

**ST. STANISLAUS KOSTKA SCHOOL**  
**PARENT/STUDENT HANDBOOK**  
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(Revised July, 2020)

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St. Stanislaus Kostka School is a parish school within the diocese of Metuchen. The school is staffed by dedicated, qualified lay professional educators. St. Stanislaus Kostka admits students of any religion, race, color, national or ethnic origin to all programs, rights, privileges, programs and activities accorded or made available to students at the school. St. Stanislaus Kostka School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission's policies, athletic or other school administered programs.

## **MISSION STATEMENT**

St. Stanislaus Kostka School's faculty, families and administration share a commitment to fostering a faith filled community of lifelong learners and compassionate leaders through a challenging academic environment. St. Stanislaus Kostka School strives to develop the whole student spiritually, academically, physically and socially so they may achieve their greatest potential as disciples of Jesus. We encourage our students to develop active, curious and creative minds, a sense of social justice, and compassion for others.

## **PHILOSOPHY**

St. Stanislaus Kostka School is a place where all stakeholders are valued and where their input provides the motivation for the manner in which we educate. Our school works towards partnerships that provide our students and faculty with the most up to date resources available in education. Our stakeholders work in a collaborative manner. It is incumbent upon all organizations within the school to maintain their interdependence and work in conjunction with one another to achieve the goal of student growth. All stakeholders take into account the best interest of our students and make decisions based on our students best interests and Gospel values. Our school community values the uniqueness of our students. We understand that student growth is as individual as each of those students, and growth applies to all aspects of the student; physical, emotional, and educational. We encourage and celebrate the idea that teacher growth is equally important to student growth in creating a dynamic school. We understand that education is accomplished in the classroom, the playground, and the cafeteria. As educators we need to look for and expand on those teachable moments. All members of our school see themselves as self reflective, lifelong learners. Pupils are co-constructors of learning along with teachers. All adults in the school are proud to regard themselves as learners. Our school creates student centered classrooms. Our school strives to model and encourage growth in our students as citizens of a caring community that seeks to ensure the well being of all those within our school community and the world at large. All members of our community work towards developing students who are morally responsible world citizens. St. Stanislaus Kostka has a deep sense of history and our students understand that history where it pertains to our community and to our religious heritage.

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

This handbook exists to foster the efficient operation of St. Stanislaus Kostka School. This handbook is designed to allow all stakeholders to understand and accept their responsibility to the smooth and effect running of the school. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

## **AMENDMENTS TO HANDBOOK**

This handbook is subject to change at any time when determined to be necessary by the school administration. The handbook is revised at the end of each school year, and parents must sign an acknowledgment and receipt form at the beginning of the new school year, no later than the second Friday of the school year. Failure to sign acknowledgement may result in student(s) being prohibited from attending class until the signed form is received. If changes are made to the handbook during the school year, notification will be included on the *Principal's Page* of the school website. The contents of the parent/student handbook constitute a contract between the school, parent, and student. The student and parent are expected to conform to the regulations and policies contained within this text.

## **ADMISSION AND RE-REGISTRATION**

Currently enrolled students, siblings, and active parishioners have priority registration. All children registering for kindergarten must be five years of age on or before September 30 of the year to be spent in kindergarten, in order to receive services provided through local, state and federal funding. Any exceptions to this policy will be made by the administration with the knowledge that additional fees may apply to those students who do not adhere to the cut off. Students registering for preschool **MUST** be toilet trained and accident free. If a child exhibits not being toilet trained the child may be asked to leave the preschool program until they are.

A registration application will not be considered complete until the following has been submitted and accepted:

- Tuition financial arrangements
- Academic Fee
- Registration Fee
- H.S.A. Commitments
- Birth Certificate
- Baptismal Records
- Social Security Card
- Record of Immunizations
- Completed Medical and Dental Forms
- Transportation Form
- Textbook Form
- Family Census Form

Kindergarten registration is finalized upon successful completion of the testing program.

## **STUDENTS TRANSFERRING FROM OTHER SCHOOLS**

- Parents of prospective students applying for transfer from other schools must have a pre- admission interview with the principal.
- Academic records, standardized testing scores, and any other pertinent information or documentation should be presented at this time.
- Parents must inform the school regarding any condition, learning disability, fragile health condition or allergy that will require accommodation or treatment prior to admission since St. Stanislaus Kostka School has limited resources and services available and, in fairness to students, the school is unable to admit students who cannot benefit from our program.
- Once accepted, an appropriate transfer card, most recent report card, standardized test scores, and health records must be added to the student's file.
- Students may be required to take a test to determine eligibility for admission.

Students who meet the requirements for admission are conditionally accepted for the first two marking periods. After this time period the staff will meet to determine if the needs of the student are being met. Continuation of enrollment and re-registration for the following school year, are at the discretion of the school administration in the best interests of the student, the class and school community.

In the event that students are asked to transfer to another school, any unused portion of tuition will be refunded; however, academic fees, registration fees, uniform costs, or any other costs are nonrefundable.

## **CANCELLATION OF REGISTRATION**

The school reserves the right to cancel registration at any time during the school year under the following circumstances:

1. Failure to satisfactorily meet all financial obligations.
2. Failure to comply with school rules/regulations.
3. Conduct on the part of a parent or student which is deemed a threat to safety, disruption to the school, or is inconsistent with the rules, or philosophy of the school community.

## **RE-REGISTRATION**

As a private, parochial school, re-registration, renewal of contract for the following school year, is not guaranteed. Re-registration decisions remain at the discretion of the principal and pastor either with or without cause.

## **TUITION**

Upon completion of registration forms and payment of a non-refundable academic fee, families may choose one of three tuition payment plans:

Option 1 - single payment due July 1 (5 discount)

Option 2 - two payments due July 1 and December 1

Option 3 - F.A.C. T.S. monthly payment plan

As part of the parents' responsibility in enrolling students in St. Stanislaus Kostka School, it is agreed that they will do the following:

1. Pay tuition in a timely manner
2. Fulfill the H.S.A. Commitment
3. Follow all school rules and policies as outlined in the Parent/Student Handbook

The school reserves the right to cancel registration of any student when parents/guardians fail to satisfactorily meet tuition payments. Late payment fees will be incurred. Any amounts remaining will be handled by a collection agency. In some cases parents/guardians may be required to make full tuition payment in advance of registration acceptance. Re-registration will not be accepted until all financial obligations are met. Students should not be given cash payments for the school office. Cash payments should be made by parents only during normal school hours. A receipt will be issued for all cash payments, and parents must present a receipt as proof of payment. Furthermore, the school reserves the right to withhold services, including transcripts, transfers, academic records, or other services for non-payment of tuition and failure to meet other obligations (return or textbooks, etc.). In addition, non-payment of tuition will prohibit student participation in graduation ceremonies.

## GRADUATION FEES

Eighth-grade parents are responsible for paying eighth-grade expenses, which include, but are not limited to, class ring, yearbook, diploma and case, graduation pictures, liturgy booklet, flowers, cap and gown, and eighth-grade class trip. The eighth-grade class promotes fund raising activities to help offset some or all of these costs, but each parent is responsible for any amounts that are not covered by fundraising. Since the purpose of eighth-grade fundraising is specifically to pay for necessary graduation expenses as well as the class trip, no other fundraising may occur after the predetermined amount has been reached. In addition, all eighth-grade fund raising activities must have prior authorization by the school administration in conjunction with the Home School Association and Pastor in order to prevent a conflict of effort.

## HEALTH SERVICES, MEDICATION, IMMUNIZATIONS

Because St. Stanislaus Kostka School does not offer full-time nursing services, we cannot accommodate children with pre-existing medical conditions or severe allergies which may require vital nursing services. Therefore, the school must be advised of any pre-existing medical conditions or needs **prior to admission**. Children will not be admitted to school until all medical forms have been properly completed and submitted. The school must be informed immediately of any changes in medical status.

## IMMUNIZATION REQUIREMENTS

No child shall be admitted to school without proper proof that the child has been immunized as required by the laws of the State of New Jersey, NJ.S.A. 26:1A-9. Proper immunization is a condition of admission to the school. No requests for religious exemptions will be considered. **Please refer to Appendix B for State of New Jersey Immunization Requirements.** A physical and dental examination within six months of enrollment is also required for all new students.

## POLICY ON ADMINISTRATION OF MEDICATION

St. Stanislaus Kostka School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

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

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions including inhalers for asthma related conditions. Parents or guardians of the student must provide written certification from the physician that the student has a potentially life-threatening illness. Parents or guardians must provide written authorization for self-administration from the physician that the student has the capability and has been instructed in the proper method of self-administration of medication. By signing the annual agreement to abide by the handbook policies at the beginning of the school year, parents or guardians of the student acknowledge that the school or employees shall incur no liability for self-administration of medication. 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.

## POLICY ON ADMINISTRATION OF EPINEPHRINE

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

### Parents/Guardians Authorization and Agreements Regarding Liability

Parents or guardians of the student consent annually in writing to the administration of epinephrine. Parents or guardians of the student sign a statement acknowledging their understanding that the school shall have no liability as a result of any injury arising from the administration of the epinephrine. Also, the parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any 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 the administration of the epi-pen by the school nurse pursuant to New Jersey law - may administer the epi-pen.

Additionally, the state of New Jersey requires a plan on the development of policies for emergency administration of epinephrine to students at N.J.S.A. 18A:40-12.5, under P.L.2015, c.13 State law requires the school to:



1. Maintain in a secure but unlocked and easily accessible location a supply of epinephrine auto-injectors that is prescribed under a standing protocol by a licensed physician or an advanced practice nurse and is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction;
2. The school nurse or trained designees are permitted to administer epinephrine via a prefilled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction or any student whose parent has not: a) provided written authorization for the administration of epinephrine (N.J.S.A. 18A:40-12.5a); b) provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis (N.J.S.A. 18A:40-12.5b); Additionally, the nurse or trained designees gave no liability as a result of an injury arising from the administration of epinephrine (N.J.S.A. 18A:4012.5c).

## ILLNESS OR INJURY

If a child becomes ill or injured in the absence of the school nurse, every effort is made to notify parents immediately. When a nurse is present in school, he/she will make a professional judgment in terms of whether or not the parent needs to be contacted and the child sent home. In terms of a significant head injury, wound or sprain, parents are notified.

In fairness to the child and other children in the school building, it is the responsibility of parents to pick up sick children from school within forty-five minutes. Adults listed on the emergency form can also pick up sick children from school. It is very important for parents to keep the emergency form current with the names of two individuals who can pick up a sick child if the parent is unavailable, and it should be updated whenever necessary.

If a child has a communicable disease, the school nurse must be contacted immediately. **Please do not send your children to school if you believe they are not well.** This often necessitates the parent being called for pick-up shortly after the child arrives at school and is unfair both to the child involved as well as his/her classmates. If your child is sent home by the school nurse because of fever, vomiting, or diarrhea, the child **MUST** stay home at least for the following day of school and can only return if they are (fever free) or until they receive a doctor's clearance to return to school if sooner. Any issue of vomiting in school whether from stomach illness, allergies, excessive mucus from a cold, etc. require the student to remain out of school the day after being sent home.. *Please do not send children back to school the next day.*

## ATTENDANCE POLICIES

Prompt, regular attendance is of major importance to the total growth of the student. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage responsible adult behavior in the future. Only a legitimate excuse, such as illness of the child, death in the family, or exceptional cases should keep a child from attending school. **A child who is absent for more than 18, unexcused days per year may be in danger of being retained in the current grade level and the proper child protective services may be called. Additionally, the administration has the right to decide if the student will be retained in the current grade due to the excessiveness of the absence interfering with the student's education.** Doctor or dentist appointments should not be scheduled during school time except in an emergency, and then for only one-half day. Except for illness, students should not be absent during formal exam weeks. Parents are urged not to pick up children early unless it is a necessity. If a child must leave school early for any reason, the parent or other authorized person must pick up the child at the main office and sign the attendance log. For the child's safety, parents should send in a note

informing the school of any person other than the parent who is authorized to pick up a student for an early dismissal.

**A parent/guardian should call or email the school no later than 8:30 AM to report a student's absence and inform the school the reason for the absence.** If no call or email has been received, the school secretary will make a reasonable effort to reach a parent/guardian by phone to verify the absence. These procedures represent a mutual effort to account for the safety of the children during school hours.

When a child returns to school after an absence, he/she must present to the teacher a written excuse from the parent/guardian stating the student's name together with the dates and reason for the absence. **An absence of three consecutive days or longer requires a doctor's note.** A child returning without an absence note will be reminded to bring it in the following day. If it still is not sent to school, the child may be sent to the office, and his/her parents will be contacted since it is the responsibility of the school to account for student absences.

Upon return to school, students will be given one day for each day absent in order to make up missing work. In the event of a prolonged absence, sufficient time will be given for completion of missed work when the student returns to school. **Homework will not be sent home during the child's absence unless the absence is for 3 or more days. Teacher web sites will greatly assist in knowing what assignments have been given during the absence.**

Absences for personal vacations are discouraged and should be checked against student progress with the school. Parents who wish to take a vacation during the school will sign off on a letter stating that if your child is out of school for more than one week due to vacation your child may need additional academic support upon return. If the student cannot maintain the pace of the rest of the class, it will be the responsibility of the parent to pay for a tutor at a cost of \$40.00 per hour. The school will provide the qualified tutor to complete missed work and proctor missed tests. Parents are asked to inform the school ahead of time if students will be taking unscheduled vacations. **No schoolwork will be given to a child before an unscheduled vacation.** Sufficient time will be given for completion of missed work when the child returns. The student's teacher(s) will give deadlines for work and assign dates for any test/quizzes that were missed to be taken. Teachers will not be available to tutor students or teach them concepts missed during vacation upon their return. Understanding and mastering missed content is up to the student and parent.

Students absent from school because of illness or disciplinary action will not be permitted to take part in extracurricular or athletic activities on the day of absence. Failure to observe this rule will result in disciplinary action.

## **TARDINESS**

All students are required to be present for opening exercises, which begin at 7:40 AM according to the bell system in the school. A student is considered late after 7:40 AM, and is marked *tardy* in the attendance register. Students arriving between 7:40 AM and the end of Opening Exercises are marked tardy by the attending teacher. Students who arrive after Opening Exercises must report to the office for a late pass before going to class. Parents should make every effort to avoid excessive tardiness because it is a disruption to the school routine for the rest of the class, results in students missing important announcements, prayer and reflection time as well as organizational time, and fails to develop the habits of responsible adulthood. Students with five or more tardy days will receive a check on the section of the report card which indicates participation

in religion since he/she has consistently missed at least a portion of the morning prayers.

Students who arrive at school after 11:00 AM are marked *absent for one-half day*. Students who are dismissed before 12:00 PM are marked *absent for one-half day*. Students must be present in school for at least six hours in order to be marked present for a full day. Students must be present for at least three hours to be marked present for a half day. Students who are present for less than three hours will be marked absent for the day. Students who take the school bus and arrive late to school are not marked tardy. Students who are absent from school because of a school-sponsored or school-related activity such as a field trip are marked *excused*, and the absence is not recorded on the student's permanent record. Students who are absent from school due to high school visitation or other legitimate reason are marked with an *excused absence*, which will be recorded on the student's permanent record as long as proper written verification of the absence is provided to the main office.

## **SUPERVISION**

The school is responsible for supervision of students during regularly scheduled school hours. For students enrolled in the Before-Care Program, the school's responsibility for supervision begins at 7:00 AM or whenever the student enters the building before 7:20AM. In the After-Care Program, the school's responsibility for supervision ends at 6:00 PM or earlier, when a child is picked up by his/her parent or authorized adult after 2:00 PM. A closed campus policy is in effect during this time. Once students arrive, they must stay on campus until dismissal. Supervision for events after school hours (excluding clubs or extra help services) is the direct responsibility of a student's parents. **No student is to be dropped off at school for an after school hours event without a parent being present to supervise the individual student.**

## **ARRIVAL**

Children should not arrive at school until 7:20 AM because teacher supervision is not available until that time. Students arriving prior to 7:20 AM will incur a Before Care fee. Students utilizing before care and entering the building prior to 7:20 am must enter through the door at the rear of the cafeteria.

For safety reasons parents must not enter or leave via the Main Street entrance/exit during school hours 7:15am-2:30pm.

Students arriving by car should enter only through the front door of the school. The side entrance is for bus students only, other adults or children will not be admitted .

The coned-off area in front of the main entrance to the building is a safe area for children, and parents must never drive through it. Parents who need to park must use designated parking spaces, either in front of the school or behind the church, but NOT near the bus area, along the curb in front of the school, by the church storage buildings, or beside the coned area. Parents are encouraged to drop off children next to the sidewalk, where they can enter the school safely, and must immediately move their car, enabling the next parent to pull up to the drop off area. Parents should adhere to a maximum speed of 10 miles per hour.

**For the safety and security of our students, only school children may enter the school building prior to opening exercises. All Parents no matter what time will need to be buzzed in to the building. At no time should a parent or student hold a door open for anyone.** Parents will be notified ahead of time regarding special occasions when

they are invited to join us for opening exercises. This would include marking period award ceremonies and other special events.

## DISMISSAL

Dismissal begins after the closing prayer at 1:40 PM. No student should re-enter the building without permission once dismissed. Walkers and students traveling by car are dismissed either through the main entrance or the front door at the Main Street end of the building depending on grade level. Students traveling by car will be dismissed only to a parent or designated adult at the door. Students will not be allowed to enter the parking lot alone. Students unattended will wait outside the front office until parents arrive.

It is the policy of the administration not to leave children unattended or unsupervised at any time in order to ensure their safety. Children who are not picked up within ten minutes of dismissal will be placed in the After-Care program at an hourly rate.

Students working with teachers after school stay with that teacher or carry a permission slip to go elsewhere. Students staying for after-school activities are not permitted to leave and re-enter the school building without specific permission from a teacher or the school administration. Parents of students staying for after-school activities are responsible for providing transportation home promptly at the designated time. Students who are not provided with transportation home at the designated time will be placed in the After Care program at an hourly cost (see After Care section). If a parent cannot pick up a child at the dismissal time, it is important to call the office so that the student will be sent to the After Care room at the appropriate time.

Parents should be consistent with dismissal procedures. If a bus student is to be dismissed by car on any particular day, parents must send a note into school specifying this. If this arrangement becomes necessary during the day, parents must call the school office. If a child is to go home by car with anyone other than the usual and customary caregiver, parents must inform the school office, preferably in writing It is imperative that parents notify the school in a clear, timely manner whenever a dismissal change is to occur. Change in dismissals will **not** be accepted via email.

## SCHOOL CLOSINGS

In most cases, St. Stanislaus Kostka School will follow the decision of the Sayreville Public Schools regarding school cancellations and delayed openings due to inclement weather. All school families are required to sign up for the ***Honeywell Alert System*** which will advise them of school closing and emergency notices. As a result, families will receive a text/e-mail message when school closings, delayed openings, or early dismissals occur. Further details will be posted on the school website.

## DELAYED OPENINGS

It is the responsibility of the parent to utilize all of the above-mentioned procedures to determine when there is a delayed opening. On days when a delayed opening is announced, buses will begin picking up students who utilize Sayreville bus transportation one and a half hours later than the usual pick up time. Please also note that Sayreville may not be running buses due to their schools being closed. If that is the case it will be up to the parent to arrange transportation to school on those days. Opening exercises will begin at 9:10 AM. Do not send children who arrive by car to school before 9:00 AM because there will not be proper supervision prior to 9:00 AM.

when our teaching staff arrives, and school doors will remain locked prior to 9:00 AM). There is no Before Care Service on delayed opening days. It is important to keep in mind that although schools may initially announce a delayed opening, it may later change to a school closing as weather conditions change. Therefore, it is important to keep listening for such possible changes. In no case will we announce a change from closed to delayed. If a delayed opening occurs on a day scheduled for a 12:00 dismissal, then dismissal time will be changed to 1:50 PM in order to meet the requirements for a full attendance day.

## EARLY DISMISSAL

Early dismissals may take place as a result of snow or other emergency conditions. On days when there is an early dismissal due to a snowstorm, parents will be notified via the *Honeywell Alert System*. Only call the school to change normal dismissal procedures.

It is important for parents to be aware that each school district makes individual decisions regarding delayed openings or closings. Because the majority of our busing is facilitated by the Sayreville School District, St. Stanislaus Kostka School will generally but not always follow the decision of the Sayreville School District in terms of delayed openings, early closings, or school closings for weather conditions. Therefore, parents must make contingency plans to provide their own transportation for students in situations where we have not followed the Sayreville Schools call. As a safeguard, parents must instruct their children concerning what to do in the event that parents are not home on an early dismissal day.

## AFTER SCHOOL CLUBS

Club meeting dates and times are indicated on the monthly calendars, so parents are asked to check the calendar carefully. **If a club is not indicated on a particular date, it will not meet on that day.** For safety reasons all student club members must attend scheduled club meetings unless there is a parent note or phone call informing the school that the student will not be staying. Students will not be permitted to call home to verify whether or not they should stay. If unexpected cancellations occur, parents will be notified. Club meetings are always cancelled when there is a weather emergency, school closing, or early dismissal day. Students who are not picked up within five minutes of club dismissal will be placed in the After Care service at an hourly rate (see After Care). Students who are not properly participating in a club or those who disrupt the club meeting will be omitted from the club. Participation in clubs is contingent on students maintaining a minimum academic grade of a C; any student who has a class grade lower than a C may be excluded from club participation. Students are only allowed to participate in one club on any given weekday. After school help or Title I instruction will take precedent over any club and the student may be asked to remove themselves from other club commitments to be part of these academic services.

## HOME/SCHOOL COMMUNICATION

The administration of St. Stanislaus Kostka School makes every effort to keep the lines of communication open. A weekly principal letter is sent home each Thursday. This letter will contain pertinent and timely information in regards to events, academics and general school information. This letter is posted on the front page of the website. Communication will be made via written

correspondences found in the electronic white envelope, emails, and Honeywell announcements.

## **HARASSMENT , BULLYING AND INTIMIDATION**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic.

All accusations of this are carefully and thoughtfully reviewed by the administration. When considering an act, teachers and administration expect students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff. With our school community firmly planted in conduct that us Christ like, our school believes that standards for pupil behavior must be set to meet the highest standards through interaction among the pupils, parents, school employees, school administrators, school volunteers, and producing an atmosphere that encourages pupils to grow in self-discipline. Discussion of disciplinary actions will only be discussed with the legal guardian(s) of the student being disciplined.

Once an act has been investigated consequences will be imposed by the administrator taking into account but not limited to the following:

1. Age, developmental and maturity levels of the parties
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

## **SCHOOL WEBSITE**

It is very important for all parents to read information contained on our school website, [www.skschool.org](http://www.skschool.org). Important information will be posted on the home page of the website. Also, teachers provide daily assignments, reminders, and other important class information through individual classroom links on the school website. In addition, the monthly lunch menu and order form are also available on the website, along with other important information.

## **WHITE ENVELOPES**

Weekly "white envelopes" containing important notices and information are emailed home and are available on the school website on Thursdays. Paper white envelopes are sent home monthly. Parents should read all information in the white envelopes carefully. If a white envelope is lost, a \$2.00 replacement fee should be sent into school.

## **E-MAIL**

Parents may communicate with teachers via the school e-mail system. If a parent does not receive a reply within twenty-four hours of posting a message, please call the school office. Email should never be used to make a change of dismissal.

Parents are asked to provide an e-mail address for both parents. Students will be assigned a school Gmail account at the beginning of the school year. The parents' e-mail address will be utilized for teacher communication as well as general school notifications and communications. The students' e-mail address will be utilized by teachers only for academic purposes, including homework assignments and linking students to Google Classroom or other academic programs.

## **TEACHER MEETING REQUESTS**

When a parent wishes to see a teacher or vice a versa, appointments by phone, note, or e-mail should be made. Both the parent and the staff member should be made aware of the purpose of the meeting prior to the actual meeting.

## **COMMUNICATION REGARDING INCIDENTS OCCURING DURING THE SCHOOL DAY**

During the school day if problems or misunderstandings occur, students must first speak to the adult in charge at the time of the incident when it can most effectively be addressed. Incidents are often more difficult to follow up at a later time. If the student is not able to reconcile the difficulty after immediately speaking to the adult in charge and further action is needed, parents are asked to first speak directly with the teacher involved. If the problem is still unresolved after contacting the teacher, the principal is available to any parent whenever possible. Please note that over the course of the school year hundreds of "incidents", occur,; most of these incidents are minor and resolved within the classroom. Teachers will make a decision based on professional protocols as to if a parent needs to be notified in reference to these incidents.

## **COMMUNICATING EMERGENCY INFORMATION AND PROCEDURES**

At the beginning of each school year, parents are asked to fill out emergency forms, which must be completed and returned the first full week of school for each individual child. Families must provide names of individuals over eighteen years of age authorized to pick up children in emergencies. Pertinent information on single parent or custody information must be included. Parents are obliged to inform the school immediately in the event of a change of address, telephone, employment, or other pertinent information,

particularly that which appears on the emergency form. It is extremely important that the school be kept up-to-date on home and work telephone numbers as well as changes in child custody in the event that we need to reach you in an emergency. In the best interest of our school families, the school will not release information regarding family addresses and phone numbers except to class parents, who are, in turn, expected to use such lists with integrity for official school business only. Please inform the office if you do not want your phone number on the class parents' lists. Under no circumstances are faculty or staff members to be contacted at home after school hours.

## **SCHOOL SECURITY**

For the safety of our children, all adults who enter the school building must conform to our school security policies. In this day and age, all parents are aware of the importance and seriousness of maintaining a safe environment for our children. All visitors to the school building must be individually recognized and permitted entry to the school building utilizing the audio/video school security system at the main school entrance. No one may follow others who have already been recognized and admitted into the building nor should any one hold the door for another individual the office has not reviewed for entrance into the building. No one may enter or leave the school building through any entrance other than the front door of the school with the exception of authorized personnel and After Care parents, who utilize the cafeteria door between 2:15 PM and 6:00 PM, After Care parents must directly exit the building after signing out a child and may not go anywhere else in the building.

Other than scheduled cafeteria helpers, who sign in at the office and report directly to the cafeteria or previously scheduled class visitors, all other visitors must wear security badges, which are issued in the school office. Staff members are obligated to stop anyone who is not wearing a badge and direct them to the school office.

**REGARDLESS OF THE REASON, VISITORS OR PARENTS MAY NOT GO DIRECTLY TO A CLASSROOM, MEET A TEACHER FOR A CONFERENCE, LINGER IN THE HALLWAY OR GO ANYWHERE ELSE WITHIN THE SCHOOL WITHOUT STOPPING FIRST AT THE MAIN OFFICE.**

Once inside the school building, adults must remain within the designated area and refrain from entering other areas of the school.

All staff and faculty members will wear appropriate ID badges for easy recognition.

**Individuals who fail to comply with our security regulations or comport themselves in a manner considered to be inconsistent with good order or dangerous to others will be banned from the school building.**

## **STUDENT PUBLICITY**

Parents should be aware that the annual school yearbook will contain pictures of **all** school children. In addition, the school reserves the right to post student pictures, award information, etc., on the class website, pamphlets, newspapers, and other media unless specifically informed otherwise in writing by the parent. At the beginning of the school year, each family receives a form which will enable them to inform the school in writing if they do not wish their child(ren)'s picture to appear on the website, news media, etc. If the form is not returned to school by the specified deadline date, the above-mentioned school policy will apply.

## **MONEY/PERSONAL BELONGINGS**



Money that is sent to school should be in a sealed envelope and identified with the child's name, grade, amount enclosed, and purpose. Students should never carry large or unnecessary amounts of cash. The school cannot be responsible for cash brought from home by students and **will not authorize searches for missing cash**. Unofficial collections in school are prohibited.

No items should be brought from home and sold in school. This includes but is not limited to fundraising items connected with sports, boy scouts, girl scouts and other group activities not associated with the school. Teachers should not be asked to hold money, jewelry, or other personal belongings of a student.

The student is responsible at all times for his/her personal items. The school office will not send home purchased vouchers or gift cards with students, the parent will need to pick those items up from the school office.

Not to be included in the items carried to school are such things as pen knives, caps, matches, cigarettes/lighters, laser devices, or any other similar items which could present a potential danger to any individual or others. Such items will be confiscated and disciplinary procedures will be invoked at the discretion of the administration. Possession of a weapon, or even a toy resembling a weapon, or any item which is dangerous to others as well as drugs or illegal substances could result in expulsion from school without prior warning. Toys and other items brought to school for recess or After-Care should be kept in school bags at all other times and may be confiscated by the teacher if the student is utilizing it during instruction time. Toys should not be used during morning cafeteria time or instructional time, but may be used only at playtime and students in grades 3 and above should not bring toys to school for any reason. Parents are asked not to send toys which may present a danger to other children into school. These toys will be confiscated by the teacher/adult in charge, and will be returned only to the parent.

Other items prohibited from use in school are cell phones, iPods, any type of trading cards, and hand-held games. The school discourages parents from sending expensive toys or other expensive items into school and will not be held responsible for loss or damage to playtime toys or other items, which are brought to school at the student's own risk. Desks, closets, etc., are the property of the School and Parish and can be searched at any time without probable cause. The school reserves the right to search any students' personal property brought into the school building. Students should not bring unnecessary personal items into school.

#### **CELL PHONES / RECORDING DEVICES**

If a parent permits a student to bring his/her cell phone to school, it may **not** be turned on or used and must remain in the student's backpack during the school day. SMART watches are **not** permitted at all in the school building. The phone will be confiscated from the student if it is rings, is seen, or is used. It will be sent to the school office, the student will be disciplined including detention or suspension for use of said cell phones on school property. If the phone is confiscated it will be returned to a parent only. Students are not permitted to wear Apple watches or any other watch/device that functions as a PC or recording device. The same procedures will be followed if a student comes to school with one of these.

#### **SCHOOL RECORDS/CUSTODIAL & NON-CUSTODIAL PARENTS**

St. Stanislaus Kostka 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 AFFECTING PARENTS

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 must supply the principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations. In the absence of a court order, custody cannot be denied to a parent.

## STUDENT DISMISSAL IN REFERENCE TO NON-CUSTODIAL PARENTS

In compliance with a court order filed in the school office, the school will permit only the custodial parent or her/his designee (designated in writing) to pick up the child from school. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day unless there is written authorization from the custodial parent.

## CHEATING AND/OR PLAGIARISM

Cheating or plagiarism is considered a serious offense because it involves both lying and stealing. Students who cheat during tests, or even appear to cheat during a test (having a book or notebook open and visible inside a desk during a test), copy another person's work or assignment, allow another student to cheat from their test, quiz, or assignment, or copy work from another source and represent his/her own work will receive a zero grade for that test, quiz, or assignment as well as a detention and a check on the report card. It is hoped that students will learn the value of honesty as well as consequences for poor decisions.

## CURRICULUM

The curriculum of St. Stanislaus Kostka School has been developed and adapted from the Common Core Curriculum Standards of the State of New Jersey.

## BIRTHDAYS

St. Stanislaus Kostka School recognizes the importance of celebrating birthdays. Children may come to school out-of-uniform on their birthday. **However, if a child's birthday occurs on any MASS day, parents are asked to send children out-of-uniform either the day before or the day after in respect for the Mass.** In the morning parents may bring to the school office store-bought cookies, cupcakes, or other single-serving, wrapped treats for a class celebration. **All treats must be "store bought" with ingredient labels attached. No homemade treats will be accepted.** In addition, all treats must contain an ingredient label and must not contain nuts, nut products or by-products or traces of nuts since some students have nut allergies. . **\*\* We will accept treats with the disclaimer "May be manufactured in a facility where nut products are made.\*\*** It is strongly suggested that students with any type of severe food allergy send in treats that

**the teacher can store in their classroom and utilize during birthdays or other parties.** Do not send in "cupcake cakes," which are messy and difficult to separate. We ask that you also do not bring in ice cream as a treat since logistically it is difficult for teachers to distribute. Please do not bring cake or other treats that may also be difficult to distribute. No matter what grade level all birthday treats must be brought to the office for approval, no treats should be sent directly to the classroom.

Students may not hand out birthday invitations or any other types of invitations during the school day. If the entire class, or all boys or all girls, are invited to a party, invitations can be given to the homeroom teacher, who will distribute the invitations after verifying that everyone is invited. In order to avoid hurt feelings, neither students nor teachers may distribute invitations which do not include everyone in the group. The school will not accept deliveries of flowers or any other type of commercial delivery for students for birthdays or any other occasions. Additionally, students are **not** permitted to hand out goody bags or gifts.

## **RELIGIOUS EDUCATION AND RELIGIOUS SERVICES**

The non-Catholic student is welcome at St. Stanislaus Kostka School. The non-Catholic student is expected to understand and agree that the school exists to educate within the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services, and masses scheduled for students during the school year. All families are welcome to join us for masses. Eighth-grade students are required to complete all components of the religion class, regardless of whether or not a student will receive Confirmation.

## **HOMEWORK**

Homework is a vital part of the educational process. It is a formative assessment, which allows for teachers to determine the level of proficiency each student has in a particular concept. In reality assigning a grade to a formative assessment is counter productive. The fact remains that the homework needs to be completed and quite often the notion of assigning a grade to the homework is what ensured it would be completed.

Beginning in the 2017-2018 school year, we will no longer assign a grade to the homework itself; but we will still require it to be complete. Teachers will check for homework completion and will often use an in class quiz to ensure the homework was completed. Should homework not be completed there will be ramifications that will directly affect the student. Middle school students receive homework policies and other discipline policies separately and they must be adhered to.

1. If homework is not completed, students will need to complete their homework during lunch and recess on the day the homework was due. We will set up locations in the cafeteria where students will sit silently, eat and complete the missing homework.
2. Each marking period, the teacher will allow for **one** missed homework that will not result in the above consequence.
3. Should a child miss five homework assignments during the course of a marking period in all classes combined, the student will receive an "X" on their report cards and will not be eligible for marking period awards, honor roll or principal list.

As a general rule, it is safe to assume that students have homework on weekday nights. Parents are requested to contact the teacher if a child is experiencing consistent

difficulty with homework assignments or spending an excessive amount of time in completing daily homework assignments. In grades 3-8, homework assignment planners must be purchased through the school at the beginning of each school year. Students in grades 6-8 are required to bring homework assignment planners to every class. Planners will be listed on the September supply list, which is sent home during the last week of school.

Homework assignments are posted daily on individual teacher's websites, but there may be times when there are difficulties with the system, or a teacher could be absent. For this reason, students are required to write assignments in the academic planners.

Homework should be completed at **home** and never during class time. Students may not do homework during *any* class time. Homework may be completed by students in the After Care program during the scheduled homework time. Students found to be, copying homework assignments or those allowing their work to be copied will receive the consequences listed under the Cheating and/or Plagiarism Policy in our school handbook.

**If a student forgets a homework assignment or project, it will not be accepted if brought to the office by a parent or adult nor will the student be permitted to call home to request that an assignment be brought to school.**

As 21<sup>st</sup> Century learners are students will be required to complete homework assignments that require computers and printers. There cannot be an excuse that they do not have access to one. Students in after care will have the opportunity to have access to Google Chrome books to complete assignments. With the understanding, that there are very **infrequent** occasions when technology fails students will not be excused from homework due to printer failure, internet failure or hardware failure more than twice in a school year.

## TECHNOLOGY POLICY

St. Stanislaus Kostka School follows the Ethical Use of Technology Policy as established by the Diocese of Metuchen. This policy is on our school website listed under Parents & Students. All parents must sign and return to school the Ethical Use of Technology Policy Agreement, which is sent home during the first week of school. In addition to this, unauthorized tampering with computers, use of unauthorized websites, or unauthorized communication is considered a serious offense and may result in temporary or permanent loss of computer privileges as well as behavior consequences. Parents are responsible for any repair or replacement costs which result from their child's unauthorized use of technology. Students who perform unauthorized use of technology will receive disciplinary consequences and may be suspended from technology privileges either temporarily or permanently without prior notice.

## REPORT CARDS/GRADING/CONFERENCES

Report cards are distributed quarterly in grades 1-8 and student progress can be and should be monitored closely through Power School. Pre-school and Kindergarten have three formal reporting times beginning in January. However, parent/teacher conferences are mandatory in November of each school year for grades 1-8, and **first marking period report cards will be issued to parents during the November conference time**. Conferences for the other marking periods are optional at the request of either the parent or teacher. Conference requests can be made by sending an e-mail, note, or placing a phone call to the school. The grading system, appropriate to the grade level, is explained on the report card.

If a parent wishes to challenge a grade on the report card, including a final examination grade or final grade for the year, it must be done within five working days after the receipt of the report card.

Test papers will only be sent home for signature by a parent if a student receives a failing grade on the assessment. The signed assessment should be promptly returned to school. Integrity is one of the values we foster, and so it is a priority with tests, projects, etc. Each classroom teacher sets classroom policy approved by the administration for violations in this area.

## **PROMOTION/GRADUATION**

Any student who fails a major subject for the year must attend an approved summer session and receive a passing grade in order to be promoted to the next grade level. Students with unresolved failures may not be permitted to return to school in the fall. Students who fail two or more subjects will be retained in their current grade and dismissed from our school. Eighth-grade students who fail a major subject for the year **must** satisfactorily pass the subject in an approved summer session before they receive a diploma and will not participate in the graduation ceremony. Eighth-grade students who have failed two or more subjects will be retained and will not participate in the graduation ceremony. All fees and HSA requirements must be fulfilled in order for students to participate in graduation ceremonies or be admitted to school the following school year.

## **TESTING**

A standardized achievement test is administered to children in grades 1 - 8 in the spring. Results of these tests are forwarded to parents generally by the end of May. Students entering kindergarten are pre-tested in the spring. Admission to kindergarten is contingent upon readiness as evidenced by test results.

Grades 5- 8 will take mid- term and final exams; each of these exams count as 10 percent of the final grade for the year. Grade 8 students applying for admission to Catholic high schools in the Diocese of Metuchen take high school entrance exams in the fall.

## **RECORDS/TRANSCRIPTS/TRANSFERS**

A cumulative record is maintained for each pupil from entrance into school through the eighth grade. All material is kept in a folder and treated as confidential. No records are released to anyone or any school without a permission release form signed by the parent/guardian of the student. Student records consist of grades, attendance, standardized testing, and registration information.

Transfers should be requested as soon as possible in anticipation of a change. They will be issued on the child's last day of school. In order to obtain a transfer of records, parents must sign a release of records form at the school office.

**All financial obligations (tuition, H.S.A. Commitment, Before/After Care Fees, or any other financial obligations) must be paid in full, and all textbooks must be returned before a transfer is issued or academic records are released.**

Except in rare cases, a student who transfers from St. Stan's School will not be re-admitted unless the family has moved away and later is relocated back to this area.

Requests for academic records of students, who have left St. Stanislaus Kostka School, other than those students directly transferring to another school, must be made through the Diocese of Metuchen. In addition, for all classified students who leave St. Stanislaus Kostka School, classification documents are returned to the public school district of residence and do not become part of a student's permanent record. These documents must be accessed through the Middlesex County Regional Educational Services Administration.

## **TEXTBOOKS**

According to the State of New Jersey Textbook Laws of 1984, Chapter 121, pupils attending private schools are loaned textbooks for the school year. These books are neither the property of the individual student nor of St. Stanislaus Kostka School. In accordance with the law, "costs of the loaned textbooks which are damaged, lost, or destroyed are to be reimbursed by the pupil." Books must be kept covered at all times unless instructed otherwise by the teacher. The use of "Book Socks" to cover textbooks is prohibited since they tend to ruin the book binding. Only paper covers can be used. Damaged/lost books will be charged to the student.. All hard-covered textbooks must be returned to the school before a student's last day of school. Consumable books are not returned to students at the end of the school year. Transfer cards or academic records will not be released until all textbooks are returned.

## **FIELD TRIPS**

Participation in field trips or other special activities is a privilege and not a right. The school reserves the right to deny participation in out-of-building trips or other special activities by any student who fails to meet academic and behavioral requirements.. The dress code for field trips will be at the discretion of the teacher. Students who are not included in the trip are expected to attend school in uniform and will be provided with appropriate learning activities. Students who do not attend school on a trip day will be marked absent. School trips or special in-school activities are generally educational in nature and enrich the curriculum.

The number and choice of parent chaperones required for any off-campus trip will be determined by the principal in reference to accommodating the educational needs of the class in each particular circumstance. School service through the Home School Association is a prime consideration when choosing chaperones. Only parents chosen as chaperones may participate, and, when bus transportation is provided by the school, **no parent may follow along by car and/or meet students once they have arrived at the destination, nor is any student who has been denied participation in a trip permitted to join the group at the destination.**

There is no obligation for the school to provide transportation to off-campus activities. If, in fact, it is stated on the permission slip that it is the responsibility of the parent to provide transportation to and from the event, St. Stanislaus Kostka School will not assume any liability for the transportation. In no case are teachers permitted to provide transportation for students.

**No student will be permitted to participate in a class trip without a written permission slip signed by his/her parent.** No student will be permitted to call a parent for verbal permission on the day of a trip. Younger siblings will not be permitted to accompany class chaperones or parents on trips. Out-of-state trips require notarized permission slips.

## **STUDENT DISCIPLINE POLICY**

The discipline policy of St. Stanislaus Kostka School is intended to foster a Catholic environment in which the fundamental element is that of respect for one's self, for the person and property of others, and for the welfare of the school community.

Students are reminded that even when they are involved in a school activity away from school, they still represent St. Stanislaus Kostka School in their words and actions.

This includes proper use of social media. Actions by an individual that deter Christian development or reflect poorly on our school may be subject to disciplinary measures.

All students are expected to maintain a normal grade of Christian conduct. Students will respond immediately and in a polite manner to any directive given by a member of the school staff. In class, students are expected to cooperate with procedures instituted by their teachers for creating an atmosphere conducive to learning. All students will be corrected when a lack of cooperation is shown.

Teachers have instituted individual class discipline policies, which are clearly articulated to students and parents at the beginning of each school year through the school website. Violations of typical expectations will result in a disciplinary consequence. Situations which include but are not limited to smoking, possession or use of alcohol, drugs, matches, weapons, devices with laser radiation, as well as stealing, racial language or incidents, and other serious misconduct will warrant disciplinary action, including but not limited to suspension or expulsion from school without prior notice or warning. In addition, physical violence, threats, either written or verbal, bullying, as well as any type of assault are prohibited and may result in suspension or expulsion from school without any prior notice or warning. In any of these circumstances, the police may be notified, and students may be involved in legal consequences as well as school disciplinary consequences.

Lunch detentions are issued for less serious infractions or for younger children. Lunch detentions may involve students spending the lunch period by themselves or, depending upon the infraction, may involve community service. Disciplinary actions are assigned at the discretion of the faculty with the approval of the principal. In addition to the teachers' discipline policies, the principal reserves the right to assign any disciplinary consequences which he/she feels appropriate at any time throughout the school year.

After school detentions take place from 2:00 PM - 3:00 PM. The date of the detention will be clearly stated on the Detention Notice, and parents must provide transportation home or the child will be sent to aftercare. Serving an assigned after school detention is not arbitrary, and parents must be aware that, at the discretion of the principal, students who fail to serve an assigned detention will receive additional disciplinary consequences at the discretion of the principal.

Serious consequences for discipline may include an in or out of school suspension. In School suspensions will be served in the school office. Students will be provided with schoolwork for the day and will not be permitted to join their class. In-school suspensions are issued at the direction of the principal. In addition, a suspension, either in-school or out-of-school, will automatically be assigned for any type of physical violence, blatant disrespect to staff members, foul language, or other serious

infractions at the principal's discretion. Parents will be contacted and notified in the event that a student receives an in-school or out-of-school suspension, and a conference will be mandatory. An out-of-school suspension assigned by the principal means a student may not attend school during the suspension period and parents must meet with the principal before the student is readmitted to school. The number of days for the out-of-school suspension will be determined by the principal. After the first out-of-school suspension, the student will be placed on Disciplinary Probation.

Students placed on out-of-school suspension will receive a failing grade for any tests, quizzes, or projects completed in class on the day(s) of the suspension and may not make up any work missed during this time period.

Disciplinary Probation is a most serious action. After receiving an out-of-school suspension, parents and the student involved will meet with the principal to implement a Behavior Contract specifying expectations and consequences. Failure to adhere to this contract will result in expulsion. Students on Disciplinary Probation will not be accepted for re-registration unless specific permission is issued by the school principal.

Expulsion during the school year is a final decision and means that the student will be dropped from the attendance rolls. This decision implies serious and/or repeated infractions, and will be made by the principal in consultation with the Pastor. Threats, either verbal or written, possession of a weapon or anything resembling a weapon, or illegal substances, physical violence, racial slurs or violence, or other serious offenses may result in expulsion without prior notification and legal consequences. The 6-8 Discipline Code, which is communicated to all middle school parents and students at the beginning of the school year, provides many steps for the home/school to work together with the student in order to improve the situation. Our ultimate goal is self-discipline. In order to reach this goal, each discipline episode must be a learning experience in which students learn that there are consequences in life for poor decisions. Parents are asked to reinforce school discipline in a positive manner rather than defend their child's actions, realizing that it helps to build strong character and Christian formation.

The principal is the final recourse for all disciplinary matters and may waive any and all matters for just cause.

Supervision of children at any evening school function is the direct responsibility of the parents. No child may be dropped off unattended for an after-school function unless specifically asked to do so.

## **CAFETERIA PROCEDURES AND PLAYTIME**

All students eat lunch in school and are thus expected to conduct themselves properly, cooperating with all adult supervisors. A student who fails to observe direction may be isolated for the lunch period and will be subject to disciplinary action.

Students are supervised at all times during the lunch and recess period. During the lunch period students in grades K-5 remain seated at all times at their assigned tables and are expected to follow all directives from staff on duty.

**Parents are asked to dress children appropriately for the weather** because unless the temperature is below freezing or the playground conditions are not safe (ice, snow, high wind, etc.), the children will be going outside for recess. During inclement weather the students have supervised playtime indoors. Families have the option of either purchasing lunch or bringing lunch from home. **All lunch boxes should be clearly labeled with each student's name.**



Hot lunches, consisting of an entree, fruit and/or vegetable, dessert and beverage are available in our student cafeteria. Lunches are ordered on a monthly basis, not daily unless stated otherwise, and are always ordered one month ahead of time. Parents are asked to note special ordering deadlines, which may occur as a result of school holidays. **If an envelope is not returned by the due date, hot lunches cannot be purchased for the following month.** The lunch menu and order form are posted on the school website. All inquiries regarding lunch orders should be addressed to the cafeteria manager. If lunch credit should be issued due to a student absence, school closing, or other reason, parents are asked to indicate this on the next lunch order.

Children who come to school without a lunch will be offered a peanut butter and/or jelly, or cheese sandwich along with a beverage and a dessert. This unscheduled cold lunch is offered only as an emergency procedure and should not be requested on a frequent basis. A bill will be sent home and must be paid promptly. Lunch money is not accepted directly from children. If a child does not like anyone of the sandwiches, then the school office will make a reasonable effort to contact the parent.

All outstanding bills are passed on to the school office. For lunch accounts that are not current, parents will be either called or informed in writing, and students will not have the option of participating in the lunch service program until the bill is paid in full. In this case, the school will make a reasonable effort to contact the parent in the event that lunch is forgotten. Students may choose to provide their own lunches from home.

Please observe the following guidelines when sending lunch or snacks:

- No bottles or glassware
- Tops of containers should be able to be opened without an opener
- Only juice, milk, or water is permitted - no carbonated beverages
- No fast food lunches

Desserts and beverages are also available at lunch. Food is restricted to the cafeteria only. Students are not permitted to have outside lunches brought in (e.g. McDonald's, Wendy's, Quick Check, or any restaurant etc.). **Parents should not deliver lunches during the school day except in the case of emergencies.**

No parent may enter the cafeteria except for cafeteria volunteers, who **remain in the kitchen unless specifically instructed otherwise by a staff member.** Parent volunteers should not interact with students during the lunch period, interfere with staff discipline of students, or walk down to the classrooms.

Because of students with allergies, parents may not send in food to the cafeteria to be shared with other children unless it is cleared ahead of time with the office.

### **Food Allergies**

Food allergies are a growing health concern in school across the country. Even a miniscule amount of the allergenic food is sufficient to cause a life threatening reaction known as anaphylaxis in millions of f school age children across the country with food allergies. While St. Stanislaus Kostka cannot provide a completely allergen-free environment for students with food allergies, we can -through education and compassion- create a safe and respectful place of learning for all students.

We follow an allergy conscious approach, recognizing strict avoidance is the only way to prevent a potentially life threatening reaction. We also follow an inclusive approach, ensuring that students with food allergies can safely participate in all school activities.

Because children do not necessarily have to eat the allergen to have a serious reaction- ingestion through inadvertent contact (nose, eyes, or mouth) can be sufficient- we want to ensure that no allergen products are introduced into the classroom of a student with a life threatening allergy.

Classrooms with students that have these types of allergies will be declared “safe zones”. This means that the allergen will not be allowed in the classroom. If there is a student in your child’s classroom with a severe allergy the school must have your cooperation in the following ways.

- All treats sent into school must be labeled with all ingredients and must be sent to the office directly never to the classroom.
- Any item that says “may contain traces of peanuts”. Be advised we will accept items made in facilities that may also manufacture products that contain nuts. No homemade items will be permitted.

St. Stanislaus Kostka has a zero tolerance policy on mocking or teasing due to food allergies.

## **SCHOOL SAFETY/EMERGENCY CRISIS PLAN**

St. Stanislaus Kostka School has in place an emergency crisis plan which has been customized for our school and coordinated with the Sayreville Police Department. The school faculty has received in-service training and is prepared to follow the policies indicated in the event of an emergency situation.

## **FIRE DRILLS/SECURITY DRILLS**

Fire drills are conducted once every month in accordance with New Jersey state law. At the first sound of the alarm, students are to stop work and move quickly and quietly to the assigned exit. There is to be no running or talking during the fire drill. Misconduct during fire drills will result in disciplinary action.

Security drills, such as school lockdowns or evacuations, are performed in accordance with New Jersey state law for the safety of our students. As with fire drills, students are to stop work and move quickly and quietly to their assigned area. There is to be no running, no noise of any kind, and no fooling around during an emergency drill. Students who do not cooperate will receive disciplinary consequences.

## **STUDENT ACCIDENT INSURANCE**

Students are covered by the school policy during school hours. Parents are given the option to purchase additional insurance.

## **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. The school will not meet with parents to identify individuals who have reported suspected neglect or abuse or to justify reporting neglect or abuse.

## TRANSPORTATION

Transportation is a school district service. The local school district is responsible for decisions regarding transportation eligibility, bus stops, or other transportation matters. Please refer all questions and problems to the Sayreville Department of Transportation or your local school district. Applications for bus transportation are available in the school office and are sent home each year for renewal. Applications must be accompanied by proof of residency, and **it is the responsibility of each family to provide proof of residency directly to the local board of education** by the deadline date. Either a copy of a tax bill, property deed, or lease is usually sufficient. Please be prompt in returning the forms in order to ensure proper transportation.

All families must completely fill out a separate form for each child, not each family, including the address and all other information, regardless of whether or not bus service will be utilized. If you do not intend to utilize bus service, write "not necessary" at the top of the form in addition to having completely filled out the form

Non-busing or other districts may offer parents a subsidy in lieu of transportation. It is the sole responsibility of the parent to follow through with the process required by the district (i.e. to call the district to ensure that the application was received as well as complying with any other specific requirements of the district). St. Stanislaus Kostka School will not assume any liability for problems involving transportation subsidies.

Parents should be consistent in the manner in which children arrive and leave school. For the safety and welfare of the students, **inform the school as soon as possible if there will be a change in your usual procedure.** Students may not go home with another adult unless they have a parent's permission note. Only students on the official bus roster may ride the bus, and then only the assigned route with the listed pick-up/drop-off site. Friends may not ride the bus, nor may students be picked- up/dropped-off at alternate locations.

Problems on the school bus, at bus stops, or on the way to and from home should be handled by the parents of the children involved in conjunction with the Sayreville Transportation Department or your local school district Transportation Department since these problems occur outside of St. Stanislaus Kostka School, and school personnel are not present on the buses. The school will try to assist with recurring situations. Students reported to the school by a bus driver for problems encountered en route will be disciplined. Students who fail to exercise self-control on the bus or who are disrespectful to the driver or other students may lose their bus privileges temporarily or permanently. Bus discipline is a serious issue because misbehavior may cause accidents.

Parents must inform the school in the morning of any changes in dismissal. Students who are placed in the After Care service as the result of a parent request will incur a minimum charge for fifteen minutes, regardless of whether or not the child is picked up from After Care prior to fifteen minutes after dismissal.

## UNIFORM CODE

**Names should be clearly marked on all items of apparel.** Lost items of clothing are kept in the school lost and found for a period of one month, after which time they are donated to charitable organizations.

Uniform order forms are available in the main office. Parents may bring students to any of the Flynn and O'Hara Distribution Centers for measurements or purchases during regular store hours. Purchases can also be made on-line at [www.flynnohara.com](http://www.flynnohara.com), by fax at 215-637-6392, or by phone at 1-800-441-4122.

## SPRING UNIFORM

The spring uniform is **optional** and may be worn in lieu of the regular uniform from May 1 until September 30. The principal may make exceptions to these dates if the weather is unusually hot or cold, but any exceptions will be clearly communicated in writing ahead of time.

The spring uniform consists of gray uniform shorts, St. Stan's short-sleeve golf shirt, white, mid-calf length crew socks which cover the ankle (must be crew socks only), and properly fastened sneakers that come no higher than the top of the ankle (no platform or rolling wheel sneakers are permitted for safety reasons, and "high-tops" (above the ankle), should not be worn). Shirts must remain tucked in (not falling over the waist), and belts should be white or black.

## REGULAR UNIFORM

The regular uniform for girls from grades K-3 consists of a gray and red plaid jumper, white long or short sleeve blouse with Peter Pan collar, gray cable knee socks or gray cable tights, and **black, comfortable, flat, dress shoes** Students may wear an optional St. Stan's red cardigan sweater. An alternative to the gray and red plaid jumper is the gray corduroy uniform slacks, black belt, white long or short sleeve blouse with Peter Pan collar, and optional St. Stan's sweater vest or St. Stan's V-neck pullover sweater. Please note that the cable-knit gray knee socks or tights, which are available at Flynn and O'Hara, must match the gray uniform (lighter or darker shades are not acceptable).

Girls in grades 4-8 wear a gray and red plaid skirt, white long or short sleeve oxford blouse with pointed, button-down collar and pocket, optional red St. Stan's sweater vest or V-neck pullover sweater, gray knee socks, and **black, comfortable, flat, dress shoes flat heel dress shoes**. Shoes must go below the bottom of the ankle; additionally, moccasin or moccasin type shoes are not allowed. An alternative to the gray and red plaid skirt are the gray uniform slacks with white long or short sleeve oxford blouse with pointed, button-down collar and pocket, black belt, and optional St. Stan's sweater vest.

Boys wear gray uniform slacks, black belt, white long or short sleeve oxford shirt with pointed, button-down collar and pocket, the solid gray school tie, optional St. Stan's sweater vest or V-neck pullover sweater, and black, low-heeled, comfortable leather dress shoes that tie or slip on. No boots, colored sneakers or moccasins are allowed. Shoes must come below the bottom of the ankle. Socks must be a dark, conservative color (no designs) and must be crew socks (above the ankle).

Girls' skirts may be **no shorter than one inch above the knee**. Shirts should be tucked in, and skirt waistbands may not be rolled up. Shoes with the regular uniform should be **black, low cut flat-heeled dress shoes with non-scuff rubber soles**. No sandals, sneakers, or sneaker-styled shoes, boots, work boots, hiking shoes, fad style shoes or high heels of any height are permitted. Sneakers for gym, out-of-uniform days, the spring uniform, and After Care should have light-colored soles (not black) and should

not be "high-tops" (they must come no higher than the top of the ankle). . **No sneakers should be worn that light up or flash.**

**Both students and parents should carefully read and discuss the uniform code. Ask questions before making purchases in order to avoid confusion and problems later. The school is not responsible for parents' purchases or problems regarding return of items which are not within the uniform guidelines.**

## **GYM UNIFORM**

The gym uniform from May 1 to October 15 consists of red St. Stan's gym shorts and gray, short-sleeved St. Stan's gym shirts. From October 1 to the end of April, St. Stan's red school sweatshirts (or the gray short-sleeved shirt if it is warm) and red sweat pants must be worn on gym days. Students may wear the red gym shorts underneath the sweat pants, but students may not wear gym shorts without sweat pants after October 15. All gym uniform items must be labeled with each student's name. Exceptions to the above-mentioned dates may be made by the principal in cases of unusually hot or cold weather, but all changes will be stated in writing ahead of time. Only white crew socks (above the ankle) are to be worn with sneakers on gym days, and sneakers should not be "high-tops" (cannot go above the top of the ankle).

## **JEWELRY AND ACCESSORIES, SHOES, ETC.**

Other than one wristwatch, jewelry should not be worn to school. There are two exceptions to this rule. Girls only may wear stud earrings, one only in each ear lobe, (no hoops or hanging earrings for safety reasons), and students may wear one cross, crucifix, or sacred medal, but it must be worn inside the collar. Boys may not wear earrings to school. Students wearing jewelry which is not part of the uniform code, including earrings (other than one student in each ear for girls), bracelets, rings (with the exception of the 8<sup>th</sup> grade graduation ring), etc. will be required to remove it.

Visible piercings tattoos, or body writing is not permitted. A student with visible tattoos on his/her arms must wear long sleeve shirts. Students may not wear nail polish, artificial nails, acrylics, wraps, gels, or makeup to school. Students who come to school with makeup or nail polish will be required to remove it. This also applies to out-of-uniform days. Hairstyles, colors, and hair ornaments should be conservative. Hair bands should be conservative (no sequins, feathers, or large flowers). Girls should not wear more than one scrunchie with ponytails or one per braid for pigtails. Scrunchies which match the uniform are available at Flynn and O'Hara. No artificial braids, weaves, with ornaments or feathers are permitted. Barrettes should be conservative and few in number. Girls may not wear flowers in their hair. **Headbands should be no more than 1" thick and should be a solid color with no flowers, feathers or other ornaments.** Boys' hair should be no longer than collar length and should be no longer than eyebrow length in front. NO FAUX HAWKS are permitted, no designs may be shaved into the hair cut. No unusual hair colors or varying hair colors, lengths, streaked or unusual hair styles are permitted. This means that hair colors must be the student's natural shade. In addition, girls should not wear numerous beads in their hair (for example, girls should not return from vacation with beaded and braided hair). The school reserves the right to require students to change an artificial hair color or hair cut if it does not, in the opinion of the administration or teaching staff, meet the conservative uniform Requirement.

## **OUT OF UNIFORM DAYS**

Occasional out-of-uniform days are optional. Students will be informed ahead of time whether these are dress up or casual dress days.

Students should always be dressed appropriately for a Catholic school. This means that even on casual dress days they may not wear sweat pants, tee shirts with rock or wrestling groups, short skirts, tube tops or belly shirts, jeans with rips or holes, tank tops, including sports team tank tops, shorts may be worn but must comply with the length of uniform shorts; or other items of clothing which are inconsistent with our mission statement. Leggings may only be worn if the shirt being worn with them reaches mid thigh or lower. Only properly fastened sneakers or school shoes may be worn (no sandals or flip flops). If students are uncertain whether or not an outfit is appropriate, they should not wear it. Students who are inappropriately dressed will be sent to the office, and parents will be called to bring the student's school uniform.

## **SUPPLIES**

Students are expected to purchase their own supplies outside of school. Certain art supplies of a general nature are supplied by the school; special materials may be required of the students to supplement activities. In grades 3-8 each student is expected to have an assignment planner, which must be purchased from the school. Certain grades may combine their art supplies during the year to be used as a class community as opposed to maintaining individual art supplies. This will be indicated on the supply list, which is distributed during Moving-Up Day at the end of the school year, when students will receive a detailed supply list for the following grade in September.

## **VANDALISM**

With the goal of educating children to foster love and respect for the values found in Christianity, respect for property is also demanded. Any damage done to school property must be repaired/replaced at the offender's expense. Disciplinary measures will also be taken. Vandalism is also considered to include marking up desks and writing in and destroying books.

## **SUBSTANCE ABUSE**

St. Stanislaus Kostka School follows the guidelines of the Diocese of Metuchen and the Drug- Free Schools and Communities Act of 1987 in its policies on substance abuse. Substance abuse may result in expulsion from school, with or without prior notice.

## BEFORE/AFTER CARE PROGRAM

The objective of the Before/After Care Program is to provide a safe, pleasant, and productive experience for children beyond the regularly scheduled school hours. All children are expected to obey the rules and regulations in order to continue in the program.

The Before Care Program begins at 7:00 AM. Any student who arrives at school prior to 7:30

AM will be placed in the Before Care program. Charges for Before Care are a flat fee as specified in the yearly schedule of fees. The After Care Program begins at dismissal and ends at 6:00 PM. **All students, without exception, must be picked up no later than 6:00 PM. Parents who have more than one student in after car must pick all of their children up at the same time.** Additional fees will be incurred after 6:00 PM . Habitually going beyond the 6:00 PM deadline may result in suspension of After Care services. After Care is billed at an hourly rate rounded up to the next quarter of an hour. Parents who request that their children be placed in the After Care program, either at dismissal time or for club meetings or any other school activity will receive a minimum fee for fifteen minutes, regardless of whether or not the child is picked up prior to fifteen minutes after dismissal time. Monthly totals are rounded off to the nearest dollar amount. Parents or designees must sign out children who are picked up from After Care service and should then exit the building.

Monthly bills are sent home on the first Thursday of the month (for the prior month) and must be paid in full by the following Thursday in order to continue with After Care services. From the middle of May to the end of the year, After Care bills are paid on a per diem basis.

Children in the After Care Program may optionally bring play clothes, including sneakers, and an after-school snack. The program consists of snack time, playtime (in the gym or outside, weather permitting), homework time, and activity time. For the health and safety of the children, snacks or other foods may not be shared with other students.

Children who are not provided with transportation home at regular dismissal time will be placed in the After Care program with a minimum charge based upon the hourly rate. Students who participate in after school activities, clubs, after school teacher help, or after school detention will be placed in After Care at an hourly charge in the event that they are not provided with transportation home when the activity has ended.

Parents must update the After Care form whenever a change occurs. The names of at least two adults (over 18 years old), who have permission and are available to pick up a child in the event of illness or emergency must be current in addition to parents' daytime phone numbers. Emergencies and delays can occur throughout the course of a day. If you do need to place a student in the After Care program, please make every effort to inform the school as soon as possible. For this reason, at the beginning of each school year, all parents are asked to fill out Before/After Care forms with emergency information even if there are no plans to utilize the service on a regular basis. For the protection of our students, parents should send in written notification if someone other than the parent is permitted to pick up a student from After Care services or if there are any changes to the form.

All school parents of students in grades K-8 are members of the Home School Association by virtue of their child(ren)'s attendance at St. Stanislaus Kostka School. The purpose of the Home School Association is twofold. It promotes cooperation of parents, teachers, and administration to support a learning environment that fosters the optimum personal, academic and spiritual growth of our children while developing in them a sensitivity to social and global issues.

In addition, because the income generated by tuition provides less than 50 of the operating costs of the school, the remaining costs must come from school fundraising. Therefore, all school parents have an obligation to contribute their time and talent to school fund raising activities of the Home School Association.

The H.S.A. Commitment is clearly outlined during registration or re-registration. Parents have the obligation of making known in advance to the president or vice president of the Home School Association any difficulties in fulfilling the work bond. If the Commitment obligations are not met, the deposit will be forfeited, and an additional penalty will be assessed at the end of the school year. Students will not be admitted to the first day of school in the fall until all financial obligations have been met. The H.S.A. Commitment, which each family signs at registration or re-registration, clearly states all details. The Home School Association generally meets three times per school year. At least one parent in each school family is required to attend the Home School meetings, where current issues and information that directly affect our school community are discussed.

Home School meetings may also be combined with other presentations or topics of interest to school families, such as Back-to-School Night, etc. The Home School Association meeting dates are indicated on the monthly school calendars. Also, parents should read the H.S.A. section of the school website for current information and announcements.

## **PARENTAL COOPERATION**

Parental cooperation is essential for the welfare of students. Normally, a child is not deprived a Catholic education or otherwise penalized for actions of parents/guardians. However, the administration may require dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, and regulations. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own children or other children. If, in the opinion of the administration, parent/guardians interferes with the teaching/learning process, the administration may require parents/guardians to withdraw their children and sever the relationship with the school. Harassment of administration, teachers, or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if a child is dismissed.

## **SUMMER READING AND MATH REQUIREMENTS**

Review and practice of reading and math skills over the summer vacation months help to avoid prolonged periods of review and enable students to assimilate new learning more readily when they return to school in September.

For this reason, St. Stanislaus Kostka School requires each student to complete a summer math assignment, reviewing grade level skills, in addition to summer reading requirements. This work must be handed in to the teacher no later than Friday of the first



week of school and will be corrected and evaluated for grading. **Late work will not be accepted.** Grades for summer assignments will be averaged in with the first marking period grades. New registrants during the summer will be given a copy of the reading and math summer requirements. Current students are expected to complete and submit the reading and math requirements **regardless of the date of re-registration.**

## **MOVING UP DAY**

The last day of the school year is a Moving-Up Day for students who are returning to school in the fall. Students are introduced to the next grade level, and every student receives a list of supplies and a tentative calendar for the next school year in addition to summer reading and math requirements. Parents should contact the school as soon as possible if a child does not bring this information home on the last day of school since all students are required to complete summer requirements. Newly enrolled students are invited to join the class on this day.

## **ASBESTOS MANAGEMENT PLAN**

This annual notice is to inform you that, in compliance with Federal Regulations, a Management Plan Summary for asbestos has been completed for S1. Stanislaus Kostka School. The Management Plan is on file in the school's main office and is available for inspection. All federal and state regulations have been complied with, and all necessary personnel have received the proper training. If you have any questions, please feel free to contact us at the school.

## **SCHOOL INTEGRATED PEST MANAGEMENT PLAN**

This annual notice is to inform you that, in compliance with state regulations, a School Integrated Pest Management Plan to provide safe and effective pest management and minimize the use of pesticides in and around the school building has been completed for St. Stanislaus Kostka School. The Management Plan is on file in the school's main office and is available for inspection. No pesticide is in use or has been used on school property. All state regulations have been complied with, and all necessary personnel have received the proper training. If you have any questions, please feel free to contact us at the school.

# St. Stanislaus Kostka School

## 2021-2022 Handbook Acknowledgement

I acknowledge that I have read the St. Stanislaus Kostka School Parent/Student Handbook, which is published on the school website: sskschool.org. I understand and agree that the PARENT/Student Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of St. Stanislaus Kostka School will have the authority set forth in the Parent/Student Handbook.

I understand that the policies, rules and regulations contained in Parent/Student Handbook are established for the welfare and benefit of all students. I accept my responsibility to support St. Stanislaus Kostka School in the policies it has established, and to see that my children understand and adhere(s) to the rules and regulations set forth in the Handbook.

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Name(s) of Student(s)

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Signature of Parent/Guardian

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Signature of Parent/Guardian

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Date