previous two years of report cards, standardized test scores, additional testing (determined by St. Patrick School), and a non-refundable \$100 application fee. Acceptance is determined by the administration and/or faculty. Upon acceptance, a \$100 non-refundable registration fee and non-refundable \$500 tuition deposit is required. For the 2010-2011 school year, the following age guidelines are applicable: the Pre-K 3 child must be 3 years old on or before October 1, 2010, the Pre-K 4 child must be 4 years old on or before October 1, 2010, and the K child must be 5 years old on or before October 1, 2010. For a child in a district other than Chatham, the age requirements of the local public school district in which the child resides must be followed.

Transfer students will not be accepted one year before graduation or after the beginning of the second semester into other grades, unless a student newly moves into the area and is transferring from a Catholic School. The sending Catholic School will be contacted by the Principal. Students are admitted on probation for the first marking period in order to determine whether the program at St. Patrick School is able to meet his/her needs. Transfers will be accepted based on the school's determination that the faculty, program, and resources can accommodate the student's needs.

HEALTH REQUIREMENTS FOR ALL STUDENTS

St. Patrick School follows the New Jersey mandates for immunizations and the ages at which they are to be administered. Current mandates are listed as follows: Presently, the following immunizations are required: Varicella, DTP or DTAP, OPV or EIVP, Measles Vaccine, Rubella Vaccine, Mumps Vaccine, and Hib Vaccine. Children 59 months and younger need to have the influenza vaccine each year. Children age twelve need to have a DTAP booster and menaetra. This list may be amended in order to comply

with requirements from the state of New Jersey. Testing for Tuberculosis is required for pupils transferring from another state or country or into eighth grade from any school. The School complies with all New Jersey state immunization requirements and guidelines. *A STUDENT WHOSE IMMUNIZATION RECORD IS NOT UP TO DATE MAY NOT ATTEND SCHOOL*

A physical is required every year. An updated physical form is due in the health office exactly one year from the date of the prior physical. For example, if your child's physical is dated June 21, 2009, a new form is due June 21, 2010. The physician must authorize that the student may participate in physical education classes or the School's sports program. Students who participate in middle school sports must complete the new state forms.

TUITION/FEES

Financial policies and obligations are stated in the tuition contract signed by each student's parent/guardian. A non-refundable re-enrollment fee of \$100 must be paid for each family every year, in addition to a non-refundable per-child tuition deposit of \$200 that will be applied toward tuition. A new contract must be signed for each school year and returned by June 2010.

All fees and tuition payments must be paid on time in order for the student(s) to remain on the school register. After one month of outstanding tuition, the parent receives a written notice. After two months, the parent receives a written notice from the school that the parent must contact the School and meet with the Principal. After three months of nonpayment if the School receives no contact from the parent, educational services for the student(s) will be discontinued. A student will not be placed on a class list for the following year, if tuition is not paid in full by the last day of the current school year.

Registered Parish school families must use the weekly church contribution envelopes in order to maintain their parishioner status. Failure to contribute to the parish on a regular basis will result in being charged the full non-parish rate per student.

FUNDRAISING

Every school family is expected to participate significantly in each of the two major fundraising events sponsored by the Home and School Association. In the event a parent/guardian does not wish to participate in the Fall Sale and Basket Bonanza, he/she may choose to pay a fundraising fee that is due at the time of the fundraiser. All tuition penalties will apply.

ATTENDANCE

IMPORTANCE

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to comply with the law. Excessive absence may cause student failure and retention. If a student is ill for a period of two weeks or longer as documented by a physician, the school district will provide bedside tutoring. Work may also be made up through tutoring, supervised study, and/or summer school. Excessive absence may jeopardize promotion to the next grade.

SCHOOL CALENDAR

The yearly school calendar is issued to every school family. Refer to this calendar before making vacation plans or medical appointments for your child. It is important for your student to be present every day unless he/she is ill. A monthly calendar, that supersedes the yearly calendar, will be posted on the school website and e-mailed home via Honeywell Instant Alert.

SCHOOL HOURS

The school year opens the week after Labor Day. School begins promptly at 7:55 a.m. for grades 6 through 8 and at 8:00 a.m. for grades K through 5. On mass days, students should report to their classrooms at 7:55 a.m. School ends at 2:30 p.m. for everyone. Kindergarteners in the half-day program end class at 12:15 p.m. from September to November. Pre-K classes follow their class schedule: half days from 8:15 to 11:00 a.m. or 12 to 2:30 p.m. or full days from 8:15 a.m. to 2:30 p.m. On half-days (generally, first Fridays of the month, school conference days, some holidays, and the day before each break) school is dismissed at 12:15 p.m. On these half-days, the Pre-K 3 & 4 A & B class meet from 8:15-11:00 a.m. and the Pre-K 3 & 4 AB & C classes meet from 8:15 a.m.-12:15 p.m. The School hours are extended for students enrolled in our After School Program.

ABSENCE

A parent/guardian must call the School no later than 8:30 a.m. to report a student's absence. If no call has been received, the school nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. The parents of children in the pre-k will not receive a phone call about absence since they bring their children to the pre-k. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to School, she/he must present to the teacher a written excuse from a parent/guardian stating the student's name, together with the dates and reason for the absence, or the absence will be considered unexcused. An absence of more than 3 consecutive days requires a doctor's note. A note may also be e-mailed to the teacher. Absence notes will be kept for one school year. Legal absences have been defined as those caused by personal illness, bereavement or emergency in the immediate family, religious holiday, and school sponsored activities. A child who is ill or absent from school may not be on school premises that day.

SUPERVISION

The school's responsibility for supervision of students begins at 7:45 a.m. and ends at 2:40 p.m. For students properly enrolled in the School's extended care program, the School's responsibility for supervision ends at 6:00 p.m.

LATENESS/TARDINESS

Because punctuality is an important practice for students to learn, students who are consistently tardy will be subject to the discipline

policy. They may lose recess time. Their conduct grade on the report card will be lowered. Parents of students, who are habitually late, will confer with the Principal in order to correct the problem. Students are considered late if they have not reported to their classroom by 7:55 a.m. for grades 6 to 8 or 8:00 a.m. for grades K to 5, as determined by the clock. A student who is late must report to the school office for a late slip before going to the classroom. Parent MUST accompany their child to the office and sign the child into school.

PARTICIPATION IN SCHOOL ACTIVITIES

If a student is absent from School because of illness or disciplinary action, he/she will not be permitted to take part in school programs or assemblies for that day, as well as extracurricular or athletic activities 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 extracurricular and athletic participation.

ABSENCE OTHER THAN LEGAL

Absence from School for the purpose of a vacation or trip is not accepted as an excused absence. In order to maintain academic progress, vacations and trips should coincide with the published school holidays. The responsibility for the missed work is that of the pupil and parent, not the teacher. See the section on homework and makeup.

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant. Truancy includes absence from any class, activity during the school day, after school special help sessions, and disciplinary sessions. Truancy will be reported to the Attendance Officer of the child's district of residence. A student who is truant will be subject to disciplinary action. Continued violation may lead to suspension and/or separation from school.

EARLY DISMISSAL

Doctor and dental appointments should be made after school hours. A student who leaves School during school hours for any reason must be signed out at the school office by a parent or authorized person. A written request, stating the reason for the early dismissal, from a parent/guardian is required for a student to leave School before 2 p.m. No student is allowed to leave the school without an adult. Early dismissal must occur before 2 p.m. NO early dismissal can occur after 2 p.m.

EMERGENCY CLOSINGS

Planned early dismissals and closings are noted in the school monthly and yearly calendars. Families are notified of delayed openings, school closings, and early dismissals through the Honeywell Instant Alert System. For this reason, the obligation to keep telephone numbers and e-mail addresses current in the Honeywell Instant Alert System is the responsibility of the parent. If you wish to pick up your child early in case of inclement weather, please come to (DO NOT CALL) the school office. When School is closed early and the parent/guardian cannot be reached, the student will be released to the person/persons designated by the parents on the emergency form.

Information may normally be obtained on the school website at www.st-pats.org, under Announcements and the school phone at 973-635-4623, Ext. 12.

In the event of an emergency closing, students will gather in the gym. Parents, or person designated on the emergency form, will be admitted by the front entrance, sign the student out, and exit by the back door.

EMERGENCY FORMS/CHANGE OF ADDRESS

It is mandatory that updated emergency forms be completed and signed by each family. Any changes of address, home/work/cell phone number, home status, guardianship or emergency arrangements must be reported to the school office immediately in order to keep our records accurate.

TRANSFERS FROM THE SCHOOL

The Catholic schools of the Diocese are engaged in a positive effort to foster and maintain the Christian education of our children. This goal is best met when the Catholic school is afforded the opportunity to provide the student with a complete elementary school education. Transfers without a change of residence will be issued only after a prior meeting with the parents, Pastor, and Principal.

HOME-SCHOOL COMMUNICATION

APPOINTMENTS WITH SCHOOL PERSONNEL

Parents who wish to meet with the Principal, a teacher, or any member of the school staff must contact the school office to arrange a mutually convenient meeting time that coordinates with the school schedule. For the sake of good order in the School, parents may not go directly to the classroom or approach staff members during the school day without arranging an appointment beforehand.

Communication between the teacher and the parents of a student may occur by phone, letter or in person. Teachers cannot participate in discussions or conferences at times that could conflict with teaching or supervisory duties. When requests are made, both the parent and the staff member should be aware of the purpose of the phone call or conference so that all concerned may be appropriately prepared. All student issues should be addressed first with the classroom/homeroom teacher, next with the Principal, and then with the Pastor.

Parent-teacher conferences are held after the distribution of the first report card. This conference is mandatory in order to meet with the teacher and discuss the student's progress. Additional conferences may be requested at other times during the year by parent or teacher.

COMMUNICATIONS

It is vital to keep lines of communication open between the home and the School. St. Patrick School communicates weekly with the parent/guardian through the Bulletin Board and e-mails as needed through the Honeywell Instant Alert system. The family envelope is sent home with the oldest child in the family twice a month on Wednesday. Read the contents of the e-mail/envelope and have your child return the envelope to school the following day. School forms (i.e. emergency, medical, conference, summer forms, etc.) are posted on the website and sent home via Instant Alert e-mail.

Other publications include: The Green Quill, yearly and monthly calendars, monthly principal's notes, school directory, yearbook, school information packets, and school handbook. All publications need to be approved by the administration before included in e-mails or the Family Envelope.

BRINGING MONEY TO SCHOOL

Money that is sent to School should be placed in a sealed envelope and identified with the child's name and grade, the amount enclosed and its purpose. The exact amount is expected because change cannot be given.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is an association of faculty and school parents formed to promote the ideas of Catholic Education; to promote clearer understanding of the mutual educational responsibility of parents, teachers, and administrators; to provide assistance to the school; to foster communication between the school and the local communities which it serves; to respect and support the established school policies and practices as set forth by the Diocesan Superintendent of Schools, the pastor, and the School Principal. Class mothers organize school volunteers and assist the teacher with class trips and parties.

VOLUNTEERS/PROTECTING GOD'S CHILDREN

Volunteer aides are used in the lunch/recess program, the school library, classrooms, and other school activities. Every school family must provide service in the lunch/recess program. Volunteers must report to the school office or lunchroom and sign in. Volunteers must have completed all the required components of the Paterson Diocesan requirements, as stated by the Bishop, for Protecting God's children. Volunteers must have the Virtus training, be fingerprinted, and sign the Paterson Diocesan Code of Conduct.

SCHOOL RECORDS

St. Patrick 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 request, the school will provide the non-custodial parent with access to the student's essential academic records.

COURT ORDERS

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent should supply the Principal with the "custody section" of the divorce decree if it contains information that may be useful to the School in fulfilling its obligations.

SCHOOL PICK-UP

The School will permit only the custodial parent, or her/his designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from the School during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined one-time telephone authorization may be acceptable.

ACADEMICS

CURRICULUM

The primary objective of St. Patrick School is to provide a curriculum which is designed to develop, implement, and reinforce the values, attitudes, knowledge, and skills necessary for the students' spiritual, moral, intellectual, academic, social, emotional, and physical growth. The School follows the Paterson Diocesan Curriculum Guidelines, and curriculum is implemented by the faculty. Major subject areas include: religion, language arts, mathematics, science, and social studies. Other subject areas include: world language, computer/library, art, music, and physical education. The Learning Center assists primary level students with language arts skills. Additional programs include, but are not limited to: Life-Skills Coaching, Family Life, Drug Prevention, A.I.D.S. awareness, and Child Abuse Prevention.

RELIGION

The aim of our religious education program is to cultivate young Christians with a sense of religious values and attitudes that will enable them to witness the Christian message in their daily lives. It also seeks to impart the basic tenets of the Catholic faith. Religion is a major subject taken every year by every student. Students learn about the Catholic faith, participate in daily prayer, liturgies, prayer services, penance services, and perform Christian service. Each grade from two through eight takes its turn to prepare liturgy and prayer services during the school year. Parents are invited to participate in all school liturgies and prayer services. Students in grades one to eight attend the parish mass once a week. The Christmas Fair and Mardi Gras are in-school retreats; additional retreat days are offered to the middle school students.

RELIGIOUS EDUCATION AND RELIGIOUS SERVICES

The non-Catholic student is welcome at St. Patrick School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and

liturgical services scheduled for students during the school year. At mass, the non-Catholic student will go up in the Communion line, cross his/her arms over the chest, and receive a blessing from the minister.

HONORS MATH

The Honors Math Program at St. Patrick School is designed to challenge those students with demonstrated superior mathematical ability, as well as the self-motivation to achieve in mathematics. Students are eligible based on their yearly grades, final exams, placement test, and standardized test scores. Students are invited into the program by the school.

LIBRARY

Students in grades Pre-K to 8 are scheduled to come to the library once a week. Students from grades K to 8 borrow books for one week. Books must be returned before new ones can be checked out. All books must be checked out and returned on time. Lost, stolen, late, damaged books, as well as fines, are the responsibility of the borrower and/or parent/guardian. Report cards will be withheld for outstanding books and fines. The Library Gift Program has been an important source for additions to the library. Parents are encouraged to purchase books in honor of their children's birthdays or for other occasions.

BAND

Genesis Music provides instruction once a week for students who wish to learn to play band instruments. Students have the opportunity to perform in concerts during the year. The fee for Genesis Music is paid by the parent/guardian.

COMMUNICATION

Students photographs or work products may be published in various media including but not limited to publication of students' photographs, drawings, or music in compliance with official policy. Such entities will never include a child's phone number, address, or name (other than first name) or information about the family members. All minors require a written consent of their parent/guardian to participate.

TECHNOLOGY POLICY

The use of the technology resources at St. Patrick School is a privilege, not a right. Students are expected to make responsible, ethical, and appropriate decisions regarding the use of technology resources and information services at all times. The Internet and Technology Resources Acceptable Use Policy applies to all technological resources, electronic databases, and software. The Internet system has been established for a limited educational purpose. It has not been established as a public access or public forum. The School has the right to regulate the material that is accessed or posted, to insure that all use of the system is in accord with the Christian philosophy of the School, and to enforce all rules set forth in the School's disciplinary code, diocesan policy, and the laws of the United States and the State of New Jersey.

The following uses of the system are unacceptable:

Personal Safety—posting of contact information or physical meeting of online contact is strictly prohibited.

Illegal Activities—attempting to gain unauthorized access to any computer system, to disrupt the computer system or data, to modify any computer or system, or any other illegal act.

System Security—not safeguarding passwords; not notifying a teacher of any system problems; downloading material of any kind or loading or installing files or software.

Inappropriate Language—including, but not limited to, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language; posting information that could cause danger or disruption or personal attacks; harassing others.

Respect for Privacy—posting messages without permission of the sender and posting private information.

Respecting Resource Limits—using the system for non-educational development; using the system longer than prescribed; posting chain letters, establishing e-mail or accessing personal e-mail from the school's system.

Plagiarism and Copyright Infringement—plagiarizing words or ideas from the Internet is prohibited.

Inappropriate Access to Material—accessing material that is profane or obscene or that advocates illegal acts or violence or discrimination is prohibited.

Rights—the Internet is a limited forum that can be restricted by the School; no privacy or permanency of personal files can be expected; routine maintenance and monitoring will occur and may result in the viewing and/or removal of your files.

Electronic Equipment—use of any electronic equipment, including but not limited to, text messages, instant messages, e-mails, My Space, etc. to inflict harm on a student, teacher, or the school.

Failure to comply with these standards or acceptable use of technology will result, in following the normal disciplinary procedures and may culminate, at the very least, in suspension or withdrawal of computer privileges. Students and parents are required to sign an *Internet and Technology Resources Acceptable Use Policy*. Students in grades 6 to 8 are also required to sign a *Laptop Acceptable Use Policy*.

POSTING OF INFORMATION ON THE INTERNET

The Internet is a public forum with unrestricted access. For this reason the School restricts permission for the posting of information related to the school, our staff, and our students on the Internet. No student is permitted to use images of the school, our staff, or other students in any form on the Internet or in any form of electronic communication without specific written permission from the administration of the school. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the transmission of information or images related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person, is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed

appropriate by the administration.

SUPPORT SERVICES

The following services are provided by the state of New Jersey. Compensatory education, special education services and evaluation, English as a Second Language, speech, and in-class-support teachers are provided by the Education Commission of Morris County and the Chatham School District to those who qualify. The Chatham Board of Education provides bus transportation for residents of Chatham. Other districts may offer compensation. Each family must complete a bus form each year. Health services, education, nursing, textbook funds, and technology funds are provided by the Education Commission of Morris County. Funding is also provided through federal programs in conjunction with the No Child Left Behind Act and the Individuals With Disabilities Act.

PROMOTION/RETENTION

A student must pass all major subjects in order to remain in School and be promoted. A student who fails a major subject may be required to withdraw or be retained. A student may be retained when it has been demonstrated that repetition of the grade by a particular child will be profitable to that child because of particular circumstances. The Principal and teacher, in consultation with the parents, will make the final decision.

GRADUATION

Upon successful completion of 8th grade, having met the required course of studies for elementary education, and having all tuition expenses and fees paid, students receive a diploma verifying their graduation from St. Patrick School. Students whose graduation is in jeopardy for academic reasons will be informed no later than the third marking period. The attendance at all graduation activities and ceremonies is a privilege, not a right earned through satisfactory behavior. A graduation fee is required of each graduate prior to graduation.

HOMEWORK AND MAKEUP

Students in grades 1 to 8 should write their homework assignments in the proper assignment pad. It is vital that parents read and review the homework sheet or assignment pad to ensure that homework is completed as assigned. It is the responsibility of the student to obtain, complete, and bring to school all homework assignments. Assignments are penalized for lateness. Classes may not be disrupted for delivery of forgotten homework. Work that is brought in by the parent will be placed in the teacher's mailbox. Students may not call home for homework.

It is the responsibility of the Middle School students to meet with each teacher, including specials, after an absence to ensure that the student knows what the missed assignments were and the due dates.

Students are responsible for class work and homework during an absence. Both the first and the second day of homework assignments will be given after the second day of absence and may be picked up at the end of the school day outside the school office. If absence is due to a serious or prolonged illness, consult with the teacher. Teachers may not prepare assignments ahead of time for students who are away on vacations or trips during school time. The responsibility to make up missed work within a specific time frame rests entirely on the student and the parent. Long-range assignments must be handed in on the due date, or the grade will be lowered. If a student is absent, the project is to be sent to school on the due date. Students must take tests on the day the tests are scheduled, even if the student has been absent the day before.

The amount of homework given is determined by the student's grade level and the teacher's requirements. The average amount of time to be spent on regular homework, excluding independent reading, tests, or projects, is as follows: grade K, ¼ -½ hour; grades 1, 2, and 3, ½ -1 hour; grades 4 & 5, 1-1 ½ hours; grades 6, 7 and 8, 1 ½-2 hours. ***If your child spends considerably more time on regular homework, please contact the teacher.***

POWER SCHOOL/PROGRESS REPORTS

Parents of students in grades 3 to 8 can view their child's grades on line at any time. For students in grades K to 2, progress reports may be issued as needed for poor academic work and potential failure, as well as behavioral and social issues. .

Failure warnings will be given after the second or third marking periods if there is a danger of failure for the year at that time.

REPORT CARDS

For grades Pre-K 4 to 8, report cards are distributed to the students four times during the school year. The report card envelope must be signed by the parent/guardian and returned to the teacher.

GRADING

Student performance is evaluated through written tests, projects, displays, reports, etc., in conjunction with the teacher's judgment regarding completion of homework and class participation. Students in grades 3 to 8 take mid-term and final exams.

An eighth grader who maintains an A average in a specific subject throughout the year, will be exempt from the final exam in that subject. A student who maintains an A average in conduct for EVERY marking period will be exempt from the religion final exam.

During exam week, middle school students have the option of a half-day schedule with the written permission of their parents. A student who is caught cheating during the school year will not be offered the exam exemption in that subject.

In grades Pre-K and K, skill areas are graded four times a year with VG (very good), G (good), S (satisfactory), and I (improvement needed). On the report cards for grades 1 to 3, the major subject areas are graded four times a year with A, B, C, D, and NP. Other subject areas and general conduct are graded four times a year with VG (Very Good), G (Good), S (Satisfactory), I (Improvement Needed) and U (Unsatisfactory). Students in grades 4 to 8 are graded with numerical grades four times a year in the major subject

areas and world language. For students in grades 4 to 5, other subject areas and general conduct are graded with VG (Very Good), G (Good), S (Satisfactory), I (Improvement Needed), and U (Unsatisfactory). For students in grades 6 to 8, other subject areas and general conduct are graded with a numerical grade.

The general conduct grade for students in grades 6 to 8 is determined four times a year.

CHEATING

Students who plagiarize, cheat, or aid another in cheating will receive a **zero** for the test, quiz, assignment, etc. The student will ***not be placed on the Honor Roll*** for that quarter. An eighth grade student will be ineligible for the exam exception.

HONOR ROLL

Students from the sixth through eighth grades are eligible for High Honors, if they receive all As in all the subject areas. For High Honors, students taking Honors Math may have a B+ in that subject. Students from the sixth through eighth grades are eligible for Honors, if they receive at least all B's in all the subject areas. Students from the sixth through eighth grades are eligible for Special Recognition if they receive at least all C's in all the subject areas and with teacher recommendation only.

PRINCIPAL'S LIST

Students in the fifth grade are eligible for the Principal's List if they receive a ninety or above in all the major subject areas, including world language, with no grade less than G (good) in all other areas, including general conduct.

RECORDS AND TRANSCRIPTS

A parent/guardian has the right to view his/her child's academic record, academic standardized test results, health records, and emergency sheet. These records can be made available upon request. Government records: records attached to publicly funded services provided through the local Board of Education, such as Child Study Team Reviews, Comp Ed, Speech, ESL, etc. are the property of the Board. A parent/guardian who wishes to examine these records, or to procure additional copies for his/her own use, must apply to the Board. The School is not permitted to distribute this information to anyone, including a parent/guardian.

Transcripts of academic records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from St. Patrick School to the receiving school. When the parent/guardian does not submit a request for transfer that includes authorization for said transcript, it is the receiving school's responsibility to secure said permission.

FIELD TRIPS

On occasion, St. Patrick School will sponsor and conduct field trips for the educational enrichment of the students.

The information and cost of the trip is passed on to the parent/guardian who must sign a permission slip. No student may participate in a field trip unless a signed permission slip, provided by the school, for the specific event is submitted to the School, along with the requested payment.

Participation in field trips is a privilege, determined by the teacher and principal. St. Patrick School has the right to deny this privilege to students, because of grades or behavior. There will be zero tolerance for violation of school rules and behavior expectations, and all in-school disciplinary actions apply. If a student is not permitted to attend the event, or if the parent/guardian elects not to allow the student to participate, the student must report to School on that day and will be given an assignment.

GENERAL DISCIPLINE

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at St. Patrick 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 should work together to help students learn and live the qualities of responsible behavior and elements of good citizenship.

The aim of discipline at St. Patrick School is twofold: to promote the fulfillment of spiritual values and to foster the growth of self-discipline in each individual. We strive to provide an environment that fosters the dignity of each child and at the same time create an atmosphere where the students feel safe, secure, and happy. This environment must be one in which they are provided every opportunity to learn, free from harassment and/or threats of violence. In an effort to achieve this goal the School has compiled a management plan which provides students with guidelines for appropriate behavior, incentives for following these guidelines, and consequences for making irresponsible choices. Class incentives are also used to inspire students to help each other create a Christ-like community. Appropriate discipline is within the discretion of the Principal and teacher(s).

DISCIPLINE/BEHAVIOR IMPROVEMENT CODE

In order to foster the best learning environment, the following list includes, but is not limited to, behaviors that will be subject to disciplinary actions: disruptive behavior, disrespect, inappropriate language, lack of preparation for class, no homework, cheating, lying, tardiness to school and class, and improper uniform. More serious behavior problems will be subject to individual consequences and meetings with a Life Skills Coach. Psychiatric evaluation or counseling may be required in order to assist the student with the behavior issues. Students are held accountable and responsible for their behavior. Students who disrupt classes will be asked to phone their parents to tell them about their behavior. The student and parents need to draft a plan of behavior improvement, signed by both parent and student.

In the Middle School (6-8), each student will have the opportunity to earn ten points each week. There are specific behaviors (such

as respect, punctuality, preparedness, attentiveness, approved dress) that will be targeted. When they have earned 20 points, they will receive an incentive ticket. For positive behavior, students can also earn stars that they accumulate for tickets.

In the Intermediate Grades (3-5), students are expected to be ready to learn and allow others to learn. Each of the classes will participate in an incentive system and have an accountability procedure in place. The students in the third, fourth, and fifth grades will work towards a goal and earn a class reward when they achieve the goal. Each student in these grade levels will be held accountable for individual behavior, such as homework, preparedness, and punctuality.

In the Primary Grades (K-2), students are expected to behave in appropriate ways. Each of the classes has an incentive program in place. The teachers will explain the specifics of the system to their classes.

DETENTION

Detention is issued for, but not limited to the following: tardiness, classroom disruption, disobedience/disrespect, negative attitude, mischief, failure to complete class or homework, and lack of school supplies at the discretion of the School. Parents are given written notification which they are required to sign and return to the School. Detention consists of sitting quietly under supervision. Detention is served from 7:30 to 7:50 a.m. After 3 detentions, detention is served from 2:35 to 3:15 p.m.

SUSPENSION/EXPULSION

When a suspension occurs, the Superintendent of Schools for the Diocese of Paterson will be informed immediately: Suspension is the temporary exclusion, by the principal, of a student from the regular school program and/or activities connected with the program.

Suspension may be in school or out of school. Students will be assigned schoolwork and receive zeroes on work and tests for the day. This grading may be modified by the Principal in the case of more than one day of suspension. A student who is suspended may receive an I or U on his/her report card for that marking period.

If a student places his safety or the safety of another child in jeopardy, he/she receives an in school or out of school suspension and must have a psychiatric evaluation. Parents will be notified of the suspension by letter, telephone, and/or conference.

Suspensions may also occur, but are not limited to, any suggestion of racial or ethnic prejudice; sexual harassment; fighting, resulting in serious injury or extensive damage to property; smoking, resulting in fire; pornography, drugs, or alcohol; and acts of vandalism.

In the case of expulsion, the permanent exclusion of a student from the school, the administration will arrange a conference with the parents, the Pastor, and the student. A complete report will be submitted to the Superintendent, and no student shall be expelled or asked to withdraw from the school without the specific approval of the Superintendent. Cause for suspension or expulsion shall include, but not be limited to: willful disobedience, defiance of school authority, profane or obscene language, conduct that is dangerous to other pupils, physical assault, taking or extorting money or personal property, willfully damaging school property, prejudice, vandalism, smoking, pornography, drugs, alcohol, attacks of a sexual or criminal nature, possession and/or threat with a weapon, possession/distribution of controlled substances.

SUSPENSION/JUDICIAL DECISION

Students who have been charged by the police, suspended from school, and who are awaiting court action are to continue their education in one of the following ways: will be re-admitted to school but will have a special teaching arrangement and schedule until a judicial decision is rendered; will be re-admitted to school, follow the usual schedule and activities--there will be close supervision of the student until the judicial decision is rendered, however; or will be re-admitted to school, follow the usual schedule and activities, but will not be permitted to take part in any extracurricular activities until a judicial decision is rendered.

SEXUAL HARASSMENT/VIOLENCE

The school community must work to promote a climate that engenders mutual respect and deep compassion for all its members as unique gifts from God. Each member of the community has the responsibility to maintain acceptable standards of personal behavior that ensure a learning environment free from intimidation, harassment, bias, or prejudice. Threats of violence and other forms of abusive expression, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendoes and comments directed at a person's gender are inappropriate and will not be tolerated.

The definition of sexual harassment is unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, written, visual, or physical conduct of a sexual nature directed toward another person. Depending on the type of incident, disciplinary action may be: a verbal reprimand, required counseling or psychiatric evaluation, detention, deprivation of extracurricular activities, suspension from school, an invitation to withdraw from the school, other actions in the best interest of the victim and the accused, and/or action by the government authorities.

HARASSMENT/STUDENT THREATS/VIOLENCE/BULLYING

St. Patrick School maintains a zero tolerance in dealing with harassment, threats, bullying, and incidences of actual or potential violence. All acts of harassment, threats, and bullying, whether physical or verbal will be taken seriously and investigated. Students who make threats or engage in bullying will be subject to disciplinary action, such as detention, temporary or permanent suspension of extracurricular privileges, suspension from school, a psychiatric evaluation, and other actions in the best interest of the victim and the accused. When the student returns to school after a suspension, the student's parents will be notified in writing that another offense will result in notification to the Diocesan School Office for further action.

Any student who reports or makes a false threat will be subject to disciplinary action up to and including suspension from school.

He/she may also be required to get a psychiatric evaluation before being readmitted to school. A threat can be physical, verbal, written and/or a weapon. A threat can be reported to an adult by a victim who is frightened. A threat can be reported by a third party who witnessed the threat and/or act of violence. A threat can be observed by an adult. A threat can be something written and/or spoken.

VANDALISM

Vandalism shall be defined as the deliberate damaging of school property and/or parish property resulting initially in the loss of time and money and, also, in conditions that may be hazardous to the safety and well being of students, staff, and/or parishioners. In cases where parents or legal guardians are not cooperative, the case shall be referred to the Superintendent of Schools. In these cases, the parents may be required to withdraw the student from school. Transcripts cannot be released until appropriate restitution is made.

In regards to vandalism, the school is: to provide for the development of attitudes that will be respectful of persons and property; to protect the school community and the community at large; to provide for the restitution of damages made to school property; to discourage the violation of the law through clear standards for Catholic school students.

In order to clearly articulate the responsible standards of conduct expected of all Catholic school student, those students found guilty of vandalism on property not connected with the school shall be placed under the procedures of the above policy where the vandalism involves damages over \$200.

DRUG ABUSE/TRAFFICKING

Students may not have in their possession at school or at any school-sponsored activity alcoholic beverages, nicotine, opiates, cocaine, and any other derivatives, such as crack, barbiturates, amphetamines, or hallucinogens, designer drugs. Students who must have medications at school or at any school-sponsored activity shall file with the school a form signed by the physician and parents/guardians. Any violation concerning possession is a major infraction of school policy and makes the students liable to dismissal. The student and his/her family shall cooperate fully with any therapeutic measures which the administration deems necessary to help the individual. Any student whose behavior indicates the possibility of drug misuse shall be referred to the office and a determination and program, if necessary, shall be completed. If a student is selling drugs or recruiting for drug abuse, the parents shall be required to withdraw the student from school and the student's activity shall be reported to the police. (If the school becomes convinced that a student is guilty of possession, use or trafficking outside of school, it shall treat the student the same way.)

Special situations shall require prior consultation with the Superintendent of Schools who in turn will inform the Diocesan Education Council. All schools in the Paterson Diocese are in compliance with the Comprehension Drug Reform Act and have Model Agreements for School Zone Enforcement signed by the County Prosecutors and the Diocesan Superintendent of Schools. In the event that a student be found with such dangerous materials the designated school official will follow the procedures clearly identified in the model agreements and call in the law enforcement authorities.

MEDICATION

St. Patrick School strongly discourages the administration of prescription, nonprescription medication, or cough drops in School or on field trips. However, if it is absolutely essential that a student receive prescription, nonprescription medication, or cough drops while under school supervision, the following procedures apply:

1. A parent/guardian should come to the School office and personally administer the medication.
2. If this arrangement is not possible, the school nurse or the Principal, or his/her designee will administer the medication under the following conditions:
 - A. The medication must be given to the school nurse or Principal by the parent/guardian;
 - B. The medication must be in the original over-the-counter or pharmacy-labeled container; and
 - C. The parent/guardian and student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the School. Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The **parent/guardian and the student's physician** must complete and sign an "Authorization for Self- Administration of Medication in School" form. This form is available from the School office.

As permitted by New Jersey law, the School shall follow the orders of a physician for emergency administration of epinephrine via Epi-pen for anaphylaxis. Written authorization for administration of the Epi-pen must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the Epi-pen in accordance with procedure below as provided by law, the school and its employees or agents 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. 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 nurse pursuant to New Jersey law--may administer the Epi-pen.

Pupils with a history of anaphylaxis, a severe, life threatening allergic reaction, may require the emergency administration of a medication called epinephrine. Students with a physician's order for epinephrine due to food allergies **must bring their lunches, snacks, birthday, and any other treats from home.**

Because cross-contamination occurs in schools, bakeries, restaurants, and other homes, accidental ingestions are common.

Nationally, approximately 4 out of 6 cases of fatal food reactions have occurred in schools. St. Patrick School has instituted this policy to increase awareness within our community and to have students avoid those triggering substances that can cause them to have allergic reactions in the School environment. In addition certain foods may be banned in order to protect children who have food allergies. Saint Patrick School is a peanut/nut free school. Read the list of ingredients on foods sent to school in order to ascertain whether that food has a banned ingredient, such as peanuts or nuts.

HEALTH AND SAFETY

Students and parents must obey all health and safety regulations. In order to remain in school, all student immunizations must be up to date. The school follows the guidelines from the state of New Jersey that require every child to receive medical immunizations and list the type and age of administration. Our records are audited yearly by the Madison Health Department.

Students may not arrive at School before 7:45 a.m. and may not remain unsupervised outside after School. Students who have not been picked up by 2:45 p.m. will be supervised in the After-School program.

Students with orthopedic issues must have a note from their physician explaining the type of injury, the limitations, and the length of time for these limitations.

Pets are not allowed on school grounds. Students are not allowed on school grounds without parent supervision.

ARRIVAL AND DISMISSAL PROCEDURES

In order to provide for the safety of every child, the drop off/pick up procedures must be followed by anyone who drops off or picks up a student. From 7:30 a.m. to 3 p.m., cars may enter only from Chatham Street and exit from Oliver Street. A drive through drop off/pick up line enters from the West driveway on Chatham Street, stops between the yellow cones, and exits on Oliver Street. Students must enter and exit their car on the passenger side only between the cones and stay behind the white line on the sidewalk. (No student may be picked up on Washington Ave., Chatham St., or Oliver St.) The family name(s) and grade(s) of all students being dropped off/picked up must be prominently displayed in the car window. The speed in the parking lot is 5 m.p.h. Parents have the option of parking to drop off or pick up their children. Cars must be parked in legal spaces only. Students may not walk to parked cars without a parent. Students, whose parents park for drop off/pick up, must be supervised by their parents at all times and cross only at the designated crosswalks. Parents should wait for their students in the designated area between the Elementary School and the Parish Center. (Pre-K parents must park and then drop off/pick up their children at the door of the Pre-K.) Everyone should follow the instructions of the teachers and staff on patrol. Students who walk home must walk on the sidewalk and cross at crosswalks. These directives will apply regardless of the weather, so children should be dressed according to the weather. Complete directions will be posted on the website, sent home via the Brown Envelope, or may be picked up at the school office.

Students who walk to and from school or ride their bike must have written permission from their parents. These students must obey all safety laws and cross only at crosswalks. They may not walk through the parking lot. Complete guidelines are posted on the website.

PARKING

Parents and visitors may park only in the designated areas of the parking lot or in legal spaces on the street.

VISITORS

Visitors are encouraged to come to the Open House during Catholic Schools Week. At other times during the year, visitors should make an appointment to visit the School. Upon entering the building, all visitors, including parents/guardians, must report to the school office, sign in, and obtain a badge. No one is allowed to enter any school building and go to a classroom or approach teachers or students without checking in at the office.

FIRE/EVACUATION/SAFETY DRILLS

Fire, evacuation, and safety drills are required by Diocesan policy. In order to provide for the protection of the students, students are given instructions in fire, evacuation, and safety drill procedures. During a fire drill or evacuation students must walk silently out of the building, as directed. During a Purple Drill (intruder present) students must silently line up in the safety area in their classrooms as directed.

SCHOOL NURSE

The school nurse helps to safeguard the health of the students and maintains accurate medical records and health cards. Communicable diseases shall be reported to the local reporting officer by the school nurse. Such reports should contain the name of the suspected disease, as well as the name, age, sex, home address, and telephone number of the ill person. Parents who wish to speak with the nurse, must report to the school office first. The office personnel will check with the nurse to determine when the parent may enter the nurse's room.

FIRST AID

First aid measures are initiated by the nurse, teacher, or Principal in case of emergency until the parents or emergency services, can take over. However, this service is limited to the comfort and protection of the patient until medical evaluation and recommendation are secured. The parents are notified as soon as possible in cases of serious emergency.

ILLNESS OR INJURY

Students who are ill should be kept at home until they are well. If a student is sent home because he or she vomited, had diarrhea, or had a fever, he or she may not come to school the following day. If a student has a fever, diarrhea, or is vomiting, they should stay

at home until they are symptom free for 24 hours. Students who are receiving antibiotic treatment should not return to school until they have been on the antibiotic for 24 hours. When a student contracts a communicable disease or lice, the School must be notified, so the school nurse can monitor the situation. A parent/guardian or designee will be contacted and must pick up the student if he/she becomes ill or is injured in School. If your child is home sick, he or she may NOT participate in ANY school activity during the entire day or days of the absence or absences.

STUDENT ACCIDENT INSURANCE

The Diocese of Paterson provides every student with accident insurance which covers all supervised school activities. Brochures, which describe terms and conditions, are given to each school family.

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 in the school office upon request.

EMERGENCY OPERATIONS PLAN

In case of a whole plant emergency, the gathering place for students will be the Washington Avenue School gym or the E.C.L.C. gym. The communication plan to contact parents will be the emergency phone chain. In the case of an emergency, students may need to gather in the gym until a parent or designated person picks them up.

Telephone numbers: Police, 973-635-8000; St. Patrick School, 973-635-4623; St. Patrick Church, 973-635-0625; Paterson Diocesan Schools Office, 973-777-8818.

DRESS CODE

UNIFORM/GYM

For the middle school grades, the uniform consists of a gray skirt, light blue oxford shirt, navy blue golf shirt with the school logo, khaki pants, white socks with the school logo, and sweater or fleece vest with the school logo with brown or black belt and brown, black, or navy leather traditional loafer, sturdy buckle, or tie shoes. On their gym day, students wear the gym uniform, consisting of navy sweats and navy tee-shirts and shorts all with the school logo and sneakers. The students may choose to wear khaki shorts with a belt and the girls may choose to wear a pink golf shirt from April 1st to October 31st.

For the elementary school grades, the uniform consists of a plaid jumper, white oxford shirt, navy blue pants, navy blue socks, white golf shirt, and navy blue sweater with the school logo with brown or black belt and brown, black, or navy leather, traditional loafer, sturdy buckle, or tie shoes. On their gym day, students wear the gym uniform, consisting of gray sweats and green tee-shirt and shorts all with the school logo and sneakers. The students may choose to wear navy blue shorts with a belt from April 1st to October 31st.

All students from K through 8 are expected to be in complete uniform on the first day of school and every day thereafter. Students must arrive at and depart from the school premises in complete uniform. Students in the Pre-K do not wear uniforms. A detailed list is sent home with the annual uniform order form. Every article of clothing should have the student's name inside it, and the uniform must be worn as purchased.

In keeping with the uniform, hair styles should be neat and conservative with no hats or head coverings or inappropriate hair accessories. Hair styles may not be distracting or not in keeping with the uniform; hair should be styled and cut on a regular basis. Students are not allowed to wear make up or nail polish. Students with pierced ears may wear one pair of small non-dangling earrings. Large or expensive jewelry should not be worn to School. Tattoos are not allowed.

Any student not in complete uniform or not following the guidelines will be considered unprepared for School. The parent/guardian will be called to bring the proper uniform to school. If the problem is recurrent, further action will occur. Uniforms are available from the Flynn & O'Hara Uniform Company. Gym uniforms are available from Alfred's Sport Shop in Madison. Uniform colors, styles, and requirements vary by grade levels.

The faculty and administration are the final authority on the interpretation of the dress code. Complete guidelines are posted on the website.

UNIFORM EXCHANGE

The HSA handles the uniform exchange. Used uniforms are available, and uniforms in good condition are donated to the Uniform Exchange.

DRESS DOWN DAY, DRESS UP DAY, AND NUT CARD GUIDELINES

Dress Down Day attire should reflect the philosophy and uniform guidelines of St. Patrick School. Skirts must reach the top of the knee. Shirts should be similar to the summer uniform shirt and have a high neck and sleeves. T-shirts should be appropriate. Shorts should be the length of the summer uniform walk shorts and reach to within a few inches of the knee. Jeans must be neat and not torn. Foot-ware, such as, clogs, platform shoes, sandals, beach-wear shoes, or any shoes with heels over 1" are not allowed. The grooming guidelines must be followed. In order to participate in Dress Down Days, students must adhere to the guidelines. Dress Up Day attire should be dressy and follow the above guidelines, except that t-shirts, sweats, or jeans are not allowed. The faculty

and administration are the final authority on the interpretation of these guidelines.

ADDITIONAL REGULATIONS/PROGRAMS

ATHLETIC ASSOCIATION

The goals of the association are: to spiritually mold future men and women, to promote supervised sports for boys and girls, to advocate life skills and accomplishments, and to support athletic skills and accomplishments. When students attend games, they are expected to conduct themselves in a respectful and courteous manner. Since they represent St. Patrick School, they should exhibit exemplary behavior and good sportsmanship. All participants and families should abide by the Athletic Association rules and guidelines. The sports available at St. Patrick School are track, volleyball, girls and boys JV basketball, boys and girls Varsity basketball, and girls softball. Additional programs may be provided by the Athletic Association. In order to participate, members of sports teams must maintain the required grades and satisfactory conduct and are subject to all the regulations listed under Extra-curricular Activities.

Rules for team practices are: team members should be dropped off and picked up on time; parents should enter the gym with their child to make sure that the coach is present; only students on the team may be present for practices; students should follow the directives of the coach; food and beverages (except water) are not allowed; students must remain in the gym at all times; the stage is off-limits; students should wait in the gym with the coach until they are picked up.

Rules for team games are: team members must remain with the coach; every other student attending the game must be seated with an adult who is responsible for and actively supervises that child; all spectators must remain seated in the gym; the stage, playing court, and corridors are off-limits; spectators may not bring basketballs, loose objects, or any other equipment onto the premises; food and beverages must be consumed in the lobby; all spectators should conduct themselves in a courteous, respectful manner to all other persons present. Complete guidelines are posted on the website.

BATHROOM POLICY

In order to attend any pre-k or k class, children must be toilet-trained. The child should know how to use the toilet independently and wash and dry his/her hands afterwards. If an accident occurs, the parent must pick up the child and take him or her home for a change in order to protect the health of other students.

If assistance with clothing is needed, a teacher will provide it. Each teacher sets up a bathroom use policy. If your child needs to use the bathroom frequently, please notify the teacher.

BUS

School bus service is provided for residents of Chatham by the Board of Education. Only students who conduct themselves appropriately and follow the rules will be allowed to use the school bus. Children who become a serious disciplinary problem on the school bus may have their riding privilege suspended by the Principal. In such cases, the parents of the children involved will be responsible for seeing that their children get to and from school safely.

Each student must sit quietly and have his/her seat belt snugly buckled from the time he/she gets on the bus until he/she gets off. They are to treat each other with Christian dignity and respect each other's feelings and person. Students are to use proper language and keep hands, arms, and feet to themselves. Every student is responsible for keeping the bus orderly. Any damage or harm done by the student to person or property is the responsibility of the parents.

If your child is not going home on the bus, a written note must be sent to the teacher every time your child does not take the bus.

CARE OF BOOKS/CLASSROOMS/PROPERTY

Every book must be covered and carried in a book bag. Students have the obligation to take care of all books, supplies, and equipment used in school programs and keep all school areas neat, clean, and free from litter. Any student injuring or defacing school books, supplies, or equipment shall be liable to suspension or punishment and his/her parent/guardian shall be liable for damages for the amount of such injury or defacement.

EDUCATION COUNCIL

The Education Council is established by the Pastor of St. Patrick Church in accordance with Diocesan policy for the purpose of assisting him and the Principal with the governance of the School. The Council is consultative in the following sense: the members cannot act apart from the Pastor and Principal. The areas in which the Council has responsibility and will be consulted are: strategic planning, policy recommendation and review, finance, public relations, and selection of a principal.

ELECTRONIC EQUIPMENT/CELL PHONES

Electronic equipment is not allowed in school. This includes but is not limited to items such as pagers, beepers, cell phones, games, radios, portable C.D. players, laser pointers, etc. These items will be confiscated if they are seen or used on school property.

EXTENDED CARE PROGRAM

An After-School Program is available to all students on a weekly or daily basis from 2:30 to 6:00 p.m. and from 12:15 on half days, except those before a holiday. The program consists of supervised play and activities, a snack, and homework assistance. The fee is \$60 per week for the first child, \$90 for two children, and \$110 for three. This must be prepaid on a weekly or monthly basis. Occasional or daily use fees are \$18 for the first child, \$28 for two children, and \$35 for three. On half days, except those before holidays, the daily use fee is \$23 for the first child, \$33 for 2 children, and \$40 for three. Occasional or daily use fees must be prepaid the day of use. A billing fee will be charged if fees are not prepaid.

Students who demonstrate continual disregard for the policies of the After-School Program will be dismissed from the program. Students who use the program weekly need a written note for absence from the program. Students who have not been picked up on time after school will be placed in the After-School program.

EXTRA CURRICULAR ACTIVITIES

St. Patrick School seeks to provide academic excellence in a faith environment. To better achieve this end, the following policy will be followed with regard to participation in extracurricular activities. A D in any two subjects equals a three week suspension (one additional week for each additional D. An I or D in general conduct warrants a three week suspension, and a U or F a four week suspension, in addition to demonstrating improvement in behavior. Activities include, but are not limited to: Athletic Teams, Open Gyms, Forensics, Student Council, and Builders Club.

Middle School Student Council Officers and Representatives, as well as other elected student leaders, are on probation after one BIC and must step down from their position after the second BIC.

FORENSICS

Students are chosen to be part of junior varsity and varsity teams that compete in oral speaking. Two tournaments with other schools are scheduled throughout the school year. A Forensics Society meets during the year and culminates with a showcase.

KINDERGARTEN PROGRAM

The kindergarten program at St. Patrick School has been designed to facilitate the transition from Pre-kindergarten to first grade. The Kindergarten program is a full day with a half-day option available from September to November.

LOCKERS/STORAGE AREAS

Lockers/desks/storage areas are to be kept neat and free of trash. For safety reasons, lockers are to be locked at all times, except when a student is putting in or taking out books or belongings. Students have the privilege of using locker/storage areas, but the principal or designee reserves the right to inspect lockers or other storage facilities at his/her discretion.

LOST AND FOUND

All found articles, clothing, money or valuables should be turned in to the teacher or the office. Students' uniforms and other possessions should be labeled with their names. The lost and found will be emptied on a monthly basis.

LUNCH

Students may bring their own lunches to School. NO GLASS containers are allowed. SODA, CANDY, AND FRUIT CHEWS AND ROLL-UPS are NOT ALLOWED. Lunch is served in School every day and available to each child. Lunch order instructions are distributed at the beginning of the school year for the year's lunches. All lunches are ordered on line and money for the lunches is required to be sent to School after placing the order. All UNEATEN FOOD must be brought home.

MILK

Milk is available every day. The order form for milk is sent home at the start of school. Milk is ordered on a yearly or half-yearly basis.

PARENT GUIDELINES

We are a faith community and it is the responsibility of every member to model Christian values toward the other members of our school family. Since parents actively participate in school programs, it is important that they maintain confidentiality about school occurrences and the parents, students, and teachers involved. Issues are to be addressed with the faculty and/or administration and not be the subject of gossip. This will enable a positive atmosphere to flourish.

Parents are expected to actively supervise children at all school social, program, and athletic events. An adult must accompany and be responsible for every child who attends school-sponsored events. Children must remain with the adults who brought them to the event. In addition, children are expected to socialize politely, remain in the area in which the event is held, and out of areas, such as, the stage, corridors, or parking lot. In this way, our school community will provide a safe and consistent environment for our students. When parents and students attend school-sponsored events away from St. Patrick School, they are obligated to adhere to all behavior guidelines.

In order for our teachers to effectively educate our students, parental trust, respect, and cooperation are essential. As part of this good faith agreement, parents are expected to support the school administration and faculty, as well as its policies and program.

PARTIES/BIRTHDAYS

Class mothers under the supervision of the teacher and with the permission of the Teacher and Principal may organize and assist with class parties in grades Pre-K to 5. Students, with the help of the parents, clean up after the parties. No party food may be sent to school without the PRIOR APPROVAL by the Teacher.

Birthdays and ½ birthdays for students in grades Pre-K to 5 may be celebrated in school provided the teacher gives PERMISSION AHEAD of TIME and the TREAT must be MINIMAL. Students in grades 6 to 8 will celebrate their birthday or half birthday without treats and will receive a dress-down pass. Invitations for out of school parties may be given out in school only if every classmate is invited.

PLAYGROUND

Students must remain in areas marked by cones. Students should be visible to adult supervisors at all times. Natural surroundings

should be undisturbed (no playing with sticks, stones, dirt, etc.) Students may run cautiously; however, no rough or dangerous play is allowed. Students should take turns with the basketball hoops. Soft, Nerf-type balls are allowed. When recess is over, all students should line up in quietly. Students may not enter the school building without adult permission. Students must respectfully obey all lunch and recess supervisors.

PRE-KINDERGARTEN PROGRAM

The early childhood program at St. Patrick School has been designed to facilitate the transition from Pre-K 3 to Pre-K 4, and on to Kindergarten. The Pre-kindergarten program options are: 5 full days, 3 full days, or 3 half days for 4 year olds and 2 full days or 2 half days for 3 year olds.

PROGRAMS/PERFORMANCE

At various times of the year, students present programs for their parents/guardians, such as concerts and fairs. The H.S.A. also sponsors programs for the students, parents and teachers.

PUPIL ASSISTANCE COMMITTEE

The purpose of the Pupil Assistance Committee is to facilitate continued student progress. This committee of educators from within the school community and professional consultants, as needed, will make recommendations for interventions that will support the teacher, parent/guardian, and student in order to assist students with academic or behavioral issues.

SMOKING

No smoking is allowed anywhere on school property.

SNACKS

Students in grades K to 8 are encouraged to bring a nutritious snack, such as fruit, cheese, or crackers, to eat at the morning break. Drinks are allowed (only water in the Middle School) but not glass containers. Soda, candy, and fruit chews and roll-ups are not allowed. Snacks are provided by the school for students enrolled in the Pre-K.

STUDENT GOVERNMENT

The purpose of the Student Council is to promote student government and leadership, to increase school spirit, and to encourage academics and spirituality. Students from grades four through eight are eligible to be representatives. Students in grades seven and eight are eligible to be officers. Criterion for election is given to the students. It includes the average of the grades from the previous school year, maintaining a minimum of satisfactory in all areas of conduct every marking period for at least one school year, being enrolled in the School for the required period of time, and recommendations by the teacher and principal. Members of the Student Council must maintain passing grades and satisfactory conduct in order to serve on the Council.

STUDENT SERVICE

The purpose of the Builders Club, sponsored by the Kiwanis Club, is to promote student outreach and volunteerism. Students plan and execute community service projects. Students from grades six through eight are eligible to be members. Students in grades seven and eight are eligible to be officers. Criteria will follow that of the Student Council. Members of the Builders Club must maintain passing grades and satisfactory conduct. Officers elected to the Student Council may not be officers in the Builders Club.

SUPPLIES

In order to be prepared for School, each student must have the supplies, listed on the Supply List, every day.

TELEPHONE

Students may not use the telephone for matters that should be taken care of before they come to school. Be sure that your child has all supplies, reports, assignments, etc. when he/she leaves for School. Students should know about the dates and times of meetings ahead of time. They should make arrangements with you about staying or being picked up. Parents must arrange play dates ahead of time and send notes to the teacher. The telephones in the Parish Center and Faculty Room are off-limits to the students. They may only use the telephone in the school office with permission. No student may use any cell phone on school premises.

WEEKLY MAGAZINES/BOOK CLUBS

Teachers may require that students purchase a weekly news magazine that will be used in class. They may send home monthly book order forms. Purchase of the monthly books is optional.

**SAINT PATRICK SCHOOL
LEADERSHIP**

**Pastor
Fr. Bob Mitchell**

**Diocesan School Office
John Eriksen, Superintendent**

Parish & School Staff

**Principal
Marian Hobbie**

Parish Trustees
John Polanin & Anne Armstrong

Middle School Coordinator
Judy Rosa

Elementary Coordinator
Cathy Auriemma

Finance Council
Ginny Donnellon

**Faculty Advisory & Planning
Committee**

Religion Coordinator
Barbara McGrath

Pastoral Council
**Michael Hare, Birgit Mitsch,
Marianne Hauck**

**Learning Center
Coordinator**

Language Arts Coordinator
Janet Albanesius

Education Council
David Clark & Kurt Spero

Technology Coordinator

Mathematics Coordinator
Peggy Tadros

Home & School Association
Susan Hadley & Allison Nash

After Care Coordinator
Victoria Cadavid

Science Coordinator
Katherine Curran

Athletic Association
Martin Gilligan & Mike Murphy

Social Studies Coordinator
Cathy Auriemma

Endowment Trustees
Fr. Bob Mitchell

ST. PATRICK SCHOOL

45 CHATHAM STREET, CHATHAM, NJ 07928
973-635-4623, FAX: 973-635-2311

E-MAIL: SPSCHATHAM@AOL.COM, WEBSITE: www.st-pats.org

EVERY family must sign and return the following forms to the school office by September 1, 2010.
Only children of families who have submitted these forms may come to school September 8, 2010.

PATERSON DIOCESAN SCHOOLS

2010-2011 Internet and Computer Use Agreement for Elementary Schools

Print Parent/Guardian Name(s)

Date

Student Agreement

I have read, understand, and agree to everything the Saint Patrick School Internet and Computer Policy (as written in the Parent/Student Handbook). I understand that I am responsible for whatever I do while I am using the computers and Internet at school. I know that I am expected to act like a responsible student in a Catholic school whenever I am using the computers and Internet at Saint Patrick School.

I understand that I will have consequences and may lose the privilege to use the computers and Internet at School if I break any of the rules in the Internet and Computer Policy of Saint Patrick School.

Student signature/s

Student signature/s

Parental Permission

I am the parent/guardian of the student(s) named above. I acknowledge that I have read, understand, and agree to all terms as outlined in the Saint Patrick School Internet and Computer Policy (as written in the Parent/Student Handbook). I understand that my child(ren) will engage in supervised activities that involve the use of computers and the Internet while at school as part of his/her regular instruction. I have reviewed this policy with my child and have helped him/her to understand it. I also understand that this agreement will be binding during the time my child is a student at Saint Patrick School.

For Internet Access Only

_____ The following child(ren) has (have) my permission to be an Internet user(s) at Saint Patrick School.

_____ The following child(ren) do(es) not have my permission to be an Internet user(s) at Saint Patrick School.

Parent/Guardian Signature(s)

SAINT PATRICK SCHOOL
45 CHATHAM STREET, CHATHAM, NEW JERSEY 07928
973-635-4623, FAX: 973-635-2311
E-MAIL: spschatham@aol.com, WEBSITE: www.st-pats.org

**EVERY family must sign and return the following forms to the school office by September 1, 2010.
Only children of families who have submitted these forms may come to school September 8, 2010.**

2010-2011 PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT & RECEIPT

I acknowledge receipt of the Handbook containing the policies, rules and regulations for St. Patrick School. I have read the Handbook that is published on-line at www.st-pats.org, St. Patrick School, About Us, Policies. I understand and agree that the

Handbook is binding on the students and parents during the current year. I understand and agree that the administration of the 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 understand my responsibility to support the School in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

_____ **Print Name(s) of Parent/Guardian**

_____ **Parent/Guardian Signature(s)** _____ **Date**

_____ **Student signature/s**

_____ **Student signature/s**

2010-2011 SCHOOL PHOTOGRAPH/STUDENT WORK RELEASE

As part of your son or daughter’s educational experience, he/she may have the opportunity to have his/her photo or school work published, including but not limited to school publications (honor roll, year book, outdoor bulletin board, Green Quill), the Beacon as well as secular publications. Many newspapers have on-line versions and several mount video or photodex presentations on their sites. We may also create promotional media products to promote our schools, including brochures, advertisements, and fundraising materials. Please check the appropriate line below.

_____ Yes, I request that my child/children participate in these activities.

_____ No, I do not request that my child/children participate in these activities.

_____ **Print Parent/Guardian Name(s)**

_____ **Signature of Parent/Guardian** _____ **Date**

