

**HOBOKEN CATHOLIC ACADEMY
PARENT/STUDENT HANDBOOK**

Dear Parents and Students,

Welcome to Hoboken Catholic Academy for the 2022-2023 school year! The Parent/Student Handbook contains the school's policies and procedures and has been updated to reflect a change in our standardized testing program. Please read the handbook online and sign-off on the website that you have done so.

The faculty, staff and I look forward to working with each of you to make 2022-2023 an outstanding school year!

God bless you and welcome again.

Sincerely in Christ,

Lisa Perez
Principal

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 2022

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“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.

Belief Statements

1. We believe every child is a gift from God entrusted to our care.
2. We believe we are responsible to provide each child with opportunities, which will allow them to develop their individual potential.
3. We believe schools should provide an atmosphere in which each person feels safe accepted and valued.
4. We believe that Catholic ideals, virtues and values are to be cultivated and practiced.
5. We believe that Catholic schools are a vital means of faith formation and evangelization, preserving for future generations the beliefs and traditions of the Church.
6. We believe the curriculum should be designed to include varied educational techniques to meet the individual needs of today's students.
7. We believe God has made the parents the primary educators and that a child's success is based on a cooperative parent/teacher relationship.
8. We believe it is our role as educators to promote responsible student behavior and accountability.
9. We believe that instilling in our children a sense of leadership, civic responsibility, and pride will positively impact our world.
10. We believe that enthusiasm is an important learning attitude.
11. We believe the goodness and giftedness within each person must be celebrated and treasured.
12. We believe the diversity of traditions and cultural background of the community enriches the educational experience of our students.
13. We believe discipline should be administered with fairness and respect.
14. We believe our children are the heart and soul of the future and the world's most precious resource.
15. We believe that by providing our students with opportunities to succeed we foster self-esteem and respect.

Christ - Centered

The Hoboken Catholic Academy Graduate:

- Models Gospel values throughout daily life
- Recognizes individual strengths and talents as gifts from God
- Has general knowledge of Catholicism in scripture, doctrine, and traditions
- Strives for a deepened sense of spirituality and a moral conscience
- Has fostered a personal relationship with Christ through prayer and participation in Catholic traditions, sacraments, and worship

Academic Achievement

The Hoboken Catholic Academy Graduate:

- Confidently conveys information in an effective manner orally and in writing
- Applies critical thinking skills and strategies across all subject areas
- Works cooperatively and collaboratively in group settings
- Applies learned information to real life issues and problems
- Realizes learning is a life-long formation process and the key to academic and professional success
- Effectively utilizes technology as a learning tool
- Possesses time management skills to create a balance of academic and extracurricular activities
- Is well prepared to meet the academic challenges of high school

Service to Others

The Hoboken Catholic Academy Graduate:

- Acknowledges and responds to the needs of others in accordance with the Gospel message
- Demonstrates compassion and concern for those less fortunate through participation in community service projects
- Works closely with persons of different faiths, interests, and backgrounds to promote social justice

Christian Leadership:

The Hoboken Catholic Academy Graduate:

- Takes responsibility and assumes leadership roles
- Demonstrates cooperative, respectful, and supportive attitudes toward others
- Sets a positive example and serves as a role model in school and in the community
- Appreciates diversity and individual differences while sharing faith and values

Responsible Citizenship

The Hoboken Catholic Academy Graduate:

- Exemplifies respect, compassion, empathy, understanding, and acceptance of self and others in an ever changing global society
- Uses technology responsibly, morally, and ethically
- Understands the rights and responsibilities afforded to them as members of a free society

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 former sponsoring parishes.
- Siblings of students currently enrolled and registered members of other parishes.
- Registered parishioners of the former 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 other parishes.
- Non-Catholic students.

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:

- IVP/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: One dose 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): 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.
- 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

- **Parishioner Rate will only be given to families who are practicing, contributing members of a Roman Catholic Parish in the Archdiocese of Newark.**
- 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 their Roman Catholic parish in the Archdiocese of Newark during the time of re-registration/registration period. 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 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 January 10th.** 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 from a Roman Catholic parish in the Archdiocese of Newark. Forms must be received during the re-registration/registration period. Because the budget is based on tuition revenue, adjustments to tuition caused by late submission of a parishioner letter will not be made. **After re-registration/registration period ends request for parishioner discount rate cannot be accepted. There will be no exceptions.**

B. FEES

In addition to annual tuition Hoboken Catholic Academy will collect fees for Registration, Technology Fee, Security Fee, Laboratory Fee, School Supplies Fee, Art Fee, Graduation Fee, Field Trip Fee, Before & Aftercare Fee, AfterSchool Activities Fee, Lunch Fee and Returned Check Fee. All fees are non-refundable.

As per Archdiocesan Policy, if tuition/fees become 30 days past due, your child/ren will not be able to continue as a student at Hoboken Catholic Academy.

C. REFUND POLICY

That if a child withdraws prior to July 31, 2022, Hoboken Catholic Academy will refund tuition paid in advance, minus a cancellation fee of \$2,000. No Tuition refund will be given for student withdrawals occurring after July 31, 2022. Tuition will not be refunded for any month that the child is enrolled one or more days. In addition, no tuition refund will be given for student withdrawals occurring after July 31, 2022.

D. RETURNED CHECK POLICY

A fee of \$100 will be assessed for a returned check.

As per Archdiocesan Policy, if tuition/fees become 30 days past due, your child/ren will not be able to continue as a student at Hoboken Catholic Academy.

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
- Character & Values Education
- Spanish

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.

Grading

Hoboken Catholic Academy adheres to a developmentally appropriate grading system. Formal grades and eligibility for the Honor Roll begins in grade four.

The following marking codes are included on the report cards as indicated:

Kindergarten

E= Exceeds	(High Level of Understanding)
S= Secure	(Understanding Demonstrated)
D= Developing	(Growth Demonstrated)
B= Beginning	(Beginning Stages of Understanding)
N= Not Yet Performing	(Assistance Required)

Grades 1-3

E= Exceeds	(High Level of Understanding)
S= Secure	(Understanding Demonstrated)
D= Developing	(Growth Demonstrated)
B= Beginning	(Beginning Stages of Understanding)
N= Not Yet Performing	(Assistance Required)

Grades 4-8

A+= 97-100	Personal Development Code
A= 92-96	
B+ = 88-91	O= Outstanding
B = 83-87	S= Satisfactory
C+= 78-82	I= Improvement Needed
C= 73-77	U= Unsatisfactory
D = 70-72	
F = Below 70	

Subcategory Code

+ = Strength
/ = Satisfactory
- = Weakness

Rubric Code for Written Communication

6 = Very Good
5 = Good
4 = Acceptable
3 = Below Average
2 = Poor
1 = Unacceptable

Grades 4-8 Honor Roll criteria is as follows:

A and A+ = First Honors
B+ and above = Second Honors

Students cannot have anything less than an S in Personal Development or in their "special" classes (Art, Gym, Music, Spanish, Computers).

National Junior Honor Society

<https://www.hobokencatholic.org/student-life/njhs>

IV. SCHOOL HOURS/SUPERVISION

A. DAILY SCHEDULE

8:00 a.m. Doors Open/Students in Grades Pre K – 4 report directly to homeroom.
Grades 5-8 report to lockers first, then homeroom

8:10 a.m. School day begins for Grades K – 8.

8:10 a.m. School day begin for Pre Kindergarten children

Mid-morning Break Time varies

LUNCH

11:00 a.m.-11:45 p.m. *First Lunch: Grades 5, 6, 7 & 8*

11:45.-12:30 p.m. *Second Lunch: Grades K, 1, 3, Pre-K3, Pre-K4*

12:30-1:15 p.m. *Third Lunch: Grades 2 & 4*

2:30 p.m. Dismissal for Pre-K

2:45 p.m. Dismissal for Grades K – 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.
- The school nurse is not available during morning care or after care programs.
- Morning Care 7:00-8:00 a.m.
After Care Registration: \$50 per student

Prepayment -\$50 per week submitted to office Thursday of the week prior of attendance.

OR

Pay as you go - \$15 per day of attendance, must be submitted in student's folder in an envelope with student's name on day of attendance.

\$45 late fee will be added if payment is not received on due date

Please email aharnett@hobokencatholic.org with any questions concerning Morning Care Programs

- After Care: Dismissal-6:00 p.m.
- Students who are not picked up at their dismissal time will be signed into aftercare. Once signed into aftercare charges will occur
- Registration \$50 per student
- Registered students - \$8 per half hour or part of a half hour .
- Non - Registered Students - \$15 per half hour or part of a half hour .
- Late pickup charge after 6pm - \$30 per 15 minutes
- All registered students are requested to open an after care account with an opening balance of \$150.00 or an amount of your choosing. Once your account falls below \$60 we will contact you to replenish your account.
- If you are paying on a week to week basis, all invoice payments are due every Monday of the week. NO EXCEPTIONS
- All money in the aftercare account must be used prior to the end of the school year . No refunds
- \$45 late fee will be added if payment is not received on due date
- Please email aftercare@hobokencatholic.org with any questions concerning After Care Programs

C. EARLY DISMISSAL AND EMERGENCY CLOSINGS:

- Planned early dismissals will appear on the school's website.
- In the event of an early dismissal and emergency closing, parents will be notified by email, phone and will be expected to pick up their child at the designated time. The school's website (www.hobokencatholic.org) will also provide emergency closing information.
- In the event of a 2 hour delayed opening, students should report to school between 10:00 and 10:15 am. The school day for all students will begin at 10:15 am. There will be no before care available.
- Planned closings are noted on the calendar.
- When an unplanned closing or a delayed opening occurs you will be alerted by text message and school email. It is important that all changes in contact email and phone #s be entered into the HCA parent's portal.

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 **8:00 a.m.** and will be considered late after **8:10 a.m.**
- The doors will be closed at **8:10 a.m.** and children arriving after that time must enter by way of the door by the Office and pick up a late slip.
- All students arriving after **8:10 a.m.** must report to the Office.
- Please note that students in grades 5-8 must be in homeroom by **8:15 a.m.** after going to their lockers. If they arrive to homeroom after **8:15 a.m.**, they will be marked late!
- Lateness will be recorded in the attendance register and on the trimester report card and will affect the Personal Development section of the student's report card under "*Obeys School/Class Rules*". **IN THE EVENT STUDENT IS LATE THREE TIMES, A DETENTION WILL BE GIVEN.**
- In order for a student to have achieved Perfect Attendance for the school year, he/she must never be late for school.

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 is required 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.
 - If student is absent, request for Homework/Schoolwork must be made before 10:00 a.m.
 - Homework will be on the teacher's webpage
3. FAMILY VACATIONS: Family vacations and activities should not 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. **Advance work will not be given.**
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. OFFICE VISITS:

- The main office is here to assist you in all that you need. If you need to speak with the principal, bursar or any other main office staff please make an appointment through info@hobokencatholic.org. Parents and guardians may not “stop by” the main office during drop off and dismissal.

D. EMERGENCY INFORMATION/CHANGE OF ADDRESS:

- An Information and Emergency Record Form must be completed on our website. All necessary information is to be filled in on this online form. If the school cannot get in touch with parents/guardians either at home or at work, it is **ESSENTIAL** that the school has the names of at least two friends or relatives who may be called if a child is sick or injured in school. It is important that all changes

in contact email and phone #s be entered into the HCA parent's portal and in their Honeywell account. **(Failure to complete the Information and Emergency Record Online Form will result in your child being excluded from school until the contact information is entered.)**

- If there is a change of address, telephone number, email address or name on the Emergency Information Form parents/guardians should notify the school **immediately.**

E. 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, excessive absences, or excessive lates 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.

F. 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. All health conditions, medications and allergies need to be included. In case of emergency the prompt exchange of information is vital.

2.) IMMUNIZATION REQUIREMENTS

- All students must be up-to-date on age-appropriate immunizations before school starts in September. Provisional admittance may be granted upon physician's request.
- The State of New Jersey requires an annual seasonal flu vaccine for all students enrolled in Pre-Kindergarten programs. The vaccine must be given between September 1st and December 31st of the current school year.
- Students who are 11 years old and entering the 6th Grade are required by the State of New Jersey to have one dose each of the Tdap and meningococcal vaccines.
- Students with medical exemptions must have appropriate documentation from their health care provider.
- Parents seeking religious exemption must contact Superintendent of Schools, Archdiocese of Newark. The Superintendent will then notify the school whether the request has been accepted or declined.
- Please remember to send in updated immunization records whenever your child has boosters or completes a series.

3.) ILLNESS OR INJURY IN SCHOOL

- Nursing services are provided 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 below 100°F for 24 hours without using fever-reducing medications before returning to school.
- Students who are suspected of having a contagious skin or eye problems will be sent home and re-admitted with the presentation of a doctor note.
- Students with nausea, vomiting or diarrhea should remain at home until symptoms resolve.

4.) Communicable Disease Exclusions:

A communicable disease is one that can be transmitted directly or indirectly from one person to another.

A Doctor's note clearing your child to return to school is required for the following conditions:

Chicken Pox	Mononucleosis	COVID-19
Conjunctivitis (Pinkeye)	Rash of unknown origin	
Fifth Disease	Ringworm/Tinea Capitis	
Hepatitis	Scarlet Fever	
Measles	Strep Throat	

In addition to medical clearance, the following requirements apply:

- Chicken Pox – Student must remain out of school for a minimum of 7 days following the appearance of rash and until all scabs are dry.
- Fifth Disease – Student may be admitted to school with a doctor's note even if the rash is still present.
- Mumps – Student must remain out of school for a minimum of 7 days after the swelling appears on affected side. If second side becomes involved, they must remain out of school for a minimum of 7 days after swelling appears on second side.

5.) POLICY ON ADMINISTRATION OF MEDICATION

- a) Students who need to take medications during school hours need to have the “Authorization to Administer Medication in School” completed by the parents and physician. This applies to both prescription and over-the-counter medications.
- b) **Under no circumstances will school personnel administer any kind of medication without the properly completed form.**
- c) 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.
- d) 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.

6.) **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.

G. 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.

- **Peanut/Tree Nut Free Policy**

Several students at Hoboken Catholic Academy have severe, life threatening peanut and tree nut allergies. These students are at high risk for an immediate life-

threatening anaphylactic reaction if an accidental exposure takes place. Because of the severity of these allergies, HCA is a peanut/nut free school. No peanut or tree-nut products are allowed in the building.

- In order to maintain the integrity of classroom instructions, lunch cannot be dropped off during the school day. If a student forgets his/her lunch, parents will be notified and lunch will be provided from our cafeteria. Applicable lunch fees apply.

H. 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.

I. 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.

J. 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. In the case of a student birthday, parents may order cookies or ice cream for their child's class from the school cafeteria. In addition, parents may purchase a dress down day for their child's class if wanted. No goodie bags are to be sent to school

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

K. TEXTBOOK/WORKBOOKS

Students must take responsibility for the textbooks and workbooks issued to them. Books are to be properly covered at all times. A fee of \$50.00 will be assessed for any book that is lost or damaged must be paid for by the parent/guardian of the student.

L. 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's office will mail the student's original scholastic and health records directly to the receiving school. It is expected that all financial obligations will have been fulfilled.

M. UNIFORM: EVERY student must be in the proper uniform at ALL times. Parents are asked to cooperate with the school uniform rules. Detention will be given for violation of school uniform policy.

Uniforms must be purchased through Flynn & O'Hara at www.flynnohara.com, Lobel's Uniform Outfitters located at 5819 Bergenline Ave. in West New York, NJ or Land's End.

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

BOYS (Pre-K – Grade 4) Grey flannel pants, HCA white or HCA burgundy polo shirt with school logo, grey or black socks, black belt, HCA burgundy cardigan or vest with school logo. Also available: HCA burgundy turtleneck, HCA grey shorts.

GIRLS (Pre-K –Grade 3) HCA burgundy plaid jumper with school logo or grey pants, HCA white or HCA burgundy polo shirt with school logo or white blouse, burgundy or grey knee high socks or burgundy, grey or white tights, HCA burgundy cardigan or vest with school logo. Also available: HCA burgundy turtleneck, HCA grey shorts or HCA grey shorts.

GIRLS (GRADES 4) HCA burgundy plaid skirt or HCA grey pants, HCA white or burgundy polo shirt with school logo or white blouse, burgundy or grey knee high socks or white tights, HCA burgundy cardigan or vest with school logo. HCA burgundy sweater vest with school logo.

Also available: HCA burgundy turtleneck, HCA grey shorts.

BOYS (Grades 5-8) Grey flannel pants, white oxford shirt with tie, grey socks, black belt, HCA burgundy cardigan or vest with school logo.

GIRLS (GRADES 5-8) HCA burgundy plaid skirt, white oxford blouse with tie, burgundy or grey knee high socks, HCA burgundy cardigan or vest with school logo. HCA burgundy sweater vest with school logo.

SCHOOL SHOES - (ALL GRADES) Students are required to wear dark colored low-heeled, rubber-soled shoes. Shoes must have closed backs. Boots are not permitted. **No ballerina flats or smooth-soled shoes are allowed for safety purposes.**

* Solid black sneakers (no stripes or designs) are permitted to be worn with uniforms in lieu of black shoes. Shoes with laces must be tied at all times.

SCHOOL SWEATERS - (ALL GRADES) Only HCA cardigan sweater with school logo are to be worn. All other HCA sweaters are to be worn on gym days.

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

***Gym pants and/or sweat shirts may not be worn on non-gym days**

***Girls may wear black or maroon tights or leggings under their skirts when temperature drops below 30°**

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. Hair coloring is not permitted. Hair dye, highlights, streaking not permitted.
- 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, and should be clean cut and combed. No Mohawks, Faux hawks or logos cut into hair or hair designs.
- Boys and girls fingernails should be kept clean and well trimmed. Light or pastel nail polish will be permitted for girls.
- 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)
- Shirts, shorts or skirts that are too short or too form fitting
- 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.

N. 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.

In order to insure the safety of the students and to avoid disruption in the classrooms, we request that you do not ask to see a student during the course of the school day. If you must communicate with the student, please come to the school office and leave a note to the teacher who will then inform the student

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

O. 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.

P. 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. 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.

***Smart watches are not permitted**

Q. SEARCH OF LOCKERS & DESKS

Lockers and desks are the property of Hoboken Catholic Academy and subject to search at any time.

R. Archdiocese Safe Environment Program

The directive from the Archdiocese of Newark's Safe Environment Program states that all volunteers who volunteer at HCA and work with minors are required to submit a volunteer application, submit to a background check, sign an Acknowledgment of Compliance with the Policies on Professional and Ministerial Conduct and Archdiocesan Code of Ethics, and attend a Protecting God's Children Workshop. A volunteer is defined as class mothers, coaches, anyone who accompanies children on a field trip (parent, guardian,

babysitter) or anyone who assists with HSA school activities and fundraisers, or any other designated individual. HCA is unrelenting in its quest to be sure that the children entrusted to our care are safe at all times.

S. HIGH SCHOOL VISITS

Students in grade 8 are allowed two excused absences for the purpose of high school visits.

T. AIDE IN LIEU OF TRANSPORTATION

It is the parent's responsibility to contact their local board of education regarding eligibility for compensation. They must also complete all paperwork and follow-up with their board of education to insure compliance. HCA is not responsible for this process.

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 K 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 K 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 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 at Hoboken Catholic Academy consists of the following:

- The Archdiocesan Schools Office selected the MAP Growth assessment program as the standardized test to be used in all elementary schools. This testing protocol provides teachers with data that can be used throughout the year to improve instruction and to support each student’s academic growth, while still providing the necessary norm-referenced data, such as national percentile scores.

MAP Growth is a computer adaptive test created by NWEA that students take three times per school year (fall, winter, spring). The subject areas tested in *MAP Growth* in grades 2-8 are reading, math, and language, with science included in grades 3-8.

Students take the *MAP Growth* test on a computer or tablet. The tests are untimed. Most students complete each subject test in less than an hour. Students who do not finish the

assessment in the time scheduled for the testing session are able to resume the test at another time without the loss of test responses already submitted. Students take only one subject test per day. A schedule of which grades take which subject tests on specific days during the defined testing window will be created. This flexibility allows testing to fit our school's schedule and become part of the flow of the school day.

For more information about the *MAP Growth*, visit: nwea.org/parent-toolkit

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 including all social networks.

Parents should communicate with faculty using teacher's official school e-mail address only

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:

- An annual calendar will be provided on the school’s website prior to the beginning of each school year.
- A monthly calendar will be on our website prior to the beginning of each month.
- Letters from the principal will be posted on our website regularly.
- Notices, announcements, reminders and information about special events will be posted on our website.
- 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 on our website and 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 or on our website or on our Facebook 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:

- C.1** Violence of any type
- C.2** Abusive behavior or speech
- C.3** Bullying or intimidation
- C.4** Disruptive or unsafe behavior
- C.5** Possession or use of alcohol or tobacco products
- C.6** Possession or use of any illegal substances
- C.7** Theft
- C.8** Tardiness/Lateness*
- C.9** Truancy
- C.10** Hitting, punching, kicking or fighting of any type
- C.11** Foul language, gestures or drawings
- C.12** Leaving school grounds without permission
- C.13** Disrespectful or defiant speech or conduct
- C.14** Destroying, damaging or defacing property
- C.15** Immodest or inappropriate dress or behavior
- C.16** Scholastic dishonesty
- C.17** Forgery
- C.18** Conduct detrimental to the reputation of the school
- C.19** Gum chewing
- C.20** Littering
- C.21** Throwing food
- C.22** Talking on fire drills
- C.23** Use of cell phones & electronic devices during school hours (Cell phones collected daily by teacher and stored in main office.)
- C.24** Use of entertainment devices during school hours

D. Detention Policy:

If students are not in compliance with the above guidelines the following will result:
The student will be given a conduct referral with the date/time of the detention to be served.
Parents will be notified in advance. Detentions will be held on Tuesdays and Wednesdays
3:00 p.m.-3:30 p.m. for Grades K – 3 and 3:00 p.m.-4:00 p.m. for Grades 4-8.

* Any subsequent lateness after the initial 3 will result in an automatic detention. (Refer to Parent/Student Handbook.)

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 HSA.
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 HSA 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

As per the United States Environmental Protection Agency's "Asbestos Hazard Emergency Response Act" [(AHERA) 40 CFR Part 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan developed, for **Hoboken Catholic Academy**.

The inspection report and asbestos management plan file are available for review in the school office during normal school/office hours. Upon request, copies will be provided for a reasonable charge.

As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

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

Pre-Kindergarten Program

Policies and Procedures

- **Program Hours:** Monday – Friday, 8:00 a.m. – 2:30 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 Flynn & O'Hara at www.flynnohara.com, LandsEnd, or Lobel's Uniform Outfitters located at 5819 Bergenline Ave. in West New York, NJ, Lands End.
- **Morning Arrival:** Parents of students in the PK classes will escort their children to their designated drop off location between 8:00 and 8:10 AM. During that time, seventh and eighth grade students will be assigned to assist each teacher each morning.
- **Snacks:** Please provide your child with a simple, healthy snack each day. No candy, soda or glass containers. No peanut or tree nut products. Please check food labels for contents.
- **Lunch:** Children may bring lunch from home or purchase school lunch. 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 12:00-12:45 p.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 recess.

- **Rest Time:** Children will have a rest period in their classroom after lunch. Mats will be provided by the school.
- **Dismissal:** Children in the Pre-K program will be dismissed at 2:30 p.m.

Extended Day Program:

Morning Care 7:00-8:00 a.m.

- Prepayment -\$50 per week submitted to office Thursday of the week prior of attendance.
- Pay as you go - \$15 per day of attendance . Must be submitted in students folder , in an envelope with students name , on day of attendance.

After Care: Dismissal-6:00 p.m.

Registered students - \$8 per half hour or part of a half hour .

Non - Registered Students - \$15 per half hour or part of a half hour .

Late pickup charge after 6pm - \$30 per 15 minutes

\$45 LATE FEE WILL BE ADDED IF PAYMENT IS NOT RECEIVED ON DUE DATE

After Care Registration: \$50 per student

Policy on
Bullying, Harassment and Intimidation

Policy:

Hoboken Catholic Academy (herein "**School**"), as part of its mission as a Catholic school, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student's ability to learn and the school's ability to educate the students. They are counter to the philosophy of School as a caring Christian community formed to proclaim and live the gospel of Jesus Christ.

Definition of bullying, harassment and intimidation:

Any behavior that takes away the rights of another and/or causes a person to not feel safe constitutes bullying, harassment and/or intimidation. This behavior can include, but is not limited to any gesture, verbal, written or physical act or electronic communication that is reasonably perceived as being motivated either by any actual or reasonably perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or any other distinguishing characteristic, taking place on school property, at any school-sponsored function, or on a school bus, that:

- A. a reasonable person should know, under the circumstances, will have the effect of harming a student physically or emotionally or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- B. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or the student's ability to be educated.

Behavior Expected of Students:

In conjunction with the best traditions of high Catholic morals and ethics, School expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

School believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and school community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff and community members.

Electronic communication is any communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager.

School believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violation of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Teachers and staff members who interact with students shall apply best practices designed to prevent student conduct problems and encourage students' abilities to grow in self-discipline.

Instruction:

School will at least annually provide students with grade level appropriate programs on expectations for student conduct and bullying prevention, and provide students, parents, teachers and staff with a copy of this policy along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

Consequences and Appropriate Remedial Action:

School requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation or bullying.

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures:

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;

- Classroom participation; and
- Academic performance.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem; and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- After-school programs;
- Out-of-school suspension;
- Legal action; and
- Expulsion.

Examples of Remedial Measures

- Personal:
- Restitution and restoration;
- Mediation;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;

- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school disciplinarian;
- Student counseling;
- Parent conferences;
- Student treatment; or
- Student therapy.

Environmental (classroom, school building or school wide):

- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- School culture change;
- School climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Targeted use of monitors (e.g. hallway, cafeteria, bus);
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups; and
- Law enforcement (e.g., school resource office, juvenile officer) involvement.

Reporting Guideline:

Any student having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation must report the incident verbally or in writing to a teacher, school nurse or the Principal. All teachers and staff members, volunteers, parents and other adult members of the school community having witnessed or having reliable information that a student has been subject to bullying, harassment or intimidation must immediately report the matter within 24 hours in writing to the principal.

School can only address problems it has been made aware of. Therefore it is expected that all students and adults take the responsibility to report any acts that may be in violation of this policy immediately so that the matter may be given immediate and proper attention. All complaints or concerns will be promptly acknowledged and investigated. This will be done with sensitivity to the subject matter and the need for confidentiality will be determined and respected as appropriate.

Reports may be made anonymously, but confirmation by investigation will be necessary, as formal disciplinary action may not be based solely on the basis of an anonymous report.

Reporting and/or communication regarding incidents of bullying, harassment or intimidation will not affect a student's grades or status.

Investigation:

When a report is made about an incident of bullying, harassment or intimidation, the principal or designee will thoroughly investigate the incident in a timely manner. Investigations may include interviews with students, parents and school personnel, review of school records and/or communication with law enforcement officers.

Interventions and Responses:

School recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individual committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school wide level or by law enforcement officials. Consequences and appropriate remedial action for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

In considering whether a response beyond the individual is appropriate, School shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e. classroom, school building, school wide) responses can range from school and community surveys, to mailings, to focus groups to adoption of research-based bullying prevention program models, to training for teachers and staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions, and to the involvement of law enforcement officers, including school resource officers.

In addition, School intends to make resources (e.g. counseling) available to individual victims of harassment, intimidation and bullying when appropriate and respond in a manner that does not stigmatize victim(s).

After results of an investigation are concluded, consequences for students who bully others may include but are not limited to: counseling, a parent conference, detention, suspension Or expulsion, or consultation with/or reporting to law enforcement officers.

Depending upon the severity of the incident, the principal may take appropriate measures to ensure student safety, including but not limited to: implementing a safety plan, separating and supervising the students involved, involving school staff for intervention and/or ongoing support, developing a plan involving parents. Since parents are key partners in both changing the bullying behavior and supporting the victims of bullying, the principal and/or the investigating staff member shall discuss his/her findings, planned consequences, and intervention plan with the parent of both the offender and the victim. The principal or her designee shall keep a record of the findings and remedial actions on file for future reference.

Reprisal or Retaliation Prohibited:

School prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal after consideration of the

nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and school policies and procedures.

Consequences for False Accusation:

School prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Staff Responsibilities:

The administrations shall provide periodic training on the school's harassment, intimidation and bullying policies to teachers and other personnel who have significant contact with students. Teachers and staff members are encouraged to become trained in skills and strategies for continuing the education of the students in bullying prevention and implementing appropriate interventions when necessary. Staff members who observe or become aware of an act of bullying are to take immediate, appropriate steps to intervene unless the intervention would be a threat to their or students' safety. All incidents must be immediately reported to the principal in writing.

Implementation:

School and all school personnel, with the support and guidance of the principal, are committed to ensure that this policy is carried out consistently and uniformly, and that all necessary disciplinary actions are carried out with necessary due process.

Annual Policy Review:

School shall review this policy on a regular basis at least annually and update or change it as needed.

STUDENT HANDBOOK POLICY - SEXUALITY

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.¹

1 www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/

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Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.