

PARENT/STUDENT HANDBOOK
HOBOKEN CATHOLIC ACADEMY
555 7th Street
Hoboken, NJ 07030
(201)963-9535
www.hobokencatholic.org

NON-DISCRIMINATION POLICY

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

PURPOSE AND USE OF HANDBOOK

This Parent/Student Handbook is designed to assist parents/guardians and students in understanding the policies and the regulations of Hoboken Catholic Academy and to foster the efficient operation of the School. To meet this objective, the School administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

AMENDMENTS TO HANDBOOK

This Handbook is subject to change at any time when determined to be necessary by the School administration. If changes are made to the Handbook, parents/guardians will be notified in a timely manner.

Revised September 2008

“Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. Community is central to educational ministry both as a necessary condition and an ardently desired goal.” (To Teach as Jesus Did, National Conference of Catholic Bishops, 1972, paragraph 13)

Mission Statement

The mission of HOBOKEN CATHOLIC ACADEMY is to educate the mind, encourage the growth, and enhance the ongoing spiritual development of each child in our care. We, as a Catholic Christian community, are committed to programs of excellence in an atmosphere permeated with the Gospel message of love and service.

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I. ADMISSION

A. POLICY OF ADMISSION OF STUDENTS

During the annual registration period Hoboken Catholic Academy gives admission preference to:

- Siblings of students currently enrolled and registered members of the sponsoring parishes.
- Siblings of students currently enrolled and registered members of non-sponsoring parishes.
- Registered parishioners of the sponsoring parishes: Our Lady of Grace, St. Ann's, St. Francis, St. Joseph, Sts. Peter & Paul in Hoboken, & St. Lawrence in Weehawken
- Catholic students registered in non-sponsoring parishes.
- Non-Catholic students.
- Students placed on a Waiting List for any grade will be accepted based on list placement regardless of above criteria.

All new students are subject to a 2 months probationary period. During this time if it becomes evident the student is not meeting the academic or behavioral standards of Hoboken Catholic Academy, they will be asked to withdraw or be involuntarily expelled.

B. AGE REQUIREMENTS:

A birth certificate *must* be submitted for proof of age.

- The Pre-K 3 child must be three- years old on or before the established cut-off date.
- The Pre-K 4 child must be four- years old on or before the established cut-off date.
- The Kindergarten child must be five- years old on or before the established cut-off date.
- The First Grade child must have satisfactorily completed a Kindergarten program or be six- years old on or before the established cut-off date.

C. IMMUNIZATION REQUIREMENTS:

- DTP: A minimum of four doses with one dose given on or after the fourth birthday or any five doses.
Every child born on or after January 1, 1997 and entering grade six, shall have one dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than the 10th birthday..
- OPV: A minimum of three doses, provided at least one dose is given on or after the fourth birthday or any four doses
- Measles vaccine: Two doses administered on or after the first birthday
- Rubella vaccine: One dose administered on or after the first birthday.
- Mumps vaccine: One dose administered on or after the first birthday.
- Haemophilis (HIB): Two to three doses given before first birthday or one dose given on or after first birthday.
- Hepatitis B: Three doses or laboratory evidence of immunity. Two dose adult form if both doses are given between eleven and fifteen years of age.
- Varicella: Children born after January 1, 1998- One dose given on or after the first birthday or proof of disease immunity.
- Mantoux Test: Children over age 4 and entering Kindergarten and children entering Grade 8.
- Pnuemococcal conjugate vaccine
Every child two months through 11 months of age attending child-care or pre-school, shall have received a minimum of two doses of pneumococcal (PVC).
- Influenza vaccine
Children six months through 59 months of age attending day-care or pre-school shall receive annually at least one dose of influenza.
- Meningococcal vaccine
Every child born on or after January 1, 1997 and entering grade six shall have received one dose of meningococcal vaccine

AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.

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

E. TRANSFER STUDENTS

- Students wishing to transfer from another school must present a transfer notice, and academic records.
- Students will be interviewed, and testing may be required before admission is granted.
- All new students Pre-K through Grade 8 are accepted on a 2 months probationary basis.
- Hoboken Catholic Academy reserves the right to refuse acceptance of students if parents have not honored their financial obligations to the school they are transferring from.

II. FINANCIAL OBLIGATIONS

A. TUITION SCHEDULES AND COLLECTION

- A schedule of tuition rates will be published each year and forwarded to parents/guardians with the re-registration form. Parishioner rate tuition will be offered to those families who submit a “Parishioner Verification Form” signed by the pastor of one of the co-sponsoring parishes. Tuition payments must be made when due to Smart Tuition Management according to the tuition payment schedule
- If parents are not honoring their financial obligation for the education of their child, the school reserves the right to deny educational services to the student. Parents will be notified of the school’s intention to deny the student admission to class.
- If a parent becomes two months delinquent in payment and has not contacted the school to make payment arrangements, the parent will be notified that the child is not permitted to attend classes. *The child is not to be sent to school.* If a child arrives at school after the parent has been notified, he/she will be asked to wait in the school office until a parent or emergency contact person picks them up. This situation can be avoided by maintaining consistent contact with the school office, and honoring payment agreements.
- **All tuition must be paid in full no later than April 30th.** Students will not be permitted to re-register if tuition for the current school year is not up to date.
- **Parishioner rate tuition** offered to those families that submit Parishioner verification form signed by the pastor of a co-sponsor.

B. FEES

In addition to annual tuition Hoboken Catholic Academy will collect fees for Registration, Waiting List Placement, and Graduation. Fees are payable and due as requested and stated in registration materials. All fees are non-refundable.

C. REFUND POLICY

Two months tuition must be paid by the time child begins attending HCA. In the event that a child withdraws from Hoboken Catholic Academy prior to April 1st the school will refund tuition paid in advance for the months following the month of the child’s last official day of enrollment at Hoboken Catholic Academy. No tuition refunds will be given for the student withdrawal after March 31st.

III. CURRICULUM

The school curriculum is the total effort of the school to bring about desired outcomes in school and in out-of-school situations. The curriculum is the sum total of the school's efforts to influence learning, whether in the classroom, on the playground or out of school.

A. INSTRUCTIONAL PROGRAM

Hoboken Catholic Academy follows the curriculum guidelines of the Archdiocese of Newark. These guidelines allow for instruction in the following areas:

- Religious Education
- Mathematics
- Language Arts
- Reading
- Science
- Social Studies
- Fine Arts (Music and Art)
- Physical & Health Education
- Computer Literacy
- Critical Thinking Skills
- Family Life Education
- Character & Values Education

B. FAITH DEVELOPMENT

Religious Education is a major subject in all Archdiocesan Schools. Taking Religion yearly is considered a graduation requirement. No student will be exempt from taking the subject on any grade level. The content of the religious education program at Hoboken Catholic Academy is the authentic teaching of Jesus Christ and His Church. Formal Religion classes are not the only occasion for religious instruction. Time will be provided for liturgical celebrations with student and faculty participation.

Prayer will be incorporated into the daily schedule along with other types of religious programs designed to foster and exemplify the faith.

The non-Catholic student is welcome at Hoboken Catholic Academy. 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 attend liturgical services that are provided for students during the school year.

IV. SCHOOL HOURS/SUPERVISION

A. DAILY SCHEDULE

8:00 a.m.	Doors Open/Students in Grades K-8 assemble in the Gym Pre-K students go to their classrooms directly
8:15 a.m.	School day begins for Grades K – 8. For safety reasons, we ask that all parents leave the school IMMEDIATELY once you have dropped off your child.
8:15 a.m.-8:25 a.m.	Pre-Kindergarten children arrive and report directly to their classrooms
Mid-morning Break	Time varies
LUNCH	
11:20-11:50 a.m.	<i>First Lunch:</i> Pre-K3, Pre-K4, Grades 4 & 5
11:55 a.m.-12:25 p.m.	<i>Second Lunch:</i> Grades K – 3
12:30-1:00 p.m.	<i>Third Lunch:</i> Grades 6, 7, & 8
2:45 p.m.	Dismissal for Pre-K through Grade 4
2:50 p.m.	Dismissal for Grades 5 - 8

Students who are not picked up at the scheduled dismissal time will be sent to the After Care Program and parents will be charged the hourly fee.

B. MORNING CARE AND AFTER CARE PROGRAMS

- The school's responsibility for supervision of students begins at 8:00 a.m. and ends at 2:55 p.m. (12:05 p.m. on Early Dismissal days.) Students requiring extended care must be properly enrolled in the school's Morning Care and/or After Care programs. Enrollment forms are available in the School Office.
- Students enrolled in the Morning Care program will not be admitted into the building until 7:00 a.m. ***Parents should not leave children unattended prior to the daily start of the Morning Care program.***
- Students enrolled in the After Care Program must be picked up no later than 6:00 p.m.

C. EARLY DISMISSAL AND EMERGENCY CLOSINGS:

- Planned early dismissals will appear on the school's monthly calendar.

- In the event of an emergency early dismissal, parents will be notified by phone and will be expected to pick up their child at the designated time.
- Planned closings are noted on the calendar.
- When an unplanned closing or a delayed opening occurs the school phone chain will be activated to notify parents/guardians. It is important that the Office be informed immediately if a student's phone number changes. The school's telephone greeting {(201)963-9535} and the school website (www.hobokencatholic.org) will also provide emergency closing information.

V. GENERAL POLICIES/PROCEDURES

A. ARRIVAL/DISMISSAL PROCEDURES:

- Children should be dropped off and picked up in the designated areas.
- Parents/guardians should be mindful of the safety of all children when dropping off and picking up.
- No one is permitted to drive into the schoolyard for drop-off or pick-up.
- Unattended cars should not be left blocking driveways or other cars.

B. ATTENDANCE

1. PUNCTUALITY:

- Regular and punctual attendance is important for each student. Students should be in school by 8:15 a.m. and will be considered late after Morning Assembly begins at 8:15 a.m.
- All students arriving after 8:15 a.m. must report to the Office.
- Lateness will be recorded in the attendance register and on the quarterly report card and will affect the Personal Development section of the student's report card under "*Obeyes School/Class Rules*"

2. POLICY REGARDING STUDENT ABSENCE:

- A parent/guardian must call the school no later than 9:00 a.m. to report a student's absence. If no call has been received by 9:00 am, the School will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.
- Upon return to school the child **MUST** present a written excuse to the teacher from the parent/guardian stating the student's name, the dates of absence, and the reason for the absence.
- If a student is absent for three or more consecutive days, a doctor's note should be presented upon the child's return to school.
- If a student is absent from school because of illness, he or she will not be permitted to take part in extracurricular or athletic activities that afternoon or evening. If a student is absent from school for a reason other than illness, the administration reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

3. FAMILY VACATIONS: Family vacations and activities should be scheduled during regular school holidays. Teachers should not be expected to provide assignments in advance of the work being presented in class. It is the responsibility of the student to make up any missed class work or homework assignments upon return to school. If a student has missed a class test during the absence, make-up tests will be given at the discretion of the classroom teacher.

4. DOCTOR/DENTIST APPOINTMENTS (EARLY PICK-UP)
 - Appointments for doctor or other visits during school hours should be avoided.
 - If a child must be dismissed early, due to appointments, a written note must be presented to the classroom teacher on the day of the appointment.
 - A parent or guardian must report to the school office and sign the child out of the school. If the child is to return to school after the appointment, the parent/guardian is required to report to the office to sign the child back into school.
 - UNDER NO CIRCUMSTANCES WILL ANY STUDENT BE PERMITTED TO SIGN THEMSELVES OUT OF SCHOOL FOR APPOINTMENTS, ILLNESS, OR LUNCH.
 - The student is responsible for obtaining and completing missed class work.

C. EMERGENCY INFORMATION/CHANGE OF ADDRESS:

- An Information and Emergency Record Form will be given to every family for each child. All necessary information is to be filled in on this form. If the school cannot get in touch with parents/guardians either at home or at work, it is **ESSENTIAL** that the school have the names of at least two friends or relatives who may be called if a child is sick or injured in school.
- If there is a change of address, telephone number or name on the Emergency Information Form parents/guardians should notify the school **immediately**.

D. FIELD TRIPS On occasion, Hoboken Catholic Academy will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. Students with a record of poor behavior may be excluded from field trip. No student may participate in a field trip unless a signed parent/guardian permission

slip for the specific event is submitted to the school. The school provides the permission slip form. Telephone permission is not acceptable.

E. HEALTH SERVICES

1.) STUDENT HEALTH INFORMATION

It is imperative that the parent/guardian notify the school regarding particular health issues of the student. The school emergency form is an important document that must be completed with care and returned to the school office immediately.

2.) ILLNESS OR INJURY IN SCHOOL

- Nursing services are provided on a limited basis throughout the week. The nurse will see students who become ill or are injured during the school day. When the nursing staff is not available, ill or injured students will report to the school office. If it is determined by the nurse or school personnel that a child is too ill to remain at school a parent will be notified. Parents or their designee are expected to pick the child up from school within one half hour of notification.
- If the school cannot reach a parent, the emergency contact numbers on the Emergency Form will be used.
- Students who are ill are not to be sent to school. A student is to be fever free for 24 hours before returning to school.
- Students who are suspected to have contagious skin or eye problems will be sent home and re-admitted with the presentation of a doctor note.

3.) POLICY ON ADMINISTRATION OF MEDICATION

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign the "Authorization for Self-Administration of Medication in School" form. This form is available from the school office. Under no circumstances will school personnel administer any kind of medication without the properly completed form.

Students are not to bring to school any type of "over the counter" medication. If the child is too ill to proceed through the school day without these forms of medication, the child should remain at home.

4.) POLICY OF ADMINISTRATION OF EPINEPHRINE

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

Parents/Guardians Authorizations and Agreements regarding Liability

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

Administration of the Epi-pen by the School

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

F. LUNCH PROGRAM

Hoboken Catholic Academy offers a lunch program for all students. A monthly menu will be distributed, and parents may opt to purchase lunch for some or all days. Lunch forms **MUST** be returned to the school according to the guidelines distributed at the start of the school year. The daily fee for lunches ordered must be paid in advance. Students are welcome to bring lunch from home each day.

G. LUNCHROOM BEHAVIOR: Students are to sit with their class in the designated area of the gym. Students are to remain seated at the tables while eating or drinking. All students are expected to clean up after themselves and conduct themselves in a courteous manner.

H. SENDING MONEY TO SCHOOL: Any money sent to school is to be placed in an envelope and marked with the child's name, grade, purpose of payment and amount enclosed. Parents/guardians are requested to **PRINT** the information needed and enclose the exact amount needed.

I. PARTIES AND CLASSROOM CELEBRATIONS: Classroom celebrations of holidays and special events are arranged by the classroom teacher in accordance with school policy. Parents are not to send in food, drinks or other party supplies without prior approval from the classroom teacher or principal. Snacks sent in for a child's birthday should be simple - juice and a donut or cupcake.

Invitations for out-of-school parties may not be distributed in school or on school grounds unless ALL students in the class are invited.

J. TEXTBOOK/WORKBOOKS: Students must take responsibility for the textbooks and workbooks issued to them. Books are to be properly covered at all times. Any book that is lost or damaged must be paid for by the parent/guardian of the student.

K. TRANSFER PROCEDURES: Parents/Guardians are asked to notify the school principal in advance if requesting a transfer to another school. The following information should be given:

- Age of the child
- Reason for transfer
- New address, if due to change of residence
- Name and address of the school the child/ren will attend
- Last date the child will attend this school

Upon receipt of the above information, the school secretary will mail the student's scholastic and health records directly to the receiving school. It is expected that all financial obligations will have been fulfilled.

L. UNIFORM: EVERY student must be in the proper uniform at ALL times. Parents are asked to cooperate with the school uniform rules.

Uniforms must be purchased through UNIFORMITY UNIFORMS in Union City, NJ and LOBEL'S in West New York, NJ.

(PLEASE LABEL ALL PARTS OF THE UNIFORM WITH THE CHILD'S NAME.)

BOYS (Pre-K – Grade 8) Grey flannel pants, white or burgundy polo shirt or white oxford shirt with tie, grey socks and belt, burgundy cardigan. Also available: burgundy turtleneck, grey shorts

GIRLS (Pre-K –Grade 3) Burgundy/grey plaid jumper or grey pants, white or burgundy polo shirt or white blouse, burgundy or grey socks or tights, burgundy cardigan. Also available: burgundy turtleneck, grey shorts

GIRLS (GRADES 4 - 8) Burgundy/grey plaid skirt or grey pants, white or burgundy polo shirt or white blouse, burgundy or grey socks or tights, burgundy cardigan. Also available: burgundy turtleneck, grey shorts

SCHOOL SHOES - (ALL GRADES) Students are required to wear dark colored low-heeled, rubber-soled shoes. Shoes must have closed backs. Sneaker type shoes and boots are not permitted. Shoes with laces must be tied at all times.

GYM UNIFORM - (ALL GRADES) Grey mesh gym shorts, a burgundy T-shirt with school logo, and clean sneakers are to be worn by students on their assigned Gym day from September until early November and from late April until the closing of school. (Consult monthly calendar for exact dates.) A burgundy sweat suit with school logo and clean sneakers are to be worn on the student's assigned gym days for the remainder of the school year.

No jewelry should be worn on Gym days

Uniforms should be neat, clean and worn properly at all times. Shirts are to be tucked in at all times. Uniform shirts, pants and skirts should be the proper size and length. Girl's skirts and jumpers should be knee-length.

GENERAL GROOMING REQUIREMENTS

- Hairstyles, as well as hair adornments for girls, should be simple.
- If a girl has long hair, we strongly suggest it be worn in a braid or pony tail.
- Boy's hair length should not be below the shirt collar.
- Boys and girls fingernails should be kept clean and well trimmed. If nail polish is worn, it should be clear or a light color.
- Make-up is not to be worn in school.
- Girls may wear small earrings to school. Large hoops and dangling earrings are not permitted.
- Boys are not permitted to wear earrings.

DRESS CODE FOR NON-UNIFORM DAYS:

The following guidelines are to be followed in choosing proper attire for days on which students are excused from wearing the school uniform. Students should dress modestly. The following items are not permitted:

- Pants worn below the waistline
- Shirts that go above the waistline
- Low cut tops
- Bare shoulders (no tank tops)

- Shorts or skirts that are too short
- High-heeled or open-back shoes, flip flops
- Clothing with offensive or inappropriate words, symbols or graphics

Students who are inappropriately dressed will be required to call a parent/guardian and have them bring the school uniform to school for the child to change into.

M. ACCESS TO BUILDING:

All visitors entering the building, including parents and guardians, **MUST** report ***directly*** to the school office. Visitors are **never** permitted to go to any classroom or other room in the building without the permission of the principal.

CHILDREN ARE NOT PERMITTED TO OPEN THE SCHOOL DOORS TO ANYONE, EVEN IF THEY KNOW THE PERSON.

N. PARTICIPATION IN EXTRA-CURRICULAR OR ATHLETIC ACTIVITIES

Students enrolled in extra-curricular or athletic activities must understand that their primary responsibility is class and homework. Students who are not meeting their responsibilities during school hours may be excluded from school extra-curricular activities.

Students who are involved in extra-curricular activities are expected to conduct themselves in a manner that is consistent with the school's values and behavioral code.

The administration reserves the right to suspend any student from extra-curricular activities for behavioral reasons.

O. CELL PHONES OR OTHER ELECTRONIC DEVICES

The use of cell phones and other types of electronic communication and entertainment devices by students is prohibited during school hours. (8:00 a.m. – 3:00 p.m.). Students are strongly discouraged from bringing such devices with them to school. Those students requiring access to these devices before or after school hours must turn them off and store them in their locker or leave them in the school office during the school day. If a student is found to be carrying such a device during school hours it will be taken from the student and stored in the Office until a \$15.00 return fee is paid and the item is retrieved by the child's parent or guardian. Students who violate this policy are also subject to disciplinary action.

P. SEARCH OF LOCKERS & DESKS

Lockers and desks are the property of Hoboken Catholic Academy and subject to search at any time. Any student using a school locker must provide the Office with the lock combination or key to the lock being used on the locker.

VI. ACADEMIC POLICIES

A. REPORT CARDS/PROGRESS REPORTS.

Archdiocesan report cards will be used and guidelines regarding report cards will be given out at the time of the first report card distribution. Report card grades are a combination of teacher observation, class work, class participation, test grades, quiz grades, homework and special assignments. Report cards for students in Grades 1 through 8 will be given out three (3) times a year as indicated on the yearly calendar. The child's parent or guardian is required to sign the report card envelope and return it to the child's teacher the school day after distribution.

All students in Grade 1 through 8 will receive Progress Reports at the midpoint of each trimester. These reports should be signed by the child's parent or guardian and returned to the child's teacher the school day after distribution.

Pre-Kindergarten and Kindergarten students will receive their first Progress Reports in mid - January

B. PROMOTION/RETENTION

Students will be promoted if they have successfully completed the course work in a given grade.

A student will be retained in a grade only when there is reason to believe he/she will benefit from retention. A conference with the parents/guardians will be arranged as soon as the teacher is aware that there is a possibility of retention. Failure in 3 major subjects warrants retention. Failure in *any* major subject area requires summer school attendance.

C. ACADEMIC SUPPORT SERVICES

Remediation is available for eligible students in Reading, Math and Language Arts as well as Speech Correction and ESL through the auxiliary services of the State and Federal Government.

Additionally, all teachers on staff at Hoboken Catholic Academy are available for remediation of students either before or after school for brief periods. Students are encouraged to seek the assistance they need.

D. HOMEWORK

Homework is assigned to supplement or reinforce schoolwork and aid in developing the student's study habits. Students are expected to complete homework and other assignments in a timely and neat fashion. Parents/guardians should provide their children with an environment that is conducive to study. While, parents/guardians should offer support and assistance as needed, homework is meant to be completed by the child; parents/guardians **should not** do the homework for their child.

Students will benefit from homework when they understand that:

- It has a definite purpose.
- It is practice to improve basic skills.
- Studying is just as important as written homework and is a **MUST** every night.

Assignments enable parents to be aware of what is being taught in school. Students are expected to write their daily assignments in a homework assignment pad.

Parents/guardians should review the assignment pad and the assignments to verify that all homework has been completed.

When a student is absent, he/she is responsible for making up daily class assignments and homework. Consistent failure to do or submit homework may result in disciplinary action and/or failure in the subject area.

Homework is assigned in relation to the age and maturity of the students:

Students in grades K-1 should have 20-30 minutes of homework nightly

Students in grades 2-3 should have 30-40 minutes of homework nightly

Students in grades 4-5 should have 40-60 minutes of homework nightly

Students in the Grades 6, 7, and 8 should have 60-90 minutes of homework nightly.

In addition to teacher assignments, parents are requested to read to, or supervise the student reading 10-15 minutes several times per week. Students may borrow books from classroom libraries, and are encouraged to visit the public library to choose books they are interested in reading. When visiting the public library, parents should help the child select age-appropriate reading material.

Many research studies support the fact that students who observe parental readers become better readers. Although we understand the demands of family life, we encourage family "Read-Time". This may be accomplished in several ways: Set aside a time when everyone in the family gathers to read individually for 15 minutes. Have your child read to you for 10-15 minutes. Read your favorite book from childhood to your child, or find one of the many classics and read it as a family. Ask older students to read an article you have read in the newspaper, and discuss your opinions on it.

E. TESTING

1. STANDARDIZED TESTS: The complete standardized testing program for an elementary school child at Hoboken Catholic Academy consists of the following:

- An Achievement Test - given to all students in in Grades 1-7 each year.
- COOP High School Entrance Exam - given to all Eighth Grade students in the Fall.
- Religious Education Assessment - given to students in Grades 5 and 8

- Writing Assessment- given in the Fall to students in Grades 4 and 7

The purpose of these tests is to identify the instructional needs of the individual student and to provide for on-going evaluation of the school's instructional program.

2. ASSESSMENT: Various forms of assessment, including individual assignment, group work, problem-solving tasks, written test, oral assignments.

F. STUDENT RECORDS:

Access to student records is open to parents/guardians. Appointments for this disclosure can be made with the principal. Requests to see records must be made in writing and an appointment of mutual convenience must be made with the principal.

G. USE OF TECHNOLOGY:

Hoboken Catholic Academy holds specific expectations for students at each grade level concerning their use of computers. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Students and their parents will be required to sign and comply with the school's "*Acceptable Use Agreement for Technology*".

Any student who fails to abide by the Acceptable Use Agreement or otherwise discredits the school, or members of our community via Internet usage will be denied computer access at school, and may face other disciplinary action. This applies to computer usage outside of school.

We strongly encourage parents to closely monitor Internet usage at home.

VII. HOME/SCHOOL COMMUNICATION

It is important that the communication between school personnel and the parent/guardian be regular, respectful, and timely. The school views the parent/guardian as a partner in the total education of the child. We as a Catholic Christian community must be ever aware of the lessons we teach to the children beyond academics.

A. APPOINTMENTS WITH SCHOOL PERSONNEL

- Parents/guardians who wish to meet with the Administration, teachers, or any member of the school staff must contact the school office to arrange a mutually convenient meeting time.

- Parents should not attempt to engage the principal or teachers in “impromptu” conferences. Conferences should be properly scheduled in order to give the matter to be discussed the attention it deserves.
- School personnel will not schedule appointments that conflict with teaching or supervisory duties.

B. REGULAR COMMUNICATION

Hoboken Catholic Academy will communicate regularly with the home by the following means a monthly calendar and newsletter

- An annual calendar will be provided to the family prior to the beginning of each school year.
- A monthly calendar will be sent home prior to the beginning of each month.
- News Notes from the principal will be sent home each month
- Notices, announcements, reminders and information about special events will be sent home with the student via the weekly family envelope. Parents are to empty the envelope and return the family envelope to school the following day.
- Updated school and classroom information will be posted on the school’s website: **www.hobokencatholic.org**

C. COMMUNICATIONS FROM HOME TO SCHOOL

- Parents/guardians are requested to return all material requiring a signature or response in a timely manner.
- Any money or note that is sent to school should be placed in a sealed envelope and identified with the child’s name and grade.

D. CUSTODIAL AND NON- CUSTODIAL PARENTS

1. RIGHTS TO SCHOOL RECORDS Hoboken Catholic Academy abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon written request, the School will provide the non-custodial parent with access to the student’s essential academic records.

2. COURT ORDERS If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent to provide the school with an OFFICIAL copy of the court order.

The custodial parent may wish to supply the principal with the “custody section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

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

E. PHOTO PERMISSION

News articles concerning school activities and events may appear in local newspapers accompanied by photos of students involved in those activities. Parents/guardians who do not want their child’s picture to appear in school-related press releases should notify the school in writing at the beginning of the school year.

VIII. DISCIPLINE POLICY

A. BASIC POLICY: A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Hoboken Catholic Academy. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of others. Home and School will work together to help students to learn and live the qualities of responsible behavior and elements of good citizenship.

A student who chooses to disrupt the good order of the school or who violates a policy or regulation will have to accept the consequences of those irresponsible choices.

Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion.

Actions which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the School will not be tolerated. Such actions or other severe violations of School rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal/Parent/Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the School.

Hoboken Catholic Academy maintains a “zero tolerance” policy in regards to violence. Behavior or actions that jeopardize the safety and well-being of members of the school community will be handled in an expeditious manner and may result in expulsion from Hoboken Catholic Academy. Possession of a weapon or any item that may be considered a weapon will be reported to law enforcement authorities.

B. GENERAL PRINCIPLES: All members of the Hoboken Catholic Academy community are expected to maintain an environment in which the following principles are evident:

- ❖ Christian charity
- ❖ Concern for the safety and well-being of others
- ❖ Respect for self and others
- ❖ Courtesy
- ❖ Honesty
- ❖ Modesty
- ❖ Cooperation
- ❖ Consideration
- ❖ Care of property

C. BEHAVIOR GUIDELINES: Students are expected to comply with school-wide regulations and the specific directives given by those responsible for supervising students. Among the behaviors not permitted are:

- Violence of any type
- Abusive behavior or speech

- Bullying or intimidation
- Disruptive or unsafe behavior
- Possession or use of alcohol or tobacco products
- Possession or use of any illegal substances
- Theft
- Truancy
- Hitting, punching, kicking or fighting of any type
- Foul language, gestures or drawings
- Leaving school grounds without permission
- Disrespectful or defiant speech or conduct
- Destroying, damaging or defacing property
- Immodest or inappropriate dress or behavior
- Scholastic dishonesty
- Forgery
- Conduct detrimental to the reputation of the school
- Gum chewing
- Littering
- Throwing food
- Talking on fire drills
- Use of cell phones & electronic devices during school hours (Cell phones are to be turned off and left in the student's locker during the school day.)
- Use of entertainment devices during school hours

HOBOKEN CATHOLIC ACADEMY CODE OF CONDUCT

- We are a Catholic Christian community. As such we will treat each other, our school building, and other school property with care.
- As Catholic Christians, we believe each person is a child of God, and we welcome others in work and play, just as Jesus would do.
- We treat each other with kindness, courtesy and respect.
- We accept responsibility for our behavior and our work.

PARENTS' RIGHTS AND RESPONSIBILITIES

Parents have the right to:

1. Be given access to current information regarding services provided by the school; eligibility requirements and how to apply them.
2. Be given information concerning expectations for their child, with respect to academics, attendance and behavior.
3. Be given information on the grading criteria used.
4. Be assured of the confidentiality of their child's records.
5. Inspect and review their child's records.
6. Be informed of school policies that require parental consultation at the school.
7. Be treated with courtesy and respect by school personnel.
8. Visit the school to meet with the teachers or principal at a mutually convenient time.
9. Participate in MEANINGFUL Parent-Teacher conferences, to discuss the child's progress.
10. Be regularly informed of their child's progress in school.
11. Be informed of any academic or behavioral problems.
12. Become a member of the PTA.
13. Apply for review of any entry in their child's records on the grounds that it is inaccurate, misleading or in violation of the child's rights.

Parents have a responsibility to:

1. Send their child to school on time and ready to learn.
2. Ensure their child's regular attendance.
3. Be aware of their child's work, progress and problems by consulting the teacher or guidance counselor
4. Respond to communications from the school.
5. Comply with the school's directives regarding policies and procedures
6. Attend meetings and conferences requested by the school pertaining to their child.
7. Treat staff members with courtesy and respect.
8. Provide a supportive home setting for learning.
9. Reinforce at home the importance of homework, skills learned and the values covered in the daily operation of the school.
10. Volunteer time or resources where necessary.
11. Support school programs.
12. Become active in PTA and other committees
13. Hold the child accountable for work, attendance and behaviors expected in school, and to help teach respect for the person, property, safety, and rights of others.

REPORTS OF CHILD ABUSE OR NEGLECT

Pursuant to New Jersey State Law, any reasonable cause or suspicion to believe that a child has been abused or neglected requires all school personnel to report said abuse to the Division of Youth and Family Services. Failure to do so within the prescribed period of time renders that employee in violation of the provision of the act and a disorderly person.

ASBESTOS MANAGEMENT PLAN

The School's Asbestos Management Plan is on file in the School office, as required by the federal Asbestos Hazard Emergency Response Act(AHERA). This document is available for examination upon request.

Pre-Kindergarten Program Policies and Procedures

- **Program Hours:** Monday – Friday, 8:25 a.m. – 2:45 p.m.
Children should be toilet trained; no pull-ups.
Immunization up to date.
- **Uniform:** Children in the Pre-K program may wear their Gym uniform every day or they may wear the regular school uniform. The Pre-K classes must wear their gym uniforms on gym days.. Uniforms should be purchased at Uniformity in Union City or Lobel's in West New York.
- **Morning Arrival:** Parents may bring their Pre-K child directly to the classroom between 8:15 and 8:25 a.m. Please use the 7th Street entrance near the Office. **We ask that all parents leave the classroom immediately once you drop off your child** so the teacher can get the children settled and get the day underway without distractions. **Children arriving after 8:25 a.m. will be escorted to the classroom by a member of the school staff.** It is important that your child arrive by 8:25 a.m. Late arrivals are disruptive to the class routine.

- **Snacks**: Please provide your child with a simple, healthy snack each day. No candy, soda or glass containers.
- **Lunch**: Children may bring lunch from home or purchase school lunch. (\$3.75 per day) A monthly lunch calendar/order form is sent home prior to the beginning of each month. Indicate the days you want to purchase lunch and send the lunch calendar back to school with payment. All lunch must be paid for by the Friday prior to the day the lunch is being served.

The Pre-K classes will have lunch at 11:20-11:50 a.m. The children will be assisted by the Pre-K aides and other school staff during their lunch period. Weather permitting, the children will have a chance to go into the schoolyard for some fresh air after they eat lunch.

- **Rest Time**: Children will have a rest period in their classroom after lunch. Please provide a **small** sleeping bag or “nap mat” for your child.
- **Dismissal**: Children in the Pre-K program will be dismissed at 2:45 p.m. You may meet your child by the first door in the schoolyard.
- **Extended Day Program**: Morning Care 7:00-8:00 a.m. \$2.00 per day
After Care: Dismissal-6:00 p.m. \$4.00 per half hour or part of a half hour
- **Family Envelope**: Notices and letters from the School will be sent home in the Family Envelope every Wednesday. Please remove contents and return the envelope to school each Thursday.
The school website is: www.hobokencatholic.org

PLEASE, PLEASE. PLEASE MAKE SURE ALL YOUR CHILD’S PERSONAL ITEMS ARE LABELED WITH HIS/HER NAME.

Addendum and Revision to the Parent/Student Handbook

September 2008

Page 11: STUDENTS ARRIVING PRIOR TO 8:00 A.M.

In an event of inclement weather,
any student arriving prior to 8:00 a.m. will be sent to Morning Care
and charged accordingly.

This is done to ensure the student's safety and well being.

Page 17: GYM UNIFORM (K-8)

Gray mesh short with yellow screen
Burgundy tee shirt with yellow screen in **corner** of shirt

School Sweat Suits only
Burgundy with yellow screen in **corner** of Sweat Shirt and pants should have the yellow
screen in the **corner** of the pant leg

Proper sneakers should be worn at all times so as the students can have support for their feet.